

**OAK GREEN SCHOOL  
PAY REVIEW COMMITTEE  
TERMS OF REFERENCE 2025-26**

No.	Subject Area	Action	Frequency	Report by:	Suggested Term of report
<b>CONSTITUTION</b>		<p><b>MEMBERSHIP</b> – according to the agreed committee structure. Associate Members may be appointed by the Governing Board as members of this committee. Governors who work at the school cannot be members. Any member, who might have a connection with any individual case, would be advised to stand down.</p> <p><b>GOVERNANCE PROFESSIONAL</b> – cannot be the Headteacher. Not best practice to be a governor.</p> <p><b>QUORUM</b> – at least THREE governors.</p> <p><b>VOTING RIGHTS</b> – restricted to committee members. Headteachers cannot vote on their own pay or performance appraisal. Associate Members can be given voting rights by the Governing Board. Chair to have a casting vote but only if a governor.</p> <p><b>CHAIR</b> – to be elected by the Committee/Full Governing Board.</p>			
1.	<b>Pay and Performance</b>	<p>Salary review to:</p> <ul style="list-style-type: none"> <li>• Understand the profile of the school</li> <li>• Ensure policies minimise the impact on workload <i>and wellbeing</i></li> <li>• Ensure salaries reflect staff responsibilities and contribution</li> <li>• Understand the scope for progression and impact on <i>the</i> budget</li> </ul>	Annual Review	Headteacher	Spring
2.		<p>Approve pay recommendations and:</p> <ul style="list-style-type: none"> <li>• Ensure appraisal policy is applied fairly</li> <li>• Ensure recommendations are demonstrably evidence based</li> </ul>	End of appraisal cycle	Headteacher	Autumn

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		<ul style="list-style-type: none"> <li>• Ensure recommendations can be justified if challenged</li> <li>• Approve evidence-based threshold applications</li> <li>• Approve leadership pay following recommendation from the Headteacher Performance Review Panel</li> <li>• Notify HR provider of pay recommendations</li> </ul>			
3.		Receive a report to ensure that objectives set are: <ul style="list-style-type: none"> <li>• Aligned to <u>the</u> SDP</li> <li>• Process is robust, open, consistent and fair</li> <li>• To understand the link between pay and performance to inform progression</li> </ul>	Beginning of appraisal cycle	Headteacher	Autumn
4.	Minutes	Minutes will be taken at the meeting.			

**NB:** Revisions since the previous version are *italicised and underlined*.