

**Taverham High School**

**Pay Committee**

**Constitution**

**Membership:** between 3 and 5 members who are also members of the Personnel Committee, excluding any staff governors. The headteacher shall have the right to attend, except when his/her salary is affected.

**Quorum:** 3 members.

**Meetings:** at least once a year, before the end of November.

**Chair and Vice Chair:** elected annually by the Committee, not employees of the school.

**Administration:** the governing body shall appoint a clerk to the Committee.

**Terms of Reference**

- To review the pay policy annually in consultation with the headteacher and staff and make recommendations to the governing body.
- To make recommendations to the Audit, Finance and Buildings Committee on the pay progression of all staff apart from that of the headteacher, following consideration of the recommendations made by the headteacher or, where delegated, the line manager.