VENN

Terms of Reference - 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 Head of School or more senior staff, or centrally employed teaching 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 minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full trust board;
- to keep abreast of relevant developments and to advise the Trust Board when the pay policy needs to be revised.

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

Appeals from the teachers' pay decisions made by the executive leaders can be heard by the Pay Committee.

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 to consider Head of School and more senior employees or centrally employed teachers. The CEO, DoO or DoF 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 should be a minimum of three eligible trustees a quorum shall be at least three members of the committee. The chair of the Board of Trustees should not be the chair of the committee but can be a member.

Membership:

X3 Trustees Quorum: 3
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: DoO or HR Business Partner