



Alameda Middle School

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TERMS OF REFERENCE FOR THE GOVERNING BODY'S PAY COMMITTEE 2024-2025

General terms

- To act on matters delegated by the full governing body.
- To liaise and consult with other committees where necessary.
- To contribute to the school improvement priorities.
- To consider safeguarding and equalities implications when undertaking all

Membership	according to the agreed committee structure
Clerk	in the absence of the clerk the committee will choose a clerk for that meeting from among their number (not the Headteacher).
Quorum	at least THREE governors.
Voting rights	restricted to committee members. Chair to have a casting vote but only if a governor. Staff cannot vote on the pay of any member of staff, the Headteacher cannot vote on his/her own pay or performance.
Chair/ViceChair	to be elected annually by the committee. In the absence of the chair, the committee will choose an acting chair for that meeting from among their number (not the Headteacher).
Minutes	the unconfirmed minutes of each meeting to be circulated promptly to all governors. The chair (or in his/her absence another member of the committee) to give a <u>brief</u> summary and highlight actions at the next FGB meeting.

committee functions.

Pay		
1	To approve annual pay recommendations for teachers as set out in the Salary Policy ensuring that the appraisal policy has been applied fairly and that recommendations are evidence based and can be justified.	
2	As part of the salary review, to understand the profile of the school, the scope for progression and impact on the budget and ensure salaries reflect staff responsibilities and contribution.	



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3	To approve threshold applications and leadership pay.	
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Constitution and Procedures

4	To recommend the pay range for the Headteacher and ensure pay ranges for the leadership group conform with the STPCD.	
5	To review and approve policies identified within the school's policy review schedule and in accordance with its delegated powers.	