Terms of Reference for the Performance and Pay Committee of the Governing Board of Instow Community Primary and Pre-School

Membership:	Sue Edmonds, Julie Stanway, Simon Gooch
At least three governors who should not include:	The headteacher (who will bring recommendations to the committee)
	Staff governors
	Any other governors who work at the school
	Associate members
Quorum:	3
Chair of Committee:	Sue Edmonds
Clerk of Committee:	Colette Woo

Agreed at meeting of full governing board: 30th January 2023
Date of review: June 2023

Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full Board.

- To adopt and keep under review staff appraisal policies including the criteria for pay progression

- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified

- To annually review the salaries of all staff

- To approve teachers' salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school's policy

- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly

- Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance

- To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher's appraisal

- To undertake salary reviews at any other time the governing board directs that there is a need to do so

- To consider the salary appropriate for new posts within the school, in line with similar posts already in place

- To inform the board of approved salary decisions, to ensure inclusion in the budget.