



**The Governing Body of Sacred Heart and St Mary's
Catholic Primary Schools (Battersea)**



Terms of Reference

PAY COMMITTEE 2018/19

Membership

The Committee will comprise a minimum of 4 governors plus the Executive Head.

Quorum

The quorum for meetings of this committee is 3 governors.

Clerking

The meeting will be clerked by the Chair of the Committee.

Meetings

The Committee will meet once a term if necessary, in advance of the main Governing Body meeting, with additional meetings as necessary.

Terms of Reference common to all committees :

1.	To receive reports from members of staff about matters relating to any of the issues listed in their ToR's
Action	Maintain committee standard agendas to highlight expected reports
2.	To respond to relevant issues in the Auditor's report.
Action	Review each Audit report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address
3.	To respond to relevant issues in the Ofsted report.
Action	Review each Ofsted report and prepare a list of actions relevant to the committee. Prepare and implement an appropriate action plan to address
4.	To research and review the opportunities/challenges arising from extended school provision for their area of focus
Action	Maintain standard committee agendas to ensure regular review.
5.	To monitor and evaluate at regular intervals the policies allocated to them, with due regard to the school's Equality Scheme, and making recommendations to the full GB as required.
Action	Maintain a list of committee policies & procedures and implement a rolling review schedule, reporting all amendments to the Full GB
6.	To validate the grades in their assigned sections of the SES on the basis of evidence
Action	Maintain a schedule of review, for an agreed range of sections, of the SEF at each committee meeting.

7.	To monitor the implementation of assigned sections of the SDP and evaluate impact
Action	Review of progress for assigned sections of the SDP at each committee meeting.
8.	To maintain accurate and relevant Terms of Reference and an Annual Work Schedule for the committee
Action	The committee to review TOR and WS annually in June/July and report any changes to the Board at the Autumn meeting
9.	To report the committee's resolutions and recommendations to the next full board meeting of the governing body
Action	As required
10.	To determine any other matters referred to the committee by the Board of Governors
Action	As required

The Pay Committee will:

- ☐ apply the provisions of, and keep under review, the Whole School Pay Policy including observing all statutory and contractual obligations, relating to the annual review of teaching staff salaries;

1.	To maintain and approve a whole school pay policy
Action	The committee to familiarise themselves with the requirements and prepare a model on which to base the annual report to the governors..
2.	To approve with the Headteacher the recommendations on the annual pay cycle within the remit of the whole school pay policy
Action	To review annually and to meet as necessary.
3.	To agree the annual budget as a sub committee of the Finance and Personnel committee
Action	To meet annually and approve as required
4.	To undertake the Head teacher performance review and delegate to a constituted panel (incl both Co-Chairs and previous Vice Chairs)
Action	To meet at least twice a year with the SIP and review performance against objectives and set objectives annually

Sections of SEF:

Leadership and Management of the school

School Improvement Plan Priorities:

Staff Development

Statutory and other policies and documents	Date for Review
Pay Policy	Autumn Term 2018

Terms of Reference Agreed On _____

Approved by the Board of Governors
