

**BEDFORD HIGH SCHOOL GOVERNING BOARD**

**2020/21 TERMS OF REFERENCE**

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| **PAY COMMITTEE** |
| Members | The Committee shall comprise of a minimum of three Governors |
| Associate Members | The members do not have a vote |
| Quorum | The Quorum for the Committee shall be three Governors The Headteacher will act in an advisory capacity. |
| Meetings | The Committee will meet termly and more often if required. |
| Delegation | This Committee has Delegated Powers |
| Committee Chair | Elected by the Committee |
| Clerk to the Committee | Arranged by the Governing Body |
| Minutes | Approved by the Committee |
| Reporting Arrangements | Committee minutes will be approved by the committee |
| **Administrative Responsibilities** |
| * Ensure there are effective clerking arrangements for the Committee.
* Ensure that the Committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting.
* Ensure decisions, including any changes are clearly minuted.
* Ensure that declarations of pecuniary interest are recorded at each meeting.
* Ensure that Governors, particularly Committee members, receive appropriate training.
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| The Pay Committee will have delegated powers to consider and decide all matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.The Pay Committee will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1 September each year.The identification criteria for progression up the pay spine and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers’ Pay and Conditions Document. Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original Pay Committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.Decisions must be minuted but the minutes will only be circulated to members of the Pay Committee. Each member of staff will be given a written statement of the Pay Committees decision relating to his/her pay with effect from 1 September each year. |