**Templemoor Infant and Nursery School**

Governing Body Pay and Performance Committee Remit

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| **Name of Committee & Year** | Pay and Performance Committee 2021 to 2022 |

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| **Committee Chair** | Dr. N. Jones |

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| **Membership** | Mrs. M. Haddock<br>Mrs. J. Davenport<br><br>The Committee shall consist of the Chair, Vice Chair and another Governor, none of whom shall be employees of the school.<br><br>The Headteacher may attend all proceedings of the Pay and Performance Committee for the purpose of providing information and advice, but must withdraw if and when their own salary is being discussed.<br><br>Committee members will be excluded from membership of the Governors' Appeal Committee where convened to consider a pay appeal. |

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| **Clerk** | Trust GS |

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| **Number of meetings per academic year** | The committee will meet twice each year with additional meetings where required. |

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| **Quorum** | Quorum for the meeting will be 3 committee members, excluding those employed at the school. |

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| **Remit, Agendas and Minutes** | **Staff Appraisal Policy**<br>The Pay and Performance Committee is responsible for:<br><br>• Adopting and annually reviewing the Staff Appraisal Policy including the criteria for pay progression.<br><br>**Pay Policy**<br><br>**Establishment of the policy**<br>The Pay and Performance Committee is responsible for: |

- Establishing the Pay Policy, in consultation with the headteacher, staff and trade union representatives, and submitting it to the Governing Body for approval.

The Governing Body is responsible for:

- Formal approval of the policy;
- Monitoring and review of the policy

The Pay and Performance Committee is responsible for:

- Reviewing the policy annually, in consultation with the Headteacher, staff and trade union representatives; and submitting it to the Full Governing Body for approval.

The Governing Body is responsible for

- Considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

**Application of the policy**

The Headteacher is responsible for:

- Ensuring that pay recommendations for the Deputy Headteacher, classroom teachers and support staff are made and submitted to the Pay and Performance Committee in accordance with the terms of the policy;
- Advising the Pay and Performance Committee on its decisions; and
- Ensuring that staff are informed of the outcome of decisions of the Pay and Performance Committee and of the right of appeal.

The Pay and Performance Committee is responsible for:

- Taking decisions regarding the pay of the Deputy Headteacher, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher.
- Submitting reports of these decisions to the Governing Body.

The Appeals Committee of the Governing Body is responsible for:
Taking decisions on appeals against the decisions of the Pay and Performance Committee, in accordance with the terms of the appeals procedure in the policy.

| Schedule of Business | Month | Committee Business | Committee to Submit to FGB |
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| | Autumn Term | Pay Recommendations<br><br>Pay Policy | Pay Policy |
| | October | Teachers Appraisal | |
| | November/ December | Support staff Appraisal<br><br>Headteacher's Appraisal | |
| | April | 6 month review of Teaching staff Appraisal | |
| | May | 6 month review of Headteacher's Appraisal<br><br>6 month review of Support staff Appraisal<br><br>Appraisal Policy<br><br>Committee remit | Appraisal Policy and committee remit |

| Policies | The committee will be responsible for the following policies to ensure their timely review and approval:<br>• Staff Appraisal Policy<br>• Pay Policy |
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| Approval | Signed (Chair of Committee)<br><br>Date 16th November 2021 |
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