



FINANCE, PAY AND RESOURCES COMMITTEE **Constitution & Terms of Reference**

Membership:

The Committee shall consist of a minimum of 3 governors (those Governors who are not on the appeal panel for staff pay).

Chair:

The Chair of the Committee will be appointed at the first meeting in each academic year, unless one has been appointed by the full Governing Body. (In the absence of the Chair it is expected that one of the other Governors present will be elected to take the chair for the meeting.)

Quorum:

A quorum for this Committee shall be THREE members.

Meetings:

The Committee will meet as required during the year.

Clerking Arrangements:

The Clerk to the Governors shall take the minutes and write them up. They shall be submitted to the Headteacher and the Chair of the Committee within one week, for circulation as appropriate.

Agenda:

To be set by the Committee Chair, Headteacher and Chair of Governors in consultation with the Clerk to the Governors and circulated to committee members at least seven days prior to the meeting.

Review of Constitution & Terms of Reference:

Annually – Autumn Term

Terms of Reference and Delegated Powers

Ideally, and on behalf of the Governing Body, the **Pay Committee** should meet after all performance management reviews have taken place. The committee should consider for approval the Headteacher's anonymised recommendations for pay scale progression, in accordance with the school's performance related Pay Policy and taking into account the outcomes of the performance reviews against the previous academic years' agreed performance targets.

The outcomes of the committee's consideration of the recommendation must be clearly recorded in the minutes. The minutes must remain confidential and are not shared with Governing Body.

- To draft the whole-school pay policy on an annual basis and make a recommendation to the governing body for its adoption
- To achieve the aims and objectives of the school's pay policy
- To apply the criteria within the policy fairly and consistently in determining the pay of each member of staff, taking account of any recommendations made by the Headteacher or, in the case of the Headteacher, the governors.