

Committee – Pay Terms of Reference (2025-2026)

Overview

1. The Pay Committee, which covers issues relating to the Staff Pay, will meet as required. Notes shall be prepared and presented to the next meeting of the Governing Body.
2. There will be at least 4 Members of the Governing Body on the Committee; none of whom will be employed by the School. The Chair of the Committee will be elected by the Committee. Membership of the Committee will be reviewed annually by the Governing Body and published with the Minutes of this Body.
3. The quorum shall be a minimum of 3 Governors. The Chair and Vice Chair will be able to attend. It should be noted that Governors who stand to gain directly or indirectly from any decision must not take part in those decision-making processes.

Responsibilities

4. The main responsibilities of the Pay Committee are as follows:
 - To implement the Royal Cross Pay Policy including pay for individual members of Staff. It should be noted that the Pay Policy will normally be based on that issued by Lancashire County Council and adopted by the Full Governing Body.
 - To agree any salary progression for School Leadership Team i.e., Headteacher and Deputy Headteacher.
 - To review annually in the Autumn Term the salaries of all teaching staff in light of the recommendations made by the Headteacher.
 - To ensure that Staff are made aware of their Salary.
5. It should be noted that the Headteacher is responsible for operational matters and as such the management of the School Staff. As such the Pay Committee should not become involved with issues that are within the responsibility of the Headteacher.

Update and Approval

6. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.