Christ the King College

Pay Committee

Sub Committee of Business & Management 2026-2027

Purpose

To ensure effective performance of Governor responsibilities in relation to the Pay Policy and related decisions.

Membership & Voting Rights

The following are full members of the committee with full voting rights:

- Governor Members of the Business and Management Committee, excluding the Headteacher.

∉ The committee may invite other governor attendees as appropriate.

Quorum: Minimum of 3 governors

Staff Members

The following are members of the committee without voting rights:

- Headteacher
- College Business Manager
- Clerk to Governors

The committee may invite other attendees as appropriate.

Confidentiality & Conflict of Interests

The committee may need to meet confidentially where the subject for consideration is the pay or performance review of any person employed to work at the College. In such cases any relevant person employed to work at the College, other than the Headteacher, should withdraw unless specifically invited to stay by the committee to contribute to the consideration of the matter.

Committee Chair

As a sub-committee of the Business and Management Committee, it is expected that the Chair of Business and Management Committee or the Chair or Vice Chair of Governors will Chair this Committee.

Clerking Arrangements

The meeting will be clerked by the Clerk to Governors.

Terms of Reference:

1. To prepare and submit to the Governing Body's recommendations for the Whole School Pay Policy and Performance Management Policy.

2. To annually determine, as required by the School Teachers Pay and Conditions Regulations, the salaries of the teaching staff.

3. 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.

4. To annually determine, in accordance with the Pay Policy and within the salaries budgeting strategy, the salaries of support staff.

5. To commission an independent reviewer to conduct the Headteacher's Performance Review.

6. To deal with all matters relating to salaries and performance management that may be referred by the Governing Body.

7. To support the Headteacher with the annual report to the Governing Body, in relation to performance management arrangements and pay progression.

8. To apply the criteria related to discretionary payments fairly.

9. To agree an appropriate procedure for hearing staff pay appeals.

10. To ensure that all staff members are aware of the agreed appeals procedure.

11. To hear any appeals made by staff members concerning pay and performance outcomes.

12. To follow the principle of confidentiality in relation to staff pay.

13. To ensure that statutory and contractual requirements are applied appropriately to all staff members.

14. To keep up-to-date with any relevant legislation, and advise the Governing Body of when policies need to be revised.

15. To minute all meetings and report all decisions to the full Governing Body as a confidential item.

16. To seek professional advice as necessary.

17. To attend relevant training when appropriate.

18. To Act as an In-Year Admissions Committee

Frequency of Meeting

The Committee will meet once per year although ad hoc meetings may well be required.

Review

The Terms of Reference shall be reviewed annually at the last Strategic Leadership Committee meeting of the Summer Term and recommended for approval at the final Full Governing Body meeting of the academic year to ensure that they remain current.

Signed 

Dated 21st July 2026