

## First / Pay Review Committee

### Terms of Reference

- Elect Chair (if delegated by full Governing Board).
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy and School Teachers Pay and Conditions Document (STPCD) when carrying out the annual review of teachers' salaries.
- Consider any requests made in accordance with HR policies e.g. leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under HR procedures adopted by the Governing Board e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Lifting of Headteacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

**MEETINGS:** at least annually

**QUORUM:** 3

**DISQUALIFICATION:** Headteacher; Chair of Governors (if 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 reductions).

### Delegation to the Headteacher

School Staffing (England) Regulations 2009

The Governing Board can delegate the power to appoint outside the leadership group.

#### **Appointments:**

Governing Board delegates to the Headteacher with one or more Governors responsibility for the appointment of:

- Permanent teaching staff posts
- Permanent support staff posts
- Temporary staff

#### **Dismissals:**

Governing Board delegates to the Headteacher responsibility in line with the delegation in school HR policies.

#### **Lifting Suspensions:**

Delegation to the Chair of Governors for all staff (excluding the Headteacher)  
First/Pay Review Committee for the Headteacher