



St Matthew's Catholic Primary School Pay Committee Terms of Reference

The Pay Committee of St Matthew's Catholic Primary School is responsible for the governance of the following areas.

- Staff members' performance review
- To annually determine, as required by the most up-to-date edition of the DfE's 'School teachers' pay and conditions document', the salaries of the teaching staff.
- To annually review the salaries of all staff and, where appropriate, take the advice of the headteacher in relation to the meeting of performance objectives.
- To annually determine, in accordance with the pay policy and within the salaries budgeting strategy, the salaries of support staff.
- To support the headteacher with the annual report to the governing board, in relation to performance management arrangements and pay progression.
- To prepare and submit the governing board's recommendations for pay and performance determinations
- To ensure that statutory and contractual requirements are applied appropriately to all staff members.
- To agree an appropriate procedure for hearing staff pay appeals.
- To ensure that all staff members are aware of the agreed appeals procedure.
- To hear any appeals made by staff members concerning pay and performance outcomes.