



“Success for All”

HONITON COMMUNITY COLLEGE ACADEMY TRUST Performance and Pay Committee – Terms of Reference 2021-2022

Terms of Reference – Performance and Pay Committee

Membership: Four Governors. The Principal or anyone who works at the college, may not be members. The Chair or Vice-Chair of Resources must be a member. There must be one governor from the Quality of Education Committee on the Committee. Membership must include at least one member of the Principal’s Appraisal Panel.

Quorum: Three

Chair of Committee: Tony Smith

Clerk of Committee: Sarah Matthews

Meetings: The committee shall meet once a term or otherwise as required.

Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with HR provider’s advice and make recommendations to the Full Governing Body. Should changes have financial implications a report should be provided for the Resources Committee to comment.
- To keep under review staff appraisal policies including the criteria for pay progression for adoption by the Full Governing Body
- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.
- To annually review the salaries of all staff.
- To approve teachers’ salaries following recommendations from the Principal on whether to award performance pay in line with the college’s policy.
- To approve annual pay progression within the Leadership Pay Range, for Vice and Assistant Principal/s salaries following recommendations from the Principal on whether to award performance pay in line with the college’s policy.
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly.
- To review the Principal’s salary annually, with regard to the recommendation from the governors who have conducted the Principal’s appraisal.
- To undertake salary reviews at any other time the governing body directs that there is a need to do so.
- To inform the governing body of approved salary decisions, to ensure inclusion in the budget.
- To review and make decisions and any extra-ordinary leave requests on behalf of the Full Governing Body.

Committee Membership:

1 Jenny Rawlins (Vice-Chair)
2 Tony Smith (Chair)
3 Debbie Stuart
4 Vacancy

*Agreed at the meeting of the Full Governing Body 14th July 2021
Review date: Last meeting of the academic year 2021/22 (and then annual)*