HOLLY LODGE GIRLS COLLEGE GOVERNORS'
PAY COMMITTEE TERMS OF REFERENCE

Membership:
A minimum of three named Governors, plus the Head Teacher or his representative per committee

Quorum:
No fewer than three members including the Head Teacher.

Terms of Reference
All aspects of personnel management: appointment of staff, performance, pay and the Governing Body's responsibility as the employer.

Delegated Powers:
1. To implement, review and evaluate the staff Appraisal and Pay Policies.
2. In conjunction with the Head Teacher, to draw up a staffing structure, (teaching and support staff, posts of responsibility, etc) and to review it annually.
3. To carry out all procedures for the appointment of new teaching staff, (except head teacher or deputy head teacher), site supervisors, technical and administrative staff.
4. To delegate to the Head Teacher all provision of supply cover.
5. To delegate to the Head Teacher the appointment of teaching staff on the Common Pay Spine and posts carrying TLR 2 payment, posts carrying a TLR1 payment shall have Governor approval. Plus support staff, excluding Estates Manager and Operations Manager.
6. To consult as required (e.g. over pay policy), with all staff **or** with recognised trade unions.
7. To monitor the issuing of contracts of employment to staff and ensure that appropriate job descriptions are in place.

 This group has fully delegated powers to review annually the salaries of all teaching and support staff, in the Autumn term. The committee will review roles as appropriate regarding Job Evaluation.

The HT Pay Review Committee

The Governing Body will nominate three Governors [the Headteacher **may not** be included] to review the performance of the Head Teacher.   These Governors will then agree the SIP for this process

Matters which cannot be delegated to the Pay Committee:
Appointment of Head Teacher/Deputy Head Teacher. The committee may recommend the appointment but the full governing body must approve it and recommend that person for appointment by the LEA.

EXPECT TO ACHIEVE

2020 2021