



Oswald Road Primary School **Terms of Reference for the** **Pay Committee 2024-2025**

Chair of the Committee	Jennie Wiggins
Clerk to the Committee	Designated Clerk from Second2None
Date Committee Established	16 September 2024
Date of review	September 2025
Quorum	Three governors
Meetings	Once per academic year
Membership	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 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.