



# AVENUE CENTRE FOR EDUCATION

## PAY BOARD

### Terms of Reference 2022 - 2023

#### **MEMBERSHIP**

- The Pay Board shall consist of not less than 2 Members. The Headteacher will be an advisor to the Pay Board. The Board members must not include any Staff Members.
- Other members of the Management Committee may attend meetings of the Board, on invite by the Chair, and may contribute to discussions on matters under consideration.
- Only full members of the Board, as approved by the Management Committee, shall have the right to vote on any resolution placed before the Board. Where there is an equality of votes for and against a particular resolution the matter will be referred back to the next meeting of the Management Committee.

#### **QUORUM**

- The quorum shall be not less than 2 Members on the Board.

#### **MEETINGS**

- The Board shall meet at least once a year following receipt of pay recommendations from the Headteacher.
- The Chair of the Board shall be elected annually at the first meeting of the Management Committee in the Autumn term.
- The agenda and supportive documentation for the meeting shall be distributed at least seven days before the meeting.

#### **TERMS OF REFERENCE**

The Pay Board will have delegated powers from the Management Committee to:

1. Undertake the annual salary review and determine the individual salary of all staff by considering and ratifying the Headteacher's recommendations for the pay of all staff, ensuring the performance management policy and pay policy has been consistently and robustly applied.
2. Decide the Pupil Referral Unit's approach towards the exercising of pay discretions.

3. Comply with all statutory and contractual obligations.
4. Ensure that pay decisions of each member of staff in the Pupil Referral Unit is communicated to them in writing.
5. Approve the appraisals and pay recommendations for the Leadership Team excluding the Headteacher. The Headteacher's appraisal and pay will be reviewed by the Headteacher's Appraisal Panel.
6. Keep the Pupil Referral Unit's Pay Policy up-to-date and under review. The Management Committee retain responsibility for endorsing any proposed changes to the Pupil Referral Unit's Pay Policy. Any proposed changes should be discussed with and communicated to the staff in writing by the Headteacher, to allow for consultation prior to a decision being taken by the Management Committee.
7. Recommend to the Management Committee and keep under review a policy and procedures for performance management in Pupil Referral Unit.
8. Report to the Management Committee all decisions taken within the powers delegated to the Board.
9. Review and recommend appropriate training and development activities in respect of the above.

## **REVIEW**

These terms of reference will be reviewed annually.

Date of ratification: 22<sup>nd</sup> September 2022

Ratified by: Management Board

Date of review: Autumn Term 2023