**Friars Primary Foundation School**

**GOVERNING BOARD**

**PAY COMMITTEE - TERMS OF REFERENCE 2023-24**

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.

1. **Quorum**

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

1. **Frequency of Meetings**

The Committee shall meet at least once per year.

1. **Delegated Functions**

**4.1** To adopt and review a pay policy.

**4.2** To adopt and review a performance management policy.

**4.3** To receive the Headteacher’s annual written report about the operation of the performance management policy.

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

**4.5** To consider and determine recommendations for performance pay awards.

**4.6** To determine any other matters referred to the committee by the Governing Board.

**5. Reporting to the Governing Body**

The Committee will report to the full Governing Board by presenting the minutes (or draft minutes) of its meeting(s) to the next full Governing Board meeting following a Pay Committee meeting.