

**NENE VALLEY PRIMARY SCHOOL
BOARD OF GOVERNORS**

TERMS OF REFERENCE - REVIEW COMMITTEE

Membership

Shall not be less than three governors. The Headteacher, Deputy, teacher or staff governors cannot be members of this committee.

Quorum

Three governors.

Meetings

Twice a year, to be held during the summer and autumn terms in line with teaching staff performance management reviews and Headteacher performance management reviews respectively, unless other special meetings are required.

Chairmanship

The chair of the committee shall be elected annually at the first meeting of the Summer Term.

Standing Orders

The agenda for the meeting shall be distributed at least seven days before the meeting.

Minutes must be taken, with confidential matters recorded in a separate section. The committee should be chaired by a governor other than the minute taker.

When there is equality of votes for and against a particular resolution the matter will be referred back to the next full meeting of the Governing Body. An extra ordinary meeting of the full governing body may be called to resolve any such matter should time constraints dictate.

Terms of Reference

To review the salaries of teachers, the Headteacher and Deputy Headteacher with effect from 1st September in accordance with existing arrangements, and notify them in writing of the basis on which their place on the existing spine has been determined. The committee will review any salary recommendations from the Headteacher with regard to outcomes of the performance management process and in the case of the Headteacher salary, the delegated governors undertaking Headteacher Performance Review

To undertake a salary review at any other time the Governing Body directs that there is a need to do so.

To report to the full Governing Body that a meeting has taken place and appropriate decisions have been taken.

Date of review: ***08.02.10***
Date of next review: ***Summer 2010***