

Terms of Reference for the Pay and Performance Appeals Committee of the Governing Body of Instow Community Primary and Pre-School

Membership:	At least three Governors to be drawn from the following: Kayleigh Allin, Alan Mackie, Hayley Heaton, Janet Rothney
Disqualification:	The Headteacher in an advisory capacity (except when discussing the Headteacher's pay). Members of staff at the school. No governor or associate member who has been part of the First Hearings Committee may be included
Quorum:	Three
Chair of Committee:	To be elected by the Committee
Clerk of Committee:	Colette Woo

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

Agreed Terms of Reference:

- To carry out any appeal review in accordance with the school's Pay Policy
- The decisions of the committee will be brought to the full governing body for information.
- To seek professional advice from the Local Authority or others where necessary.
- To elect the Chair of the Committee