

# Pay Committee Terms of Reference

## 1. Membership

- 1.1 The committee shall consist of not less than three trustees, two of whom should not be directly employed by the trust.
- 1.2 The Principal is not a member of the committee but can attend meetings.
- 1.3 The committee shall have such co-opted non-voting members, as the Board of Trustees shall appoint. The committee may make recommendations for these appointments.

## 2. Quorum

- 2.1. The Quorum shall be three trustees, two of whom should not be directly employed by the trust. The committee shall not meet without the Principal being present or a substitute nominated by him.

## 3. Meetings

- 3.1. There shall be two meetings per year and otherwise as required.

## 4. Chairmanship

- 4.1. The chair of the committee shall be elected annually at the last trust board meeting of the Summer term for the next academic year.

## 5. Standing Orders

- 5.1. The agenda for the meeting shall be distributed at least seven days before the meeting.
- 5.2. Minutes of meetings will be taken and, once approved in draft by the chair of the pay committee, be uploaded to Teams. Minutes will be approved by the committee at the next meeting. Minutes of pay committee meetings will be treated as confidential and will only be circulated to members of the committee. This is in order not to compromise any possible appeals.

## 6. Purpose

- 6.1. The purpose of the pay committee is to oversee and review the fair implementation of the pay policy on behalf of the trust board, including the determination of gradings and salaries.
- 6.2. It will also monitor that the trust discharges its duties in relation to performance management for leaders, teaching and support staff.
- 6.3. The pay committee will report back all relevant matters to the trust board.

## 7. Terms of Reference

7.1. The pay committee has delegated functions that allow it to:

- a) Monitor that the trust is discharging its duties in relation to the performance management cycle for all staff in line with its policy and procedures.
- b) Review performance management targets and evidence presented.
- c) Consider whether to approve recommendations made by leaders for staff.
- d) Acknowledge staff and/or representatives of recognised trade unions and professional associations when drawing up the pay policy and during each annual review of the policy.
- e) Review allowances paid to acting post holders with a view to commenting on appropriateness, consistency and fairness.
- f) Determine what payments, financial assistance, support or benefits will be/have been awarded to recruit and retain teachers and any conditions attached to them.
- g) Recommend to the trust board the total amount of funding for pay progression.

## 8. Declaration of Interests

8.1. 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 at the meeting will decide on the matter.

Adopted: 18 September 2024

These terms will be reviewed annually and agreed by the trust board.