



**BRENTFORD  
SCHOOL FOR GIRLS**

**Brentford School for Girls**

**Governing Body**

**Pay Committee**

Date Updated	Date to be reviewed
Autumn 2019	Autumn 2020

**Terms of Reference:**

The Pay Committee is authorised by the Governing Body to determine all matters relating to pay and related performance of staff to establish a whole academy pay policy for adoption by the governing body and to monitor and review the pay policy as necessary.

**Purpose of the Committee:**

The Pay Committee will have full delegated powers from the governing body to take all decisions relating to pay in accordance with the approved academy pay policy. Specifically, this will include:

- (i) Ensuring that the whole academy pay policy is statutorily compliant, including where relevant the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the whole academy pay policy and making recommendations to the full governing body for amendment where necessary.
- (iii) Reviewing the academy pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the governing body as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff.
- (v) Ensuring that pay decisions are fair and equitable, link with the academy Appraisal policy and take account of the recommendations of the Head Teacher and where appropriate other members of the academy leadership team.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the academy, including allowances and temporary recruitment and retention payments where appropriate.
- (vii) Review the academy staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression to the governing body.
- (ix) Ensure that professional external advice is sought where appropriate, particularly in respect of salary matters relating to the Head Teacher

- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in the academy to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the academy pay policy
- (xii) Provide an annual report to the full governing body summarising pay decisions and issues arising

**Membership:**

The Pay Committee will consist of at least 3 governors, as specified in the Pay Policy, elected by the governing body.  
The Pay Committee will not include any member of staff employed by the governing body at the academy.

**Quorum:** The quorum shall be at least 3 Governors.

Signed and Dated: \_\_\_\_\_

Chair of Committee