

**BEDFORD HIGH SCHOOL
GOVERNING BOARD
2024 TERMS OF REFERENCE**

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 not including the Headteacher.
Meetings	The Committee will meet once per year 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 Board.
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Minutes will be circulated to members of the Committee only.
Administrative Responsibilities	
<ul style="list-style-type: none"> • 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. 	

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 recorded in confidential minutes which will only be circulated to members of the Pay Committee.