

St Mary's C of E Aided Primary School, Pulborough
Pay and Performance Review
Terms of Reference

Membership

A minimum of five Governors.

The headteacher will attend in an advisory capacity only.

Quorum

Three Governors

Date Committee Established

September 2018

Meetings

Annually, with additional meetings as necessary

The Committee will:

1. meet the aims of the whole school pay policy and apply its criteria;
2. ensure that all staff receive their full contractual and statutory entitlements;
3. review the whole school pay policy annually, taking account of national and local developments;
4. consider recommendations from the headteacher about what awards should be given on the basis of policy and budget;
5. ensure that awards are made fairly, taking full account of equal opportunities;
6. review the School Group Size and Individual School Range and record in writing the reasons;
7. establish the criteria to be used for performance review which may lead to the award of additional points for teaching staff;
8. ensure that the review of the Leadership Group's salaries, including the headteacher, is informed by the outcomes of their performance review.
9. Receive the recommendations of the headteacher in relation to teachers on the upper pay spine and take appropriate action in line with the agreed criteria;
10. Ensure that all members of the teaching staff receive annual statements of salary.

* The Headteacher Performance Review Group could be formed from this committee, but its members should have received the appropriate training

Disqualification –

Any relevant person employed to work at the school other than as the Headteacher, when the subject for consideration is the pay or performance review of any person employed to work at the school.