



STOWER PROVOST COMMUNITY SCHOOL GOVERNORS' PAY PANEL

Ownership	FGB (Full Governing Body)
Created	April 2018
Approved by Governors	
Updated (if apt)	March 2022
To be reviewed	May 2023

Membership and Quorum

1. The panel shall comprise of a minimum of three governors. Any paid employee of the school who are also a governor are unable to be members of this panel.
2. The Headteacher may attend in an advisory capacity but will withdraw when their own salary is being discussed.
3. Pay recommendations will be received by the Panel from the Headteacher.
4. Pay Panel members will be excluded from membership of the Governors' Appeal ^[SEP]Committee were convened to consider a pay appeal.
5. The quorum for the Governors' Pay Panel is three members.
6. All meetings of the Governors' Pay Committee will be minuted.

Delegated powers and purpose of Panel

1. Annually determine salary progression for eligible teaching staff, following recommendation by the Headteacher ^[SEP]. Annually determine salary progression for the Headteacher, where eligible, following recommendation by the Headteacher Performance Management Committee.
2. Deal with any request from a governor or the school leadership team to review leadership pay ranges and report any recommendations back to the Resources Committee who in turn will make recommendations for any changes to the full governing body, where appropriate.
3. Receive a summary report from the Headteacher on support staff determinations
4. A member of the committee will make a record of all proceedings at each meeting. Minutes will be circulated to members within seven days of the meeting, and presented with the agenda for the next full governors' meeting.



Calendar of Business

Autumn term (Meeting1)

1. Elect Chair of Panel
2. Confirm meeting dates [if not already established at end of previous academic year]
3. Review membership and plan to fill any vacancies [if not undertaken at full governing body]
4. Make determinations in respect of the audit of performance management and pay for the academic year, nominating a member to undertake the annual audit if applicable
5. Receive Headteacher recommendations for teachers' pay progression decisions normally before 31 October^[1st SEP]
6. Make determinations on teachers' salary progression, backdated to 1 September
7. Request that salary statements are issued to teaching staff to confirm Committee determinations

Spring term (Meeting1)

1. Receive Headteacher Performance Management Committee recommendation for Headteacher pay progression normally by end of January, where applicable.
2. Make determinations on Headteacher salary progression, backdated to 1 September.
3. Request that a salary statement is issued to the Headteacher by the Resources Committee to confirm Panel's determinations.
4. Chair of Resources Committee to complete notification form to provide notification of Headteacher pay progression to payroll.
5. Receive Headteacher report on support staff pay progression decisions for review.