



Spring Meadow Infant and Nursery School Pay Committee Terms of Reference

GOVERNING BOARD OF SPRING MEADOW INFANT AND NURSERY SCHOOL

Pay committee

Purpose: *To review the appraisal and pay processes*

Membership: 3 governors including the Headteacher. A chair will be appointed to the committee and a clerk will be appointed.

Quorum: 3 governors.

Meetings: The committee will meet at least once a year. Minutes of the committee's meetings will be shared with the board and made available to the public.

Monitoring: The committee will be responsible for:

- Making sure the appraisal policy is robust and has as little impact as possible on teachers' workloads
- Making sure your policy links performance to pay and can be applied consistently and objectively
- Considering and approving the recommendations of the senior leadership team about awarding performance-related pay progression
- Monitoring the outcomes of pay decisions
- Checking that processes operate fairly
- Being aware of the impact that pay decisions have on the school's budget
- Making sure pay appeals are managed in line with the school pay and appraisal policies

Approved by the governing board: [21/09/23]

Adopted by the Pay Committee: [5.10.23]

Next review date: September 24