



NEWBRIDGE LEARNING COMMUNITY
GOVERNING BOARD
2025 TERMS OF REFERENCE

PAY COMMITTEE	
Members	The Committee shall comprise of a minimum of three Governors.
Associate Members	Associate members do not have a vote.
Quorum	The quorum for the Committee shall be three Governors not including the Headteacher.
Meetings	The Committee will meet once per year, if required.
Delegation	This Committee has delegated powers.
Committee Chair	Elected by the Committee.
Clerk to the Committee	Arranged by the Governing Board.
Minutes	Approved by the Committee at its next meeting.
Reporting Arrangements	Minutes will be circulated to members of the Committee only.
Administrative Responsibilities	
<ul style="list-style-type: none"> • Ensure there are effective clerking arrangements for the Committee. • Ensure that the Committee receives relevant, accurate, timely and user-friendly reports on agenda items seven days prior to the meeting. • Ensure decisions, including any changes are clearly minuted. • Ensure that declarations of pecuniary interest are recorded at each meeting. • Ensure that Governors, particularly Committee members, receive appropriate training. 	

The Governing Board will ensure that each member of staff is provided with a written statement confirming his/her salary with effect from 1st September each year.

From September 2025 teachers' pay progression will not be based on performance. Pay progression must be awarded on completion of a year of employment since the previous annual pay determination, and may only be withheld if a teacher is in capability proceedings.

The Pay Committee have delegated powers to consider and decide matters concerning pay as detailed in the Pay Policy and to ensure that the policy is operated in a fair, consistent and objective manner.

In particular, the Pay Committee will:

- Consider any recommendation of the Headteacher to withhold pay progression.
- Consider and approve any applications for progression from the main pay range through to the upper pay range in line with the school's Pay Policy
- Consider any applications regarding temporary discretionary payments in accordance with the criteria set out in the school's Pay Policy. Any such decision must be reported to the FGB at the earliest opportunity.

The identification criteria for progression from the main pay range through to the upper pay range and for withholding progress will be in accordance with the mandatory and discretionary elements of the School Teachers' Pay and Conditions Document.

Should a member of staff appeal against the decision of the Pay Committee, the employee will have the decision reviewed by the original Pay Committee. If the employee wishes to appeal against the reviewed decision, a Pay Appeal Committee will consider the appeal.

Decisions must be recorded in confidential minutes which will only be circulated to members of the Pay Committee.