

CEFN SAESON COMPREHENSIVE SCHOOL

PAY REVIEW APPEALS COMMITTEE

Purpose

The committee is established to consider any appeals in respect of staff pay 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

Any governor where there may be a pecuniary interest or a conflict of interest.¹

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 two governors.

Delegated Powers

Full delegated powers for decisions were granted to this committee by the governing body on 12th 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.

Terms of Reference

- To carry out any appeal review in accordance with the school's Pay Policy;
- To attend relevant training as appropriate.

Date reviewed and adopted: 12TH September 2023

Date of next review: September 2024

Signature of chair of governors:

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