



Portchester Community School Pay Committee - Terms of Reference 2024-2026

Purpose of Committee:

This committee will have delegated responsibility for carrying out the annual monitoring and review of staff pay at Portchester Community School.

This document is provided to outline the working structure for the Pay Committee for the 2024-26 school years. It is reviewed biennially.

Terms of Reference 2024-2026:

Introduction:

The purpose of this committee is to carry out the revisions to the teaching and non-teaching staff structures and salary levels associated therewith as set out in the Terms of Reference of the Committee.

Formal minutes from the Pay Committee meetings are, once approved, filed in a separate ring binder and a copy is kept in the Governors filing cabinet(s), located in the school reception area.

The committee shall consist of a minimum four (3) members and shall contain a minimum of two (2) members to ensure quoracy.

Structure for Decision Making:

The Pay Committee shall have the delegated authority of the Full Governing Body to vote and agree on any nominations made by the Head teacher's Pay Review Committee and the Head teacher

The Full Governing Body may, at any time, decide to remove responsibility for any area from a Committee and return it to the Full Governing Body

Where Committees recommend a certain course of action it should be adopted unless exceptional circumstances prevail.

The Governing Body delegates to the Pay Committee:

The decisions for the:

- Head Teachers Progression
- Deputy Head teacher(s) and any nominated members of the Senior Leadership Team
- Pay progression for any other staff progressions
- To review the school's Pay Policy and approve any special payments

Meeting Purpose/ Content:

This committee will sit twice annually to hear and consider approval of any recommended pay awards as follows:

- The Performance Review Committee Recommendations for the Head Teachers Progression
- The Head teacher's detailed recommendations for pay progression for the Deputy Head teacher(s) and members of the Senior Leadership Team
- The Head teacher's detailed recommendations for pay progression for any other staff progressions

The committee must ensure that the schools 'Pay Policy' enable them to differentiate and reward good performance:

The Pay Policy shall be updated annually to reflect the Hampshire County Council (HCC) recommendations for the annual pay reviews – The timing of the update is dependent upon the release date of the HCC policy but this must be completed prior to the pay review meetings for the categories stated in the bullet points above – the recommendation is that this policy is reviewed by the Pay committee at an 'ad hoc' meeting annually in October (date to be advised)

The Pay Policy should reflect a clear process and evidence base to minimise the risk of appeals and ensure that the policy is clear

They should consider if the potential outcomes of the 'Pay Policy' are affordable, in the short and medium term, that there is sufficient budget available for the pay progression

The committee shall take into account staff applying to the 'Upper Pay Range'

In general Governors should also consider use of the new flexibilities when setting salaries for school vacancies

Agenda and Minutes of Pay Committee Meetings:

- The FGB annual calendar will be agreed in the last meeting of the summer term for the forthcoming year. This will include the date of the Pay Committee meeting
- Suggested agenda items should be logged via the Clerk who will inform the Chair to agree the agenda content prior to the issue of the agenda
- The agenda will be issued no later than seven (7) days before the scheduled date of the meeting
- Relevant documents shall be circulated with agenda
- The resulting minutes will be produced and circulated as soon as possible after the meeting

Committees and their Reports:

General:

- The Terms of Reference for the Pay Committee shall be reviewed annually and recommendations for any alterations shall be agreed with the Full Governing Body.

- The Committee meeting date shall be scheduled to be completed on or before the 30th November annually for the teaching staff and on or before the 31st January for the support staff to allow for the implementation of any approved pay progression before the end of the fiscal and financial year
- Nominally there will be four (4) members of the Pay Committee elected at the first Full Governing Body meeting of the school year, the elections shall include for agreement for the Chairman, of the committee
 - The membership shall also be fairly representative of:
 - Co-opted Governors
 - Parents Governors and
 - Local Authority Governors
 - Staff governors cannot be represented on the Pay Committee
- Each committee shall meet as instructed by the Governing body
- Seven (7) days notice (comprising a written agenda) shall be given before a meeting of a committee. Notice shall be copied to the Chairman of the Governing Body, the Head teacher and the Clerk to the Governors
- Each meeting shall present their written (confidential) minutes to the next available meeting of the Full Governing Body; and shall clearly indicate which matters (if any) have been resolved
- For the purposes of this committee the Chair of the Governing Body will not be a member as the chair shall remain available to adjudicate in the case of any dispute or appeal relating to a decision made by the Pay Committee
- Neither the Head teacher nor the Chair of the Governing Body will have any voting rights on this committee
- Each full member of a committee has a single vote
- All committee members shall have the responsibility to ensure that all relevant policies referenced within these Terms of Reference are understood and valid at the time of the annual Pay Committee meetings

These Terms of Reference having been fully reviewed and approved at a Full Governing Body Meeting in September 2024.