



Diocese of Guildford

ST PAUL'S C OF E PRIMARY SCHOOL
PAY COMMITTEE TERMS OF REFERENCE



APPENDIX 1

CONSTITUTION

The Membership of this Committee will be agreed by the FGB

The Chairman of the Committee will be elected by a quorum of the Committee members; please note that the head teacher cannot take on this role.

The membership will be four Governors with a quorum of 3.

The Committee will have the power to invite others, without voting rights, to give advice to the Committee e.g. personnel consultant.

No other person paid to work at the school may be a member of the Committee unless specifically invited by the head teacher.

The head teacher must withdraw and not vote on his/her own pay or performance appraisal.

PAY REVIEW

1. To ensure the GST Performance Appraisal Policy is in place and reviewed annually.
2. To ensure the GST Pay Policy is in place and reviewed annually.
3. The Committee in conjunction with the head teacher, to carry out an annual review of the salaries for all staff, including teachers up to Main Scale 12 and make recommendations to GST for approval.
4. The Committee in conjunction with the head teacher, to make decisions relating to pay concerning post –threshold teachers in line with the pay policy and make recommendations to GST for approval.
5. To ensure that a copy of the salary statement is issued to all teachers following a change to salary every year.
6. To ensure the setting and reviewing of targets for the assistant head teachers takes place by the head teacher.
7. To make recommendations to the CEO of GST concerning pay in relation to the Leadership Group.
8. To ensure the appropriate notification of decisions is sent to the Teachers Pay and Pensions Team, using the appropriate salary notification form.

HEAD TEACHER'S APPRAISAL

To ensure that the head teacher's appraisal takes place in accordance with GST Appraisal Policy and the TT & C.