

## First/Pay Review Committee

### Terms of Reference

Elect Chair (if delegated by the full governing body)

- Annually agree the Teacher's Pay Policy
- Act in accordance with the Teacher's Pay Policy when carrying out the annual review of teachers' salaries.
- Report to the Finance and Premises Committee on pay review related expenditure.
- Consider and requests made in accordance with personnel policies e.g. flexible working or leave of absence (unless delegated to the Headteacher).
- Make any decisions under the personnel procedures adopted by the Governing Body e.g. disciplinary, grievance, ill-health, capability etc. (unless delegated to the Headteacher).
- Deal with matters relating to staffing reductions.

Meetings: at least annually

Quorum: 3

Disqualifications: Headteacher; Chair of Governors (if they have prior knowledge); where there may be a conflict of interest; any Governor whose spouse/partner is involved; staff (annual pay review and matters relating to staffing reduction).