

## **PAY REVIEW COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose**

The Pay Review Committee will deal with all pay and performance matters relating to staff including the Chief Executive and Headteachers in accordance with the approved Pay Policy.

To make appropriate comments and recommendations on such matters to the Board of Directors on a regular basis. Major issues will be referred to the Board of Directors for ratification.

#### **Frequency of meetings**

There should be a minimum of two meetings in each school year.

#### **Membership and Quorum**

At least three Directors shall be a member of the committee none of whom shall be employees of the Trust

The Chair of the committee will be elected by the committee on an annual basis at the first meeting in the autumn term. In the absence of the Chair, the committee will elect a temporary replacement from among the governors present at the committee meeting.

The clerk of the committee is appointed by the committee.

The quorum is two Directors who are members of the committee (or where greater any one third of the Directors holding office at the date of the meeting).

The Chief Executive may attend all proceedings of the Pay Review 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).

#### **Meetings**

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 Board of Directors.

Only Directors who are members of the committee may vote at committee meetings. Where necessary, the elected Chair of the committee may have a second or casting vote.

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 Directors, in consultation with the

Chief Executive Officer and Chair of the committee, will take appropriate action on behalf of the committee.

### **Terms of Reference**

To determine the salary of each staff taking account of any recommendations made by the Headteacher/performance management reviewer, in accordance with approved the Pay Policy;

To determine appropriate salary ranges for teachers and leadership posts including Heads of School by 31 October each year as set out in the approved Pay Policy;

To annually review/realign the Individual Academy Range in respect of leadership pay;

To conduct the Performance Management of Headteachers/Head of Schools in conjunction with the Local Governing Bodies;

To undertake the performance management process in respect of the Chief Executive;

To determine and recommend to the Board of Directors the salary of the Chief Executive/Headteachers/Heads of School in accordance with the approved Pay Policy;

To recommend the appropriate Individual School Range (ISR) within which the Chief Executive's/Headteacher's/Heads of School salary should fall and any discretionary payments to the Trust for ratification;

To ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Chief Executive's/Headteacher salary is fair and transparent.

On the advice of the Chief Executive, to consider the award of additional allowances to staff including:

- TLRs
- SEN
- Acting up
- Out of School learning activities
- Continuing Professional Development
- Voluntary work undertaken on Initial Teacher Training
- Voluntary INSET

To consider, on the advice of the Chief Executive the award of any other payments including, but not limited to, recruitment and retention.