



Oswald Road Primary School

Terms of Reference for the

Pay Committee 2022-2023

Chair of the Committee	Ali Ayub
Clerk to the Committee	Designated clerk from Just-a-Sec
Date Committee Established	20 September 2022
Date of review	September 2023
Quorum	Three governors
Meetings	Once per academic year
Membership	Ali Ayub Eve Holt Carole Wigzell Peter Martin

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