

NORTHWOOD PRIMARY SCHOOL ACADEMY TRUST

Pay Committee Terms of Reference

2025-2026

Membership:	The committee will have three trustees. (The Head Teacher and any staff trustees are not to be members).
Quorum:	Three Trustees.
Meetings:	A minimum of once per year.

Clerking:

All meetings must be accurately recorded. In the absence of the Clerk, members of the committee may take minutes. The agenda to be set and circulated along with accompanying papers prior to the meeting.

Key Tasks

Teacher Pay

To review and approve recommendations made by the HT in line with the Pay Policy and any statutory requirements.

Headteacher Pay

To review and approve recommendations made by the headteacher's performance management group in line with the Pay Policy and any statutory requirements.

All trustees on the Pay Committee have a statutory requirement to do the following:

Avoid conflicts of interest

Exercise independent judgement

Declare any interest in proposed transactions or arrangements

Signed:
Chair of Governing Body

Date