



Terms of Reference 2019-2020 Trust Board Pay Committee

Scope of the Pay Committee duties and responsibilities:

- to appoint a Chair of the committee at the autumn term meeting each year;
- to achieve the aims of the Trust-wide pay policy in a fair and equal manner;
- to apply the criteria set by the Trust-wide pay policy in determining the pay of each member of staff at the annual review;
- To ensure a consistent approach to appraisal and benchmarking of proposed pay awards has taken place;
- to observe all statutory and contractual obligations for both teachers and support staff;
- to receive individual academy proposals and consider the recommendations made by the headteacher/head of school in order to determine the final pay award decisions for each academy;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to keep abreast of relevant developments and to advise the Trust Board when the pay policy needs to be revised; and
- to work with the headteachers and/or head of schools in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The full Trust Board will therefore receive anonymised information about the teacher's appraisal and its relationship to salary progression but not with names and will be placed in the confidential section of the agenda. Names will be restricted to the Pay Committee and on a confidential basis.

Authority:

The Committee is authorised by the Trust Board to:

- carry on any activity authorised by these terms of reference; and
- carry out pay duties highlighted in the scheme of delegation that are allocated to the Board of Trustees providing recommendations where appropriate; and
- seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

Frequency of meetings:

Meetings shall normally be held a minimum of once a year in the autumn term. The CEO, Senior HR Business Partner or Finance Director may request additional meetings throughout the year if they consider it necessary.

Constitution and Membership:

The Pay Committee will be appointed by the Board of Trustees.

There shall be up to five members the majority being Trustees of Venn Academy Trust; a quorum shall be at least three members of the committee. The chair of the Board of Trustees should not be a member of the committee.

Membership:

X3 Trustees

X2 Chair of Governor representatives from across the Trust academies

Up to 3 associate members may be appointed to the committee. They may contribute to meetings but have no voting authority within the committee meetings.

No vote on any matters shall be taken at a meeting of the Pay Committee unless the majority of members present are Trustees.

In attendance: Senior HR Business Partner, Clerk.

Quorum: 3**Attendance at meetings:**

The CEO, Deputy CEO, Finance Director, Headteachers/Heads of School shall normally attend meetings where business relevant to them is to be discussed.