

**CASTLEMAN ACADEMY TRUST**  
**School Standards Board**  
**Performance and Pay Committee Terms of Reference**

**Purpose:**

To ensure that the provisions of The School Teachers' Pay and Conditions Document and any associated regulations relating to terms and conditions, including performance management and induction, have been implemented for all teachers and the Head Teacher.

**Membership and delegated powers:**

The Performance and Pay Committee will consist of at least 3 Governors (a quorum will be 2 governors) but will not include any staff Governors and will have delegated powers to make decisions within the pay policy determined by the Trust Board,

**The committee will:**

- implement the aims of the whole school pay policy in an equitable manner;
- apply the criteria set by the whole school pay policy in determining the pay of each employee on an annual basis;
- comply with all statutory and contractual obligations;
- minute clearly the reasons for all decisions and report these decisions to a full meeting of the School Standards Board;
- advise the School Standards Board on the annual budgetary requirements of the pay policy and to take account of the limits established;
- keep abreast of relevant developments and to advise the School Standards Board when the school's pay policy needs to be revised.
- consider, (following the withdrawal of the Head Teacher from the meeting) the payment of the Head Teacher in the forthcoming year
- note any appeals received and inform the Chair of the Trust of the need for an appeals committee

The School Standards Board will receive, in the confidential section of the agenda, reports of all meetings of the Pay Committee and will either endorse any decision or may refer it back with reasons, but without debate in cases of individual pay assessments, so as not to prejudice any possible appeal.

Once the School Standards Board has endorsed the decisions of the Pay Committee, the Head Teacher will inform each individual employee of these decisions in writing.

**Appeals against decisions of the Performance and Pay Committee**

Any appeal will be heard by The Trust's Appeals Committee. Their decision shall be final and will be reported to a full meeting of the Trust Board and be minuted separately and confidentially.