



St Matthew's Primary School

Pay Committee Terms of Reference

Luton Borough Council Policy

Date Policy Written: November 2022

Review Cycle: Annual basis or sooner if required.

Ratified by Governing Board on: 22 May 2023

Next review date: Autumn 2023

This Policy must be read in conjunction with Whole school pay policy.

Pay committee terms of reference

The Pay Committee will comprise three governors; staff governors may not join the Pay Committee.

Establishment of the Policy

The Pay Committee is responsible for:

- Establishing the policy, in consultation with the headteacher, and submitting it to the Governing Body for approval
- The Governing Body is responsible for formal approval of the Policy

Monitoring and review

The Pay Committee is responsible for:

- reviewing the policy annually and submitting it to the Governing Body for approval

The Governing Body is responsible for:

- considering an annual report on decisions taken in accordance with the terms of the policy

Application of the policy

The headteacher is responsible for:

- Ensuring that pay recommendations for the deputy headteacher and assistant headteachers, classroom teachers (including applications to progress to UPR) and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy
- Ensuring that the grades for support staff are appropriate to the expectations of the job role, including by having posts re-evaluated using the relevant job evaluation scheme
- Advising the Pay Committee on its decisions and
- Ensuring the staff are informed of the outcome of decisions of the Pay Committee and their right of appeal

The Pay Committee is responsible for:

- Taking decisions regarding the pay of the deputy headteacher and assistant headteachers, classroom teachers and support staff following consideration of the recommendations of the headteacher
- Taking decisions regarding the pay of the headteacher following consideration of the recommendations of the governors responsible for the headteacher's appraisal submitting reports of these decisions to the Governing Body and
- Ensuring that the headteacher is informed of the decision of the Pay Committee and of the right of appeal.

The Appeals Committee of the Governing Body is responsible for:

- Taking decisions on appeals against decisions of the Pay Committee in accordance with the terms of the appeal procedure.