

**Willow Lane Community Primary School
Pay Committee**

Terms of Reference – 2017/18

Membership

The committee shall consist of 3 members of the governing body. The membership of the committee shall be reviewed and determined annually by the governing body. The committee shall have up to 1 associate member – the School Advisor - with voting rights appointed by the governing body.

Quorum

The quorum shall be a minimum of 3 governors including the associate member.

Meetings

The clerk to the committee shall be responsible for convening any meetings of the committee.

Responsibilities

1. To implement the school's pay policy including the pay for individual members of staff.
2. To agree any salary progression on the Individual School Range (ISR) for the headteacher, deputy headteachers and assistant headteachers.
3. To review annually for September the salaries of all teaching staff in the light of recommendations made by the headteacher and to provide individual members of staff with a statement of salary.

- NOTE**
- (a) Membership of this committee is open to all governors, but governors who may stand to gain directly and indirectly from any decision must not take part in those decision making processes (see the Schedule from The School Governance (Procedures) (England) Regulations 2003).
 - (b) No governor who is a member of staff employed at the school can take part in any decisions about the pay or performance of an individual (Schedule 6, paragraph 4).
 - (c) The normal rules of withdrawal also apply (see the Schedule from The School Governance (Procedures) (England) Regulations 2003).

It is permissible for the Pay Committee and the Performance Management Committee to have the same membership.