

The Cardinal Wiseman Catholic School

GOVERNORS'S PAY REVIEW PANEL

Terms of Reference

2025 / 2026

Membership

1. The Pay Review Panel shall consist of up to seven members, two of whom will be the Chair and Vice Chair of the 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 annually and will meet termly if necessary. 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.

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 by prior arrangement with the Clerk.
2. The school will notify the governor via electronic communication to enable the governor to participate fully at that meeting, including voting on issues.
3. The school will make arrangements for meetings to take place using MS Teams to enable all governors to participate in full.
4. When not in attendance, due regard will be paid to confidentiality and fair and equal contribution to the meeting.
5. If the meeting is to be recorded all this will be agreed prior to the meeting.

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 Resources Committee.
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 (SharePoint).
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 [insert date].

The Pay Review Panel reviewed their Terms of Reference on: [insert date]

Date of Next Review: Autumn Term 2026

Approved: _____
Chair of Pay Review Panel