



Oswald Road Primary School **Terms of Reference for the** **Pay Committee 2021-2022**

Chair of the Committee	Ali Ayub
Clerk to the Committee	Ged McCoy
Date Committee Established	21 September 2021
Date of review	September 2022

General Terms

- Disqualifications: As per the legal requirements for governance.
- To monitor progress and evaluate the effectiveness of the priorities allocated to the committee within the School Development Plan
- To draft and keep under review the staffing structure in consultation with the Headteacher and the Finance Committee
- To establish and approve on an annual basis (statutory requirement), a Pay Policy for all categories of staff and to be responsible for its administration and review including the staffing structure (links to SFVS evidence 5)
- To approve and review a Performance Management policy for all staff*
- To review job descriptions for staff as appropriate and recommended by the Headteacher (links to SFVS evidence 4)
- To make recommendations on personnel related expenditure to the Finance Committee, including pay discretions
- To consider any appeal against a decision on pay grading or pay awards
- To be responsible, in conjunction with the Finance Committee, for determining dismissal payments/early retirement
- Additional items Governing Body may wish to include

Name	Governor Designation	Term of Office End Date
Ali Ayub	Co-Opted	04/01/24
Eve Holt	Local Authority	25/03/23
Peter Martin	Co-Opted	27/06/25
Carole Wigzell	Co-Opted	27/06/25