

Blenheim High School – Pay Committee

Terms of Reference

Purpose of the Pay Committee

The Pay Committee is a Sub Committee within the Finance, Audit, Facilities and Staffing Committee. The purpose of the Committee is:

1. To be responsible for ensuring that remuneration decisions are made fairly, within the agreed budget and are used wherever appropriate as a lever to drive improvement in the quality of individual performance, particularly to the attainment of the Staff Improvement Plan. Staff remuneration in this context includes basic pay, pensions, allowances and all other forms of remuneration, including for example time off in lieu.
2. Contribute to and monitor relevant sections of the School Strategic Plan and the School Improvement Plan, developing supporting policies as necessary.

Membership A minimum of four governors plus the Head Teacher, to be appointed at the first Governing Body meeting of the academic year. Staff Governors, other than the Head Teacher, are not eligible to sit on this Sub Committee given the nature of the business of the committee, although individuals may be required to present information and make recommendations to the Committee. Staff Governors will continue to receive anonymised information through FAFS and the FGB. The committee may make recommendations to the Governing Body for the co-option of non-governor members.

Chairman Any Governor, who is not a Staff Governor. The Chairman shall generally be the elected Chairman of FAFS. To be appointed by the members at the first meeting following the appointment of members for the academic year. In the absence of the Chairman the quorate membership will appoint a chairman for that meeting.

Clerk Clerk to the Governors. In his/her absence, one of the members present.

Quorum Three governors, including the Head Teacher or his delegate.

Meetings Frequency: Minimum of twice per year, prior to the termly Governing Body meeting, and immediately after the FAFS meeting.

Notice: One week, in writing, with agenda.

Agenda items: Items from members to be included in the meeting agenda to be sent to the Clerk at least two weeks prior to the meeting.

Any other business: In order to improve the efficiency of the meeting all items for discussion must be included in the agenda and will not be discussed under any other business unless urgent.

Minutes: To be circulated within two weeks of meeting.

Key Accountabilities

The Key Accountabilities of this Committee are as set out below:

- Overseeing a transparent system for pay and performance management of the Head Teacher linked to defined strategic priorities;

- Effective oversight of the pay, contractual arrangements and performance of all other employees and the framework for their pay and conditions of service.

Specifically, the Committee is responsible for:

- Meeting all relevant statutory, regulatory and contractual requirements;
- Achieving the aims set out in the Pay Policy;
- Fairly and properly applying the criteria set out in the policy in determining the pay of each member of staff at the annual pay review;
- Recording the reasons for all remuneration decisions and reporting (in an anonymised form) at least annually to the FGB;
- Managing all remuneration decisions within the agreed staffing budget;
- Ensuring that the pay related outcomes of the performance management process are managed in such a way as to ensure that, wherever contractually possible, remuneration is clearly and unambiguously linked to performance;
- Ensuring the correlation between pay progression and individual performance is clearly communicated and understood by all staff (including both appraisers and appraisees);
- Proactively and effectively managing changes to the remuneration related terms and conditions of staff as they arise, ensuring the anticipated outcomes are achieved;
- Maintaining an overview of total remuneration options, including pension provision, for all categories of staff to ensure the school offers a market relevant package designed to attract and retain key staff;
- Keeping abreast of relevant developments and advises the FGB when the Pay Policy needs to be revised or amended.

In addition, the Committee will:

- Check the quality and effectiveness of the target setting process for the Leadership Team and 'spot check' a sample of objectives for other staff (teaching and support) on an annual basis;
- Review and approve the Head Teacher's remuneration recommendations for the Leadership Team after consideration of the appraisal evidence on which the recommendations are based;
- Review and approve the overall (anonymised) remuneration related outcomes of the performance management process to ensure appropriate correlation between pay progression and individual performance;
- Review and approve UPS progression based on performance appraisal evidence provided.