



# Mill Water School

admin@millwater.devon.sch.uk | www.millwater.devon.sch.uk | 01395 568890

## Terms of Reference for the Performance and Pay Committee of the Governing Body

**Membership:** Three

Andrew Gardner  
Martin Callaghan  
Maggie Carter

**Quorum:** Two

**Chair of Committee:** Maggie Carter

**Vice Chair of Committee:** Andrew Gardner

**Clerk of Committee:** Bobbie Potter

**Meeting dates for the academic year:** As required.

**Agreed at the meeting of the full governing body on:** 26<sup>th</sup> September 2018

**Review date:** September 2019

**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 governing body.
- To adopt and keep under review staff appraisal policies including the criteria for pay progression
- To ensure that the appropriate arrangements for linking appraisal to pay 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/senior leadership team on whether to award performance pay in line with the school's policy

- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly
- 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 teacher appraisal and ensure decisions on pay are linked to performance
- To review the headteacher's salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher's appraisal.
- To undertake salary reviews at any other time the governing body 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 governing body of approved salary decisions, to ensure inclusion in the budget.