

Inclusion is at the
heart of our trust



Pay Committee Terms of Reference



1. Membership and Quorum

- 1.1 The pay committee will be appointed by the board of trustees. Whilst there is no statutory guidance surrounding the number of committee members, the minimum number should be three, to ensure that there are enough members to hold a majority when voting on matters discussed by the committee.
- 1.2 Any paid employee of the trust who are also trustees are unable to be members of the pay committee.
- 1.3 The CEO is able to attend meetings in an advisory capacity as and when invited by the committee; however, they will not be present at their own pay determination.
- 1.4 Only full members of the committee who have been approved by the board of trustees have the right to vote on any matters. The committee may decide to appoint non-voting members, as approved by the board of trustees, who are able to provide advice on matters.
- 1.5 The quorum of the committee will be one half of the numbers of the committee rounded up to the nearest full number, e.g. if the committee consists of five members, then a minimum of three members must attend the meeting in order to meet the quorum.

2. Term of Office

- 2.1 The committee will be appointed annually by the board of trustees and shall hold office from either the date of their appointment until their resignation, or their omission from membership of the committee on subsequent consideration by the board of trustees – whichever occurs first.

3. Meetings

- 3.1 The committee will meet as often as is necessary to fulfil its responsibilities, including in relation to timescales outlined in the trust's pay policies and procedures.
- 3.2 The chair of the committee or any three committee members may, by giving notice in writing to the clerk, call unscheduled meetings as long as appropriate notice of at least seven days is given to other members of the committee. A shorter notice may be given where the chair of the committee decides a particular pay or appeals issue requires addressing immediately.
- 3.3 The frequency and dates for committee meetings will be considered before the first Autumn term of the academic year.
- 3.4 The clerk to the committee will circulate an agenda, copies of minutes of the previous committee meetings, and any papers to be considered, no fewer than five working days prior to the meeting.

- 3.5 Members will withdraw from the meeting if there is an identified or potential conflict of interest, or there is a motion to question their ability to remain impartial.
- 3.6 The clerk will take minutes of the meeting. These will be approved by the chair of the committee as accurate representations of the meeting before they are handed to committee members for final approval at the next committee meeting. Following approval, the clerk will distribute the minutes to the board of trustees.
- 3.7 Confidential minutes will only be shared with trustees who were present at the meeting where the confidential item was discussed.
- 3.8 The committee may invite non-members to meetings to assist or advise on a particular matter or issue. These additional attendees will not be entitled to vote on any matters.
- 3.9 Every matter to be decided upon will be determined by a majority vote – where there is an equal division of votes, the chair will have the deciding vote. Each member of the committee who is present at the meeting will be entitled to one vote.
- 3.10 A register of attendance shall be kept for each meeting and will be published on the trust’s website on an annual basis.

4 Calendar of Business

- 4.1 The committee will meet at least once per term. The items of business that may be discussed during the Autumn term 1 and Autumn term 2 / Spring 1 are outlined below:

Autumn term 1

- Elect a chair of the committee.
- Establish a panel of at least three trustees from the pay committee to facilitate performance review of executive leaders and hear any pay appeals.
- Confirm meeting dates, if these have not already been established at the end of the previous academic year.
- Review the committee membership and plan to fill any vacancies.
- Review the committee terms of reference.
- Determine the pay policy for executive leaders.
- Determine the pay policy for teaching and support staff.
- Revise the recommendations for teachers’ pay progression decisions, as set out in the trust’s scheme of delegation and in line with the time scales outlined in the trust’s policies and procedures.

Autumn term 2 / Spring term 1

- Receive executive leaders’ performance recommendations, in line with the time scales outlined in the trust’s pay policies and procedures.

- Make determinations to the pay of executive leaders, in line with the time scales outlined in the trust's pay policies and procedures.
- Request that a salary statement is issued to executive leaders to confirm committee determinations.
- Complete a notification form to provide notification of pay determinations to payroll (to be completed by chair of the committee)

5. General duties

- 5.1 To observe and comply with the trust's trustee code of conduct, at all times.
- 5.2 To appoint a clerk to advise and guide the pay committee of their duties and responsibilities, and to record minutes of all committee meetings.
- 5.3 To establish the terms of reference for the pay committee and review these on an annual basis.
- 5.4 To deal with matters relating to salaries and performance management that may be referred to by the board of trustees.
- 5.5 To keep up to date with any relevant legislation and advise from the board of trustees of when policies need to be revised.
- 5.6 To ensure the trust submits and publishes on its website the number of employees whose benefits exceed £100,000 in £10,000 bandings from previous year ended 31st August.
- 5.7 To analyse pay information to identify and explore any gender pay gaps, challenges to achieving pay equality in the trust and any success.
- 5.8 To minute all meetings and report all decisions to the board of trustees as a confidential item.
- 5.9 To seek professional advice as necessary.
- 5.10 To attend relevant training when appropriate.
- 5.11 To report to the board of trustees on the proceedings, recommendations, and decisions of the committee.

6. Performance Management Review

- 6.1 At the beginning of the academic year, establish a panel of three trustees from the pay committee to facilitate the performance review of executive leaders and hear any pay appeals.
- 6.2 To conduct the performance review of executive leaders.
- 6.3 To set performance related objectives in conjunction with the CEO.
- 6.4 To support the CEO with the annual report to the board of trustees, in relation to performance management arrangements and pay progression.

- 6.5 To fairly apply the criteria related to discretionary payments and additional benefits.
- 6.6 To ensure that all staff members are notified of any trust decisions made relating to pay.
- 6.7 To follow the principle of confidentiality in relation to all pay discussions and decisions.
- 6.8 To ensure that statutory and contractual requirements are applied appropriately to all staff members.

7. Appeals

- 7.1 To agree an appropriate procedure for hearing staff pay appeals.
- 7.2 To ensure that all staff members are aware of the agreed appeals procedure.
- 7.3 To hear any appeals made by senior staff members concerning pay and performance outcomes.
- 7.4 To communicate, as per agreed procedures, the panel's decisions concerning pay and performance outcomes.

8. Authority

The committee is authorised by the Board of Trustees to;

- 8.1 Investigate any activity within its terms of reference.
- 8.2 Seek any information it requires from any employee, with all employees directed to cooperate with any request made by the committee.
- 8.3 Obtain any external legal or independent professional advice, where necessary.

