



Pay Progression Committee - Terms of Reference

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

Membership 3	To consist of at least 3 Governors, one of who will act as Chair. The Executive Headteacher and/or the Headteacher should not be members of this committee.
Quorum:	To consist of 2 members 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.
Voting Rights:	Voting rights for non-governors serving the committee to be determined annually at the first Full Governing Board meeting. (This should not include the Executive Headteacher/Headteacher).
Meetings:	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 1 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:

- Appoint the Chair of the committee.
- Appoint a Clerk to the Committee.
- Consider the pay progression of all staff where incremental progression is not automatic, taking advice from the school’s Executive Headteacher/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.

Committee Members:

Rev Fr Devany (Chair)

Rev Collins

Mr J Murchan

Clerk to the Committee: Mrs J Taylor (School Clerk to Governors)

Review: Membership and Terms of Reference to be reviewed termly by the Finance and Staffing Committee and ratified annually at the first Full Governing Board meeting.

Review:

Signed:

Date: 18.10.2018

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(Chair)

Date of next review –Full Governing Board –20.03.2018

Signed: Date:
(Chair of Governors)