

**CEFN SAESON COMPREHENSIVE SCHOOL**

**PAY REVIEW COMMITTEE**

**Purpose**

This committee is established to review the pay of each member of staff, award increments as appropriate and advise them of the outcome accordingly, in accordance with the school's procedure

**Membership**

Three members of the governing body.

The Headteacher in an advisory capacity (except when discussing the headteacher's pay).

**Disqualification**

Members of staff at the school.

Associate pupil governors.

**Restrictions on persons taking part in proceedings**

Governors who work at the school when the subject for consideration is the pay progression of any person employed to work at the school.

Any governor where there may be a conflict of interest.<sup>1</sup>

**Election of chair**

Elected by the committee - to be determined by the governing body. Members of staff and registered pupils at the school cannot be a chair of a committee.

**Clerk**

The governing body may appoint a clerk to this committee. It may be the same person who clerks the governing body or a different person.

**Quorum**

The quorum for this committee shall be three governors.

**Delegated Powers**

Full delegated powers for decisions were granted to this committee by the governing body on 12<sup>th</sup> September 2023

**Meetings**

The committee shall meet as required.

Minutes of all meetings will be taken and retained by the clerk or the person acting as clerk. Any records or minutes relating to the pay review committee should be carefully safeguarded and kept confidential.

The decisions of the committee will be brought to the full governing body for information, once any appeal process has been carried out.

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<sup>1</sup> Regulation 63 and Schedule 7 of The Government of Maintained Schools (Wales) Regulations 2005

**Terms of Reference**

- To implement pay policies;
- To determine whether sufficient funds are available for pay increments as recommended by the headteacher /pay review committee;
- To review the whole school pay policy as appropriate and make recommendations to the governing body for discussion and ratification;
- To keep up to date with relevant developments and any legal changes and to advise the governing body when the schools pay policy needs to be revised;
- To review, on an annual basis, the pay of each member of staff, award pay progression<sup>1</sup> as appropriate and advise them of the outcome accordingly;
- To minute clearly giving the reasons for all decisions and report these decisions to the next full governing body meeting as a confidential item to be received;
- To seek professional advice from the Local Authority, Diocesan Authority or others, as necessary;
- To attend relevant training as appropriate.

**Date reviewed and adopted:**           **12<sup>th</sup> September 2023**

**Date of next review:**                   **September 2024**

**Signature of chair of governors:**   .....

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<sup>1</sup> Pay awards made in September 2013 will be based on the School Teachers Pay and Conditions document 2012 pay system for incremental pay. After 1<sup>st</sup> September 2013, all pay progression is linked to performance for future pay awards.