

The Cardinal Wiseman Catholic School
GOVERNORS'S PAY REVIEW PANEL

Terms of Reference

2014 / 2015

Membership

1. The Pay Review Panel shall consist of up to seven members, two of whom will be the Chairs of the Finance and Human Resources Committees and five other Governors.
2. All members will be nominated by agreement at the Governing Body meeting held in the Autumn Term.
3. Members of the governing body not directly in membership with the Panel may attend and take full part in the meeting(s).
4. Quorum to elect Chair to the Panel shall be two members of the committee.
5. Quorum to conduct normal business on behalf of the governing body shall be two members of the Panel.
6. This group should not include the Chair of Governors or any Staff Governors as members.
7. The Headteacher will act as an adviser to the Governors Pay Review Panel.

Meetings

1. The Pay Review Panel must meet once every term. This timeframe can be reviewed in the future by the full Governing Body.
2. Agenda and relevant papers should be sent to members 7 days before schedule meeting.
3. Meeting notes must be taken.
4. The Human Resources, Pay Review and Finance committees meetings to be held in the same evening.

Alternative Arrangements for Governor Participation at Meetings

Where a governor is unable to be physically present on the date of the meeting:

1. A governor may participate and vote at meetings via telephone or video conferencing facility, if they have indicated this in advance of the meeting and this facility is available.
2. If a governor participates/votes at meetings but is not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
3. The school will make arrangements for the meeting to take place where telephone or any other method of electronic communication will enable a governor to participate fully including vote on issues.

Roles and Responsibilities

1. To elect Chair to the Panel at the meeting held in the Autumn term.
2. The Chair will be a member of the Finance and Human Resources Committees.
3. To nominate a clerk to keep a record of the meeting.
4. The subgroup will have fully delegated powers to make decisions within the pay policy determined by the Governing Body. The terms of reference of the subgroup will be determined by the Governing Body.
5. To achieve the aims of the whole school pay policy in a fair and equal manner.
6. To apply the criteria set by the whole school pay policy in determining the pay of each member of staff at the annual review.

7. To observe all statutory and contractual obligations.
8. To minute clearly the reasons for all decisions and report the decisions to the full Governing Body.
9. To recommend to the Governors the annual budget needs for pay; to keep abreast of relevant developments and to advise the Governing Body when the school's pay policy needs to be revised.
10. To take account of the annual DfE School Teachers' Pay and Conditions of Service.
11. To discuss and decide matters relating to pay and remuneration, e.g:
 - Main scale teacher progression
 - TLR point deployment and allocation
 - Leadership scale progression
 - Threshold payments
 - Support staff pay progression
12. Endorsed decisions will be communicated to each individual by the Head, in writing.

Reporting to the Governing Body

1. The Panel's meeting notes are to be recorded under Part 'B' and will be made available to the full Governing Body with the exclusion of Staff Governors.
2. The Panel's meeting notes to be kept as 'pass worded' documents on the school's VLE (Frog).
3. The full Governing Body will receive the meeting notes of the Governors Pay Review Panel in the confidential section of the agenda, with the exclusion of Staff Governors, and will either endorse or refer back without debate in order not to prejudice any appeal.
4. Report all matters that are legal requirements and must be taken to the full Governing Body.
5. Report from the above what it might be necessary / polite / of interest to the full Governing Body.

Members Interests

Any member of the Pay Review Panel who has a direct or indirect pecuniary interest in any matter, which is the subject of consideration by the committee at the meeting, shall disclose the fact and take no further part in the discussion. At the discretion of the committee, the committee member shall leave the meeting.

Review

1. These terms of reference are to be reviewed annually at the first meeting of the committee in the Autumn Term and presented to the Governing Body for approval at their next meeting.
2. These terms of reference will be approved by the full Governing Body at their meeting to be held on 20th March 2014.

The Pay Review Panel reviewed their Terms of Reference on: 6th February 2014

Date of Next Review: Autumn Term 2014

Approved: _____
Chair of Pay Review Panel