

# Friars Primary Foundation School GOVERNING BODY

## PAY COMMITTEE - TERMS OF REFERENCE

### 1. Membership

The membership of the Committee shall consist of not less than three governors.

### 2. Quorum

The quorum for meetings of the Committee shall be three governors, who are members of the committee.

### 3. Frequency of Meetings

The Committee shall meet at least once per year.

### 4. Delegated Functions

4.1 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.

4.2 To consider and determine recommendations for performance pay awards for teaching staff, the Headteacher and Deputy/Assistant Headteacher's.

4.3 To determine any other matters referred to the Committee by the Governing Body.

### 5. Reporting to the Governing Body

5.1 The Committee clerk will send the minutes (or draft minutes) of its meetings to the clerk of the Governing Body for inclusion with the agenda of the next meeting of the Governing Body.

5.2 The Committee Chair (or, if the Committee Chair is not present at the full Governing Body meeting, any other member of the Committee who was present at the Committee meeting) shall report to the full Governing Body on any actions undertaken by the committee, as delegated to the Committee by the Governing Body, including but not limited to the approval of any policies.