

# St Francis Catholic Primary School

## Pay and Performance Committee

*The purpose of this committee is to set, monitor and formally review the Head teacher's performance against targets. In line with that review it awards incremental pay to the Head and reviews the Heads recommendations for the pay of Senior Management.*

*This committee will monitor and review the Leadership team processes and procedures relating to all staff.*

### Terms of reference:

- To decide, with the support of the External Advisor, whether the targets have been met and to set new targets annually.
- To monitor through the year the performance of the Headteacher against the agreed targets.
- To make recommendations to the Full Governing Body in respect of awards for the successful meeting of set targets.
- To make recommendations to the Full Governing Body in respect of awards put forward by the Head Teacher for the Senior Management Team.
- To review and agree staff provision annually
- To agree procedures for staff selection, appointment and performance management
- To review and agree pay scales in line with the financial budgets and to make recommendations to Committee One
- To undertake tasks delegated to them by the Governing Body
- *To consider and adopt pay and appraisal policies, including the criteria for pay progression.*
- *To agree the extent to which specific functions relating to pay determination and appeals processes will be delegated to others, such as the headteacher.*
- *To assure the Governing Body that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.*
- *To approve teachers' salaries, including recommendations from senior leadership team on whether to award performance pay in line with the school's pay policy.*
- *To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.*
- *To identify and consider budgetary implications of pay decisions and consider these in the school's spending plan.*

**These terms of reference agreed by the Governing Body**

Name of Governor	Date Appointed to the Committee
Caroline Veasey	Sept 2011
Clare Lewis	Sept 2014
Stephen Poulston	

<b>Chair of the Committee</b>	Caroline Veasey
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<b>Clerk to the Committee</b>	Caroline Veasey
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<b>Quorum (minimum of 2)</b>	
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<b>Date Committee established</b>	Sept 2011
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<b>Date of review:</b>	Oct 2014
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