**Terms of Reference for the Performance and Pay Committee of the Governing Board of Hazeldown School**

**School Year: 2023-24**

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| Membership:   * Dave Dawson * Paul Hamilton * Samantha Atkinson   Three governors who should not include:   * The Headteacher (who will bring recommendations to the committee) * Staff governors * Any other governors who work at the school * Associate members | |
| Quorum: | 3 |
| Chair of Committee: | Dave Dawson |
| Clerk of Committee: | Tim Synge |
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| **Agreed Terms of Reference** |
| * To review a Pay Policy for all members of staff, in line with Devon County HR advice and make recommendations to the full Board. (A model is available, contact [hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk) ) * To adopt and keep under review staff appraisal policies including the criteria for pay progression * To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified * To annually review the salaries of all staff * To approve teachers’ salaries following recommendations from the headteacher/senior leadership team on whether to award performance pay in line with the school’s policy * To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly * Following recommendations from the headteacher, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance * To review the headteacher’s salary annually, and to have regard to any recommendation from the governors who have conducted the headteacher’s appraisal * To undertake salary reviews at any other time the governing board directs that there is a need to do so * To consider the salary appropriate for new posts within the school, in line with similar posts already in place * To inform the board of approved salary decisions, to ensure inclusion in the budget. |

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| **Date agreed by the Full Governing Board: Wednesday 13 September 2023**  **Date for next review: September 2024** |

*\*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership*