



Pay Appeals Committee – Terms of Reference 2024 - 2025

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, one of who will 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. At any panel hearing it is recommended that either 3 or 5 members sit, to allow majority decisions to be possible.

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.

Voting rights Voting rights for non-governors serving the committee to be determined annually at the first Full Governing Board meeting. Associate governors do have voting rights at this committee.
(This **should not include** the Headteacher).

Agendas / Papers The clerk to the committee should be notified upon written receipt of the appeal, when at the formal hearing stage. Agenda to be circulated (together with the accompanying papers), only to the committee members attending the hearing at least 5 working days before the meeting (or less, by mutual agreement of all parties), to take place on a date as arranged by the appointed clerk, and within any statutory timescales and as per relevant policies adopted by the Full Governing Board.

(The appellant and the person presenting the case for the school – usually the Headteacher – also receives a full set of papers from both parties).

Confidential minutes To be circulated to those in attendance at the panel hearing, as soon as possible after the date of the meeting, and in appropriate accordance with the adopted policies / procedures and statutory guidance. Minutes to include a brief summary of items discussed, and a record of any proposals / recommendations for the Governing Board to consider. Only the general issues and recommendations should be reported to the Governing Board from a hearing, and this should be done at the earliest opportunity. All efforts should be made to keep the names of the parties involved confidential. Only the clerk will keep a set of minutes from a hearing.

The Pay Appeals Committee shall:

- Appoint the Chair of the Committee
- Appoint a Clerk of the Committee
- Hear formal appeals made on the grounds that the person or committee by whom the decision was made has:
 - a) Incorrectly applied any statutory provision
 - b) Failed to have proper regard for statutory guidance
 - c) Failed to take proper account of relevant evidence
 - d) Was biased, and / or
 - e) Otherwise unlawfully discriminated against the individual concerned
- Enable the member of staff making the appeal to have the opportunity to make representation in person and to be accompanied by a colleague or trade union representative.
- Provide the decision of the appeal panel to the individual in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.

The decision of the Committee at this hearing will be final.

Review frequency: Membership and Terms of Reference ratified annually at the first Full Governing Board meeting.

Reviewed Autumn 2024 - 2025

Signed (Chair)

Date of next review – Full Governing Board Autumn 2025 - 2026