

# REDMOOR ACADEMY

## PAY AND APPRAISAL COMMITTEE TERMS OF REFERENCE

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### **Composition:**

Chair (non-staff member elected by the committee each September).

### **Membership:**

The committee will consist of at least four members. This will be formed by three members of the Governing Body, from whom will be appointed a chair, together with the Principal. The committee shall not be quorate unless a minimum of three members shall be present. All governor members of the committee shall be entitled to vote.

Any paid employees of the school who are also governors are unable to be members of the Pay Committee. Pay recommendations will be received by the Committee from the Principal. Pay Committee members will be excluded from membership of the Governors' Appeal where convened to consider a pay appeal.

**Clerk:** Mrs Diane Eeley

**Quorum:** Minimum of 3 (three) members. **Term of Office:** Annual.

**Frequency of meetings:** Autumn Term - Twice Termly  
Spring Term – Once Termly  
(3 meetings per year)

### **Purpose of Committee:**

Ensuring that the whole school pay policy observes all statutorily and contractual obligations, notably including compliance with the School Teachers' Pay and Conditions Document, Appraisal Regulations 2012 and Equalities Legislation (as outlined in the Pay Policy).

Annually determine salary progression for the Principal, where eligible, following recommendation by the SIP. The Principal may attend in an advisory capacity but will withdraw when their own salary is being discussed.

Annually determine salary progression for eligible teaching staff, following recommendation by the Principal. Receive Principal's recommendations for

teachers' pay progression decisions as soon as practically possible after the appraisal deadline of 31st October.

Make determinations on teachers' salary progression, backdated to 1 September. Request that salary statements are issued to teaching staff to confirm Committee determinations.

Receive a summary report from the Principal on support staff pay determinations.

Full minutes shall be taken to record any decisions, action points or recommendations to be made to the Governing Body and would be available for inspection by any governor. The committee will consider matters and take advice when and as appropriate from the Principal.

To ensure that the school is staffed sufficiently for the fulfilment of the school's development plan and the effective operation of the school. Staffing should be reviewed annually and include any budgetary considerations. In exceptional circumstances, such as anticipated budget reductions resulting from national and local government action, this review should be carried out in the autumn term.

**Adopted by all governors on 4<sup>th</sup> September 2019**