



THE FEDERATION OF BARTON & GODSHILL PRIMARY SCHOOLS



Reviewed on:	10 th July 2025
Next Review:	July 2026
Staff Responsibility	-
Governor responsibility	FGB
Signed by Chair	

Pay Committee

The Governing Board authorises and requires the Committee, in accordance with the Scheme of Management Delegation, to monitor and review all matters relating to staff performance management and pay.

Terms of Reference

1. The Committee shall consist of a minimum of 3 members.
2. The quorum for the Committee is 3.
3. The Committee will elect its own chairperson at the beginning of each academic year.
4. The Committee will meet as determined by need.
5. Minutes to be taken at each meeting and to be confidential minutes; reported under a confidential section of the FGB meeting.
6. Voting is by a majority of the members of the Committee present.

Responsibilities of the Pay Committee

1. To achieve the aims of the schools' pay policies in a fair and equal manner.
2. To achieve the criteria set by the Teachers Pay Policy when reviewing teachers' pay progression applications.
3. To observe all statutory and contractual obligations.
4. To minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the next Full Governing Board (FGB); this report must be anonymised.
5. To recommend to the FGB the annual budget needed for pay (advised by the SBM), bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion.
6. To keep abreast of relevant developments and to advise FGB when the school's Performance Management, Appraisal & Capability Policy and the Teachers Pay Policy needs to be revised.
7. To work with the Executive Headteacher in ensuring that the FGB complies with the Performance Management and Development Process Regulations 2012 (teachers) in line with the Teachers' Pay Policy.
8. To hear staff leave of absence applications if requested by the Headteacher.