



Long Lane Primary School

Pay Committee

Terms of Reference

The Governing Board delegates responsibility for recommending pay progression for all staff to the Headteacher who will make decisions on classroom teachers pay progression following receipt of pay recommendations from the Headteacher and reference to the Schools Standards. To be fair and transparent, assessments will be properly rooted in evidence. In this school we will ensure fairness by using a standard set of evidence for assessing performance, and by a moderation process carried out by the Headteacher. After moderation, the Headteacher will prepare a report to the Pay Committee after the end of the main review period (October). This will include enough information for the committee to be able to make a confident decision to approve the recommended pay decisions based on advice from the Headteacher.

Decisions relating to the pay of the Headteacher will be the responsibility of the Headteacher's Performance Management Review Panel, who will take into account her/his performance review.

When considering pay recommendations, the Pay Committee will consist of at least three governors who are not members of staff at the school, and the head teacher in an advisory capacity.

When considering pay recommendations for the Headteacher, the Resources committee will consist of at least two governors who are not members of staff at the school.

The Pay Committee will have fully delegated powers to:

Ensure that the Pay Policy is implemented fairly with reference to staffing and financial budget plans.

Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.

Assure the Governing Board that the Pay Policy criteria has been applied in determining the pay of each member of staff in the annual review.

Recommend to governors the annual budget needed for the payment of staff.

The Committee shall be required to:

Minute all decisions taken and submit their minutes to be noted by the full Governing Board.

Keep abreast of relevant developments and advise the Governing Board when the Pay Policy needs to be revised.

Approved by the FGB at their meeting on 2.10.25

Next Review Date: Autumn 2026