



Farnborough Road Infant School

Pay Committee: Constitution and Terms of Reference September 2025

Membership

1. The Committee will consist of 3 governors (who are also responsible for undertaking the Headteacher Performance Management), plus the headteacher.
2. For the purposes of succession planning and securing a wide skill base, **associate members** may be invited to join the committee. Associate members do not have a vote
3. The Chair and Vice Chair of this committee will be identified by FGB and serve a one year term and then subject to review by the FGB

Quorum

1. 2 Governors will represent a quorum.
2. The Committee may invite other governors and/or associates to attend as it finds necessary.

Meetings

1. The Committee will meet once each academic year and otherwise if required. Meetings will take place after the meeting of the full Governing Board.
2. A group of three Governors will be nominated to undertake the Headteacher's Performance Management, employing the services of a suitably qualified reviewer (see TOR for the Pay Committee).
3. The agenda will be agreed by chair of the Pay Committee with clerk and headteacher and with reference to TOR. Agenda to be sent to committee members at least seven days before the meeting with relevant papers
4. The meetings will be minuted by the clerk. The minutes will highlight questions asked by the governors to support and challenge the school. The minutes will be available to committee members within 10 working days of the meeting being held and remain as draft minutes until agreed at the next meeting of the committee.
5. The Clerk to Governors will keep a record of all meetings. A summary report, highlighting key issues (oral or written) will be an agenda item on the following Full Governing Body agenda.

Focus:

STAFFING

1. To ensure that the schools Appraisal Policy (including arrangements and operation of the schools appraisal procedures for the headteacher) is properly applied and supports school improvement.
2. To receive information from the headteacher about the application of the schools Appraisal Policy and the appraisal of all staff including teachers and to ensure that pay recommendations are made and followed through.
3. To consider and ratify the staff pay recommendations of the head teacher.

4. To fairly apply the criteria related to discretionary areas of pay, as identified within the Pay Policy, including headteacher and those on leadership levels/points.
5. To determine/review salary at the time of the annual review for all staff, normally between the 1 st September and 31 st October, and provide an annual pay statement
6. Provide an Interim Pay Statement for any member of staff whose situation changes during the year.

Key Questions for governors to support and challenge the school

- Is the pay policy being applied appropriately?
- Are salary awards justified in relation to evidence used to determine pay?
- Is the appraisal process rigorous and fair and supports relevant equal opportunities legislation
- Are the headteacher's performance management targets appropriate and challenging eg how do they address the *SIP* priorities, pupil progress, attainment and standards, the quality of teaching and learning etc
- Are there any issues of under-performance identified at the interim review meeting and/or determined by the leadership team