



## **Pay Progression Committee – Terms of Reference 2023 - 2024**

The Governing Board must act as a corporate board. They must act with integrity, objectivity and honesty and in the best interests of the school. They must be open about, and be prepared to explain their decisions and actions.

The Governing Board should act as “critical friend” to the Headteacher, that is to say, they shall support them in the performance of their functions and give constructive criticism.

**Membership** To consist of **at least 3** Governors (the Governing Board should appoint more to the committee to allow for illness / unavailability / declaration of interests etc. when a panel hearing is required), one of whom should act as Chair. The Headteacher **should not be** members of this committee.

Membership will be agreed on an annual basis at the first Full Governing Board meeting.

**Quorum** To consist of 2 members attending or more

**Chair** To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the Chair at any time.

**Clerk to the Committee** To be elected by the committee (to be determined by the Full Governing Board). The Governing Board can remove the clerk at any time.

**Meetings** As required and held within statutory timescales.

**Agendas / Papers** To be circulated to all committee members at least one week before the meeting.

**Minutes / Confidential minutes** To be circulated to all members of the committee one week prior to the date of the meeting, and with the agenda / papers for the next Full Governing Body meeting, for all other Governors. Minutes to include items discussed, decisions made and / or a record of any proposals / recommendations for the Governing Board to consider, and clear reasons for decisions taken.

### **The Pay Progression Committee shall:**

- Consider the pay progression of all staff where incremental progression is not automatic, taking advice from the school's Headteacher and other senior school staff who may support the committee in an advisory capacity.
- Ensure all decisions taken are in line with legislation / guidance relating to their employment.

- Ensure all such individuals are provided with a written pay statement in line with pay and conditions legislation / guidance that may apply.

Reviewed Autumn 2023 – 2024

Signed (Chair)

Date

Date of next review – Full Governing Board Autumn 2024 - 2025

Signed (Chair of Governors)

Date