

**Friars Primary Foundation School
GOVERNING BODY**

PAY COMMITTEE - TERMS OF REFERENCE

1. Membership

The membership of the Committee shall consist of not less than three governors none of whom are paid to work at the school or parents of children currently attending the school.

2. Quorum

The quorum for meetings of the Committee shall be three governors.

3. Frequency of Meetings

The Committee shall meet at least once per year.

4. Delegated Functions

4.1 To carry out an annual salary review of teaching staff (and if appropriate other staff) working at the school.

4.2 To consider and determine recommendations for performance pay awards.

4.3 To determine any other matters referred to the Committee by the Governing Body.

5. Reporting to the Governing Body

5.1 The Committee will report to the full Governing Body by presenting the minutes (or draft minutes) of its meetings to the next meeting of the Governing Body.