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Description automatically generated**

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| **Name of school:** | St Andrews Methodist Primary School |
| **Name of committee:** | PAY |
| **Date agreed:** | 2023-2024 |
| **Review date:** | *Terms of reference must be reviewed by the full governing board annually* |

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| **Chair of committee:** | XXXX |
| **Clerk:** | *Arranged by the full governing board* |
| **Quorum:** | *The quorum for the committee shall be a minimum of three governors* |
| **Membership:** | *3 governors – A Chair will be appointed/elected to the committee and a clerk will be appointed* |
| **Meetings:** | *The committee will meet during the autumn term and at any other time of required* |
| **Minutes:** | *The minutes are confidential to the committee and will be provisionally approved by the Chair of the committee and ratified at its next meeting* |

* The Pay Committee will have delegated powers to consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.
* The Governing Board will have regard for the appraisal report and consider the advice from the Senior Leadership team when making the final decisions on pay recommendations.
* The Pay Committee will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year.
* The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers’ Pay and Conditions Document.
* Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original pay committee.
* If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.