

# Governing Body Pay Committee Terms of Reference

Version 3.6

Review by Pay Committee:  
Adopted by Governing Body:

January 2023  
March 2023

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Reviewer:  
Governor Link:

Chair of Pay  
Chair of Governors

# **PAY COMMITTEE TERMS OF REFERENCE**

**East Barnet School, Chestnut Grove, East Barnet, Herts EN4 8PU**

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## **A. Membership**

The Chair of Governors, Chairs of People and Resources Committees of East Barnet School Governing Body. There will be a reserve membership of the Vice-chair of Governors plus Chair and Vice-chair of any Governing Body Committee, who would be called upon whenever necessary to make up the membership to three voting members and allow a quorate meeting to take place.

The Headteacher is a non-voting member of this committee and will be invited to advise and give reports as required. Staff Governors cannot be voting members. All governors can attend meetings but may be asked to withdraw if items on the agenda might affect staff confidentiality or other issues.

The Chair of Governors will be the Chair of the Pay Committee. In the Chair's absence, the Committee will agree an acting Chair for the meeting.

The minutes of the previous meeting shall be distributed with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee. Unless deemed confidential, minutes will be shared with all governors.

## **B. Aims**

1. To achieve the aims of the school's Pay Policy in a fair and equal manner.
2. To monitor and maintain an overview of remuneration options, including pension provision, for employees as a recruitment/retention/motivation tool.

**The Pay Committee will work on behalf of the School Governing Body within these terms of reference:**

1. To report its decisions to the People and Resources Committee.
2. To review the Terms of Reference of the Pay Committee annually, with any recommendations sent to the next available Governing Body meeting for ratification.

3. To review the East Barnet School's Pay Policy annually (other governors may be invited), with any recommendations sent to the next available Governing Body meeting for ratification.
4. To meet annually to agree outcomes of Performance Management reviews and at other times, as necessary.
5. To use delegated powers, as required, to make all determinations of pay in accordance with the Pay Policy for East Barnet School.
6. To use delegated powers, as required, to make other decisions in accordance with the Pay Policy for East Barnet School.
7. To delegate powers to the Headteacher, as required, in accordance with the Pay Policy for East Barnet School.
8. To receive reports and notifications from the Headteacher in accordance with the Pay Policy for East Barnet School.
9. To ensure consultation with staff and the recognised Trades Unions before any changes to the Pay Policy are put in place.
10. To undertake tasks delegated to this committee by the Governing Body or other committees.
11. To ensure, as far as is practical, that Health & Safety issues are appropriately monitored and remedied.

The quorum for voting is 100% (3 members).