



Pay Committee of the Governing Body of Clyst Vale Community College Terms of Reference 2025-2026

The committee shall consist of not less than 3 Governors. The Principal, and College Manager* may also be invited to attend meetings.

By agreement and in accordance with guidance on Pecuniary Interest, it shall not involve staff governors.

*The College Manager shall be present in a purely advisory capacity with regard to college budget and Financial Management, and will not have voting rights.

Quorum:

The Principal or nominated Deputy and a minimum of 3 other governors.

Meeting Date(s) for 2025-2026

Monday 23rd March 2025 - Support Staff

Monday 24th November 2025 – Teaching Staff

Approved by the board of trustees: 15th September 2025

Adopted by the Board of Trustees: 15th September 2025

Next review date: September 2026

Withdrawal

Any person who has an individual and direct interest in any matter which is greater than the interest of the rest of the group should declare an interest and withdraw from the meeting.

The Governing Body's responsibilities for Pay Committee

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement (Guidance on Codes of Practice for Board Members of Public Bodies). The governing body recognises that it has a responsibility to "challenge and support the school so that weaknesses are tackled decisively and statutory responsibilities met" (Ofsted). The governing body will agree the priorities for improvement. It will set targets as appropriate and monitor and evaluate progress.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Note from Governor Support: The level of delegated decision making given to a committee needs to be agreed by the full Governing Body. Full delegation (within legal requirements) is suggested below but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full Governing Body. All delegated decisions must be reported to the full Governing Body through the minutes from the committee.

Personnel	Decision or Recommendation D/R
To monitor, review and make decisions on pay progression issues, in line with current guidance and taking account of the appraisal procedure within the Performance Management Policy.	D
To discuss issues relating to staff salaries not covered by the Staffing Committee	R
To review staff salaries annually and make decisions on pay (having taken due regard of the appraisal procedure within the Performance Management Policy.	D
To make other recommendations as appropriate.	R
To approve the Appraisal Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team.	D