



## **Terms of Reference for Colleton School Pay Panel 2022-23**

The terms of reference for the pay panel will be determined from time to time by the Governing Body. The current terms of reference are:

- to achieve the aims of the school's pay policy in a fair and equal manner;
- to apply the criteria set by the school's pay policy in determining the pay of each member of teaching and SMT staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Staff & Finance Committee
- to recommend to the Staff & Finance Committee the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Staff & Finance Committee when the school's pay policy needs to be revised;
- to work with the head in ensuring that the Governing Body complies with the Appraisal Regulations 2012 (teachers).

The summary report of the pay panel will be placed in the confidential section of the Staff & Finance Committee's agenda and will either be accepted or referred back. Reference back may occur only if the Pay Panel has exceeded its powers under the policy.

The Chair of the Staff & Finance Committee will report on Pay Panel to the FGB as part of the Staff & Finance report to FGB meetings.

### **MEMBERSHIP**

The membership of the committee will be a maximum of four Governors (not to include any employee of the school) preferably from the Staff & Finance Committee. There will be at least one member from the Staff and Finance Committee on the Pay Panel. The Headteacher will attend in an advisory capacity only.

Additional non-voting members may be co-opted onto the committee, if required, to assist in resolving specific issues. These co-opted members need not necessarily be Governors. The chair is to be elected by members of the Panel but the individual concerned must be a Governor who is not the Headteacher or otherwise employed by or at the school.

### **QUORUM**

The quorum shall be three members (excluding any co-opted members).

### **MEETINGS**

Meetings will be held as required. Meetings will normally be convened by, either the Clerk to the Governing Body on behalf of the Panel Chair, or by a meeting of the Full Governing Body. In either case notice of the meeting will be issued between seven and fourteen days before the meeting, together with details of the purpose of the meeting and the necessary supporting information. However,

providing the details of the purpose of the meeting and the necessary supporting information can be prepared to give sufficient time for panel members to read it before the meeting, a shorter notice period can be agreed by the Chair of the Panel.

The role of the secretary to the panel will normally be undertaken by the Clerk to the Governors or in their absence any other appointed panel member.

Reviewed: 17th October 2022

Ratified: 30<sup>th</sup> November 2022

Review: Annually in the Autumn time