

Binbrook Church of England Primary School

Pay Committee

Terms of Reference

1. Aim

The role of the Pay Committee is to implement the Lincolnshire County Council Pay and Performance Policy.

2. Membership

The Committee has fully delegated powers and consists of three members of the Governing Body, excluding employees of the school. The Chair and Vice-Chair of Governors are eligible to sit on the committee, but it is advisable that one remains available for an appeals panel. The Head Teacher has the right to attend the Committee. The Committee will seek advice and guidance from the Head Teacher and/or if relevant from the Director of Children's Services (through Human Resources)/or Staff Governors.

3. Election of Chair

The Chair should be appointed by and from the members of the Committee at the first meeting after the commencement of the school academic year or when a vacancy occurs. The Chair should not be a member of staff.

4. Quorum

A quorum shall be three Governors including the Headteacher or their designated deputy.

5. Meetings

The Pay Committee will meet at least once a year in the Autumn Term, more frequently if necessary.

Minutes will be taken by the Clerk to the Governors (or in their absence by a member of the committee but not the Chair). A draft of the Committee minutes shall be copied to the Committee Chair for comment and distribution to other Committee members.

Decisions of the Committee will be confidentially minuted and reported without comment or discussion to the next meeting of the Governing Body as a confidential item. The individual concerned, the Head and Payroll will be notified in writing immediately following the Committee's decision.

6. Terms of reference

- To achieve the aims of the whole school, Pay and Performance Policy in a fair and equitable manner.
- To apply the criteria set by the whole school Pay and Performance policy.
- To observe all statutory and contractual obligations, including the statutory requirement to make a pay decision following the completion of the appraisal process.
- To make recommendations to the Governing Body about budgetary requirements for pay.
- To take account of the budget position when taking decisions on pay
- To clearly minute the reasons for all decisions.

- To keep abreast of any developments that may affect the pay policy and to make arrangements for an annual review of the policy, including regard for any changes in legislation, or change to the conditions or terms of employment of any group/s of staff.
- To work with the Headteacher to ensure that the Governing Body complies with the latest appraisal regulations (teachers)
- Additionally, the Pay Committee will be responsible for any other Personnel related matters e.g. Job Scales, Honorariums etc.

7. Review

The Governing Body recognises the importance of keeping the Pay Committee Terms of Reference up to-date and the Full Governing Body will review the document annually for ratification in the first meeting of the academic year.

Date: 09 September 2025

Review Date: September 2026