

LONGHILL HIGH SCHOOL

GOVERNING BOARD

PERSONNEL AND FINANCE COMMITTEE PAY COMMITTEE

TERMS OF REFERENCE 2016/17 (In accordance with the Longhill School Pay Policy)

Membership

The Pay Committee shall consist of the Chair of Governors, Chair of Personnel and Finance Committee, 2 additional Governors, who have completed the necessary training, and the Headteacher. The Governing Board appoints the Governor members of the Committee.

Chair

The Pay Committee will elect one of the four Governor members as Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Committee will agree an acting Chair for the meeting.

Quorum

The quorum will be three Governor members.

Reporting

The Pay Committee will report its decisions to the Personnel and Finance Committee.

Meetings

The Pay Committee will meet each year in line with performance cycle to agree annual pay statements and to agree outcomes of Performance Management reviews (and at other times as necessary). The minutes shall be taken by the Clerk for the Governors. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. 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.

Review of Terms of Reference

The Terms of Reference of the Pay Committee shall be reviewed annually by the Personnel and Finance Committee as part of the annual review of the Longhill School Pay Policy, with any recommendations sent to the next available Governing Board meeting for ratification.

Training

Governors are expected to have completed the induction training for new governors as outlined in the new governor induction policy; and any sessions that are relevant to the responsibilities of the Committee.

Responsibilities

The Pay Committee will have delegated powers to make all determinations of pay in accordance with the Pay Policy for teaching and support staff.