



PAY REMUNERATION COMMITTEE TERMS OF REFERENCE

1. Scope and purpose of the Pay Remuneration Committee:

The Pay Remuneration Committee (henceforth referred to as the Committee) will deal with all pay and performance matters relating to the following staff:

The Chief Executive Officer

The Headteachers of schools within the Trust

The Trust Finance Director

Any other staff employed centrally by the Trust

It will also ratify the pay decisions made by local governing bodies, subject to receipt of appropriate supporting evidence from the respective school Chairs of Governors.

2. Meetings:

There should be a minimum of two meetings per school year. One in April to consider the pay of support staff and one in November to consider the pay of teachers, Headteachers and the CEO.

The clerk of the committee will circulate an agenda for each meeting and papers at least 7 days before the committee meeting

Attendance at each committee meeting, issues discussed and recommendations for decisions will be recorded. The written record will be included on the agenda and papers of the next meeting of the Trust board.

In the event of a need to make genuinely urgent decisions between meetings on matters falling within the remit of the Committee, the Chair of the Committee, in consultation with the Chief Executive Officer, will take appropriate action on behalf of the Committee, to be explained and minuted at the next available meeting.

3. Membership and Quorum:

There should be three Trustees on the Committee.

The Chair of the Trust board shall act as Chair of the Committee.

The clerk of the committee is appointed by the Trust board.

The quorum is two Trustees who are members of the committee.

The Chairs of Governors of all schools in the Trust should attend both to explain the pay decisions at school level and participate in the pay and performance management process for their respective Headteachers.

The Chief Executive is to attend all proceedings of the Committee for the purpose of providing information and advice (except where any item under discussion is in respect of his/her own salary, where he/she will attend for the purposes of making his/her case).

4. Terms of Reference;

To decide on possible salary increases of staff listed above in the 'scope and purpose' section of this document.

To determine individual salary ranges (ISR) for the CEO, Headteachers and the Finance Director.

To ensure that reasons for setting the ISR at a given level are recorded.

To ensure the process for the determination of the Chief Executive Officer's and the Headteachers' salary is fair and transparent and clearly linked to the performance management process.

To undertake the performance management process in respect of the Chief Executive Officer.

On the advice of the Chief Executive, to consider the award of additional allowances to Trust staff.