

Biddenham International School & Sports College

Governors' Pay Committee

Terms of Reference 2023/24

1. The Governors' Pay Committee shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school salary policy agreed by the Governing Board in respect of the following staff:
 - (i) school teachers;
 - (ii) local government services staff;
 - (iii) any other staff as determined by the Governing Board.
2. The Governors' Pay Committee shall consist of three non-staff members of the Governing Board. It will be chaired by an experienced member of the Business & Welfare Committee.
3. The Governors' Pay Committee shall be quorate only when all three Governors nominated to serve on the Governors' Pay Committee are in attendance.
4. The Governors' Pay Committee will meet at least once each financial year, usually during the Autumn Term. Additional meetings may be arranged if deemed necessary by the Chairperson of the Governors' Pay Committee or the Headteacher.
5. The Principal and Head of School have the right to attend all meetings of the Governors' Pay Committee. The Governors' Pay Committee will seek the advice of the Principal and Head of School in respect of the exercise of any discretionary payments and in particular:
 - a) for teaching staff, points awarded on the main pay scale for qualifications and experience and progression on the main scale;
 - b) for teaching staff, the award of any management allowances, special needs allowances and allowances for recruitment and retention;
 - c) the award of any discretionary points resulting from performance review taking into account the advice of the Principal and Head of School;
 - d) for members of the leadership group, any discretionary points resulting from performance review, taking into account the advice of the Principal in respect of the Head of School, deputy and assistant headteachers and the governors responsible for the performance review of the head;
 - e) for all teachers, the award of any cost of living pay increase from 1st September;
 - f) for National Joint Council Local Government Services staff, the award of accelerated increments, honorarium payments and appropriate job evaluation.

6. In reaching decisions in respect of pay, the Governors' Pay Committee shall have regard to:
 - a) the advice of the Principal and Head of School;
 - b) the advice of the Local Authority;
 - c) salaries paid in other broadly equivalent schools;
 - d) the implications of national pay decisions and the relevant legislation (such as The Employment Relations Act 1999; The Equality Act 2010; the Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000; The Fixed term Employees (Prevention of Less Favourable Treatment) Regulations 2002; and the standards for openness and objectivity in public life).
7. The Governors' Pay Committee shall have executive powers within the staffing budget determined by the Governing Board and will take decisions with due regard to the School Teachers' Pay and Conditions Document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services staff, and any relevant employment legislation. As indicated in paragraph 1 above, the Governors' Pay Committee shall determine pay matters arising as part of the annual review process. The pay of new staff appointed to the school will be determined by the appointment panel in accordance with the school salary policy.
8. Members of the Governors' Pay Committee shall not serve on any committee appointed by the Governors to hear an appeal from a member of staff against the decisions made by the Governors' Pay Committee.
9. The Governors' Pay Committee shall review these terms of reference and the whole school salary policy on an annual basis.

These Terms of Reference have been approved by the Pay Committee on 28th September 2022.

These Terms of Reference have been reviewed, approved and formally adopted by the Full Governing Board on **Wednesday 23rd November 2022**.

Signed by Chair of Governors: