



WORTHINGTON PRIMARY SCHOOL GOVERNING BODY REMIT FOR PAY REVIEW COMMITTEE 2025/2026

These terms of reference went before the full governing body meeting of 9th December 2025 for approval.

1. Membership

The membership of the committee will be no less than three governors.

The headteacher has the right to attend all meetings of the Pay Review Committee.

The membership for the academic year 2025 / 2026 is:

Mrs. C. Smith, Mr B. Brotherton, Mr. A Curvis

The committee will elect from their number a chair and vice-chair at the first meeting of each academic year – an employee of the school cannot serve as chair or vice-chair.

2. Quorum:

The quorum shall be three members of the committee of which the headteacher shall not be one.

3. Meetings:

Meetings are set at the beginning of the academic year for the entire year. They will be held during the Autumn Term and more frequently if required. The agenda will be decided at the previous meeting and one weeks' notice of the agenda will be given by the chair of the committee when convening a special meeting. The chair will be responsible for calling the meetings.

4. Function:

- to implement, monitor and review the Pay Policy for all staff and ensure compliance with statutory provisions for both teaching and non-teaching staff
- to make arrangements for the Pay Policy to be published and available under the agreed Freedom of Information Publication Scheme

- to undertake an annual review of all teaching staff salaries, including those of the Head and Deputy Head Teacher, in accordance with legal requirements, after the Head Teachers performance management review
- to ensure each member of staff is provided with a written statement confirming his/her salary with effect from 1st September each year and to ensure that all staff are informed of the procedures for presenting individual cases to the Pay Review Committee and for submitting any subsequent appeals to the Staffing Appeals Committee
- to undertake a review of the school group and ISR at each annual salary review for the Head and Deputy Head Teacher
- to report all decisions on pay to the Governing Body
- to ensure that procedures required by The (School Government) Regulations are complied with, especially with regard to agenda and minutes
- to ensure that detailed records are kept of all matters and minutes relating to pay
- to review the rate of payment for out of school hours learning activity work carried out by teaching and support staff, where applicable, on an annual basis
- to be accountable for decisions taken on matters of pay