

## Pay Committee Terms of Reference 2025-26

**Membership:** The committee to consist of no fewer than three governors, and the Headteacher in an advisory capacity. No governors who are also staff members should be a member of the committee.

**Quorum and Voting:** The quorum is a minimum of three governors. Governors only, not including the HT, have one vote each.

**Meetings:** A minimum of one per year.

**Clerking:** All meetings must be accurately recorded. In the absence of the Clerk, members of the committee may take minutes. The agenda to be set and circulated along with accompanying papers prior to the meeting.

### Key Tasks

#### *Teacher Pay*

- To review and approve recommendations made by the HT in line with the Pay Policy, the Performance Management Policy and any statutory requirements.

#### *Headteacher Pay*

- To review and approve recommendations made by the headteacher's performance management group in line with the Pay Policy, the Performance Management Policy and any statutory requirements.

#### **All governors on the Pay Committee have a statutory requirement to do the following:**

- Avoid conflicts of interest
- Exercise independent judgement
- Declare any interest in proposed transactions or arrangements