

Terms of Reference for the Pay Committee of the Governing Board of Instow Community Primary and Preschool

For settings not applying Performance Related Pay

Membership:

Sue Edmonds, Julie Stanway, Simon Gooch

Three governors who should
not include:

- The headteacher (who will bring recommendations to the committee)
- Staff governors
- Any other governors who work at the school
- Associate members

Quorum:

3

Chair of Committee:

Sue Edmonds

Clerk of Committee:

Colette Woo

Agreed at meeting of full governing board on 21st September 2026
Date of review: September 2027

*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership

Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full Board. (A model is available, contact hredirect@devon.gov.uk)
- To adopt and keep under review staff appraisal policies, if used (the school may still have an appraisal policy in place, even if this is not linked to pay progression.)
- To ensure that the appropriate arrangements for pay progression are in place, can be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the headteacher on whether to award a pay progression in line with the school's policy. Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by standard pay progression and ensure that decisions on pay are in line with the pay policy
- To ensure those staff who do not meet the requirement for pay progression (under formal capability) have a formal support package put in place to ensure improvement
- To assess any application for the upper pay range received and make a determination, based on the headteacher's recommendation and in line with the pay policy, on whether the teacher meets the criteria
- To review the headteacher's salary annually, and to have regard to any capability recommendation regarding pay progression from the governors who have conducted the headteacher's appraisal
- To undertake salary reviews at any other time the governing board directs that there is a need to do so
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place
- To inform the board of approved salary decisions, to ensure inclusion in the budget.
- To monitor the outcomes and impact of the pay and appraisal policies on a regular basis, twice per year, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation