



## **Oswald Road Primary School** **Terms of Reference for the** **Pay Committee 2025-2026**

<b>Chair of the Committee</b>	Jennie Wiggins
<b>Clerk to the Committee</b>	Designated Clerk from Second2None
<b>Date Committee Established</b>	15 September 2025
<b>Date of review</b>	September 2026
<b>Quorum</b>	Three governors
<b>Meetings</b>	Once per academic year
<b>Membership</b>	Ernst ter Horst Peter Martin Jennie Wiggins Deborah Howard (Headteacher, advising)

### **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)
- 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)
- 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 the Governing Body may wish to include.