Pay Committee Structure & Terms of Reference 2026-27

These Terms of Reference will be reviewed annually at the first Governing Body meeting of the Autumn Term.

Pay Review Committee

Terms of Reference

- To ratify the Executive Head Teacher's decisions about performance related pay and progression for any staff at the conclusion of the annual performance review round(s).
- To receive the recommendations of the Executive Head Teacher's Performance Management Review Group and to agree Executive Head Teacher's pay in the light of these recommendations.
- To satisfy itself that the School Performance Management and Pay Policies have been applied fairly and consistently across HPP.
- To report to the Governing Body about the pattern of Performance Management and Pay outcomes; and fair application of current policies across HPP.
- To receive HPP report about cross--school moderation of Performance Management judgments.

Membership: Chair of Resources Committee, plus two other governors and the Executive Head Teacher.

Note: The Chair of Governors / co-Chair of Governors who is a member of the Executive Head Teacher's Performance Management Review Group should not be a member of the Pay Review Committee.

Note: The Executive Head Teacher should absent themselves from the part of the meeting pertaining to the Executive Head Teacher's performance management and pay.

Meeting Frequency: The committee should meet once in an academic year.

Performance Management & Pay Appeals

Terms of Reference

- To hear appeals against the decision of the Executive Head Teacher in relation to individual members of staff or the Executive Head Teacher Performance Management Review Group.

Membership: Three governors (not members of the Pay Review Committee) and an HPP Advisor.

Note: Throughout these processes, it is the duty of members of the governors, as far as possible, to protect information about individual salaries.

Executive Head Teacher Performance Management Review Group

Membership: Chair of Governors / a co-Chair of Governors and two other governors.

Note: At least one member of the panel must be trained in the performance management of leaders.