Terms of Reference for the Performance and Pay Committee of the Governing Body of Bishops Tawton Primary School and Bishops Tawton Pre-School.

Membership:	Adam Bond Pete Ong Chris Norman Hannah Harrington (appeal)
Quorum:	3
Chair of Committee:	Adam Bond
Clerk of Committee:	Shared

Agreed at meeting of full governing body **8th November 2016**

Date of review November 2017.

*These terms of reference should be reviewed annually by the Governing Body and when there are any changes to the Governing Body's membership

Agreed Terms of Reference

- To adopt and keep under review the pay policy for the school.
- 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 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 body 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 governing body of approved salary decisions, to ensure inclusion in the budget.