



The Bellbird Primary School

'Soaring to Success'

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The Bellbird School Governing Body



Terms of Reference (Salary Committee)

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THE BELLBIRD PRIMARY SCHOOL
Terms of Reference for Salary Committee

1. MEMBERSHIP

1.1 The Salary Committee shall consist of not less than three governors appointed by the governing body. The Headteacher shall not be a member of the committee when his/her own salary is under consideration.

1.2 Members of the committee should have appropriate knowledge of the school's pay policy and the relevant statutory and local guidance relating to school employees' pay.

1.3 No governor employed at the school shall participate in decisions concerning his/her own pay or the pay of another member of staff where there is a conflict of interest.

1.4 Only full members of the committee, as approved by the Governing body, shall have the right to vote on any resolution placed before the committee.

2. QUORUM

2.1 The quorum shall be two governors who are eligible to participate in the matter under consideration. Wherever practicable, all three members of the Committee should attend meetings in order to support appropriate discussion, challenge and collective decision-making. Where only two members are present and there is an equality of votes, no decision shall be made and the matter shall be referred to the Governing Body for determination by governors eligible to participate.

3. MEETINGS

3.1 The Committee shall meet at least annually, normally in the Autumn term, and at such other times as may be necessary to discharge its responsibilities.

3.2 Meetings shall be arranged so that pay decisions can be made within the timescales set out in the school's Pay Policy and relevant statutory guidance.

4. CHAIR

4.1 The chair and vice-chair of the committee shall be elected annually at the first meeting of the Autumn term.

5. STANDING ORDERS

5.1 The agenda for the meeting and relevant papers shall be distributed in sufficient time to enable members to consider the matters to be determined.

5.2 A confidential record of decisions taken and points for action will be maintained as a record of the proceedings of the meeting.

5.3 Where there is an equality of votes for and against a particular resolution, the matter will be referred back to the governing body for determination by governors who are eligible to participate.

5.4 All proceedings and individual pay decisions of the Salary Committee shall be treated as confidential, subject to the requirements of the law and the school's Pay Policy.

PURPOSE AND DELEGATED RESPONSIBILITIES

The Salary Committee will have delegated powers from the governing body to:

- a) apply the school's Pay Policy fairly, consistently and objectively, having regard to the School Teachers' Pay and Conditions Document, relevant statutory requirements, employment law and applicable local guidance;
- b) determine the salaries of teaching staff, including decisions on pay progression, where these decisions have been delegated to the committee under the school's Pay Policy;
- c) consider recommendations arising from the appraisal process and determine whether the relevant criteria for pay progression have been met;
- d) determine the pay of the Headteacher, taking account of the recommendation of the governors responsible for the Headteacher's appraisal and the provisions of the school's Pay Policy;
- e) ensure that pay decisions are affordable within the school's agreed budget and are consistent with the staffing structure approved by the governing body;
- f) consider and determine applications or recommendations relating to discretionary allowances, recruitment and retention payments, additional responsibilities or other salary matters where these fall within the committee's delegated authority;
- g) ensure that all pay decisions are made without unlawful discrimination and that equality considerations are taken into account;
- h) ensure that each member of staff is informed in writing of any determination relating to his/her pay, together with the reasons for the decision where required by the Pay Policy;
- i) ensure that employees are informed of their right of appeal against a pay determination and that any appeal is heard by governors who have not previously been involved in the original decision;
- j) maintain appropriate confidential records of salary decisions and ensure that these are retained securely in accordance with the school's data protection and records management arrangements;
- k) report to the governing body, where appropriate, that the annual pay review process has been completed, without disclosing confidential information relating to individual employees;
- l) keep under review the operation of the school's Pay Policy and make recommendations to the governing body where changes are required.

SALARY APPEALS

1 Any appeal against a decision of the Salary Committee shall be considered by a Salary Appeals Committee comprising governors who were not involved in the original decision.

2 The appeal process shall be conducted in accordance with the school's Pay Policy and the principles of fairness and natural justice.

DECLARATION OF INTERESTS

Where there is a conflict between the interests of any governor and the interests of the governing body, that person must declare the interest and withdraw from the meeting. If there is any dispute as to whether a person must withdraw from a meeting under the regulations on governing body procedures, the other governors present will decide on the matter.