



Sunnybrow Primary School

FIRST/PAY REVIEW COMMITTEE

Terms of Reference

- Elect Chair.
- Annually agree the Teachers' Pay Policy.
- Act in accordance with the Teachers' Pay Policy when carrying out the annual review of teachers' salaries.
- Consider any requests made in accordance with Human Resources policies e.g. leave of absence etc. (unless delegated to the Headteacher).
- Make any decisions under Human Resources procedures adopted by the Governing Board e.g. disciplinary, grievance, ill-health, capability etc. (Unless delegated to the Headteacher).
- Lifting of Headteacher's suspension (lifting of all other staff suspensions delegated to the Chair of Governors).
- Deal with matters relating to staffing reductions, restructures and changes to the permanent school staffing structure.

MEETINGS	At least annually
QUORUM	3
DISQUALIFICATION	<ul style="list-style-type: none"> • Headteacher. • Chair of Governors (if have prior knowledge). • where there may be a conflict of interest. • any Governor whose spouse/partner is involved. • staff (annual pay review or matters related to a staffing reduction process).