



September 2025

## Terms of Reference

### Pay Sub-Committee

#### General Terms

- to implement and administer the pay policy.
- to ensure that each member of staff has access to a copy of the Pay Policy
- to ensure that appropriate funding is allocated for pay within the schools' staffing structure and pay policy, with regard to planned and potential determinations on performance pay progression
- to handle appeals, if the matter cannot be resolved informally.
- to keep up to date with relevant developments and any legal changes and to advise the Board of Governors when the schools pay policy needs to be revised;
- to have responsibility for pay determinations in accordance with the pay and appraisal policies on behalf of the Board of Governors
- to minute clearly giving the reasons for all decisions and report these decisions to the next full Board of Governors meeting as a confidential item to be received;
- to seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- to attend relevant training as appropriate

**Membership:** Three members of the Board of Governors, excluding the Executive Headteacher and any other members paid to work in the school

**Quorum:** Three Governors.

**Chair:** To be confirmed at the meeting

**Meetings:** The committee will meet once a year