



Terms of Reference

Pay Committee

Adopted by the trust board:	10.09.2019
Signed by the chair of the trust board:	<i>Chaw</i>

**1. Constitution**

- 1.1 The trust board (the **trustees**) of The de Ferrers Trust hereby resolves to establish a sub-committee of the local governing body of [NAME OF ACADEMY] to be known as the Pay Committee (the **committee**).

**2. Membership**

- 2.1 The committee shall have a minimum of three and a maximum of five members.
- 2.2 All members of the committee will commit to undertaking relevant training to ensure they have the necessary skills and experience to properly fulfil the committee functions.
- 2.3 The local governing body shall at the first meeting of each academic year appoint members to the committee and a member to act as chair (the **chair**). The committee will elect a temporary replacement from among the members present at the meeting in the absence of the chair.
- 2.4 Staff members of The de Ferrers Trust are not permitted to sit on the committee and must leave the room at that part of the meeting where their remuneration is discussed.
- 2.5 The principal shall ensure that a clerk is provided to take minutes at meetings of the committee.
- 2.6 The principal of each academy (or a nominated representative) and members of the trust leadership team will routinely attend these meetings.
- 2.7 The committee may invite attendance at meetings from other persons who are not committee members to assist or advise on a particular

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matter or range of issues. Such persons may speak with the permission of the chair but shall not be entitled to vote.

2.8 Only members of the committee are entitled to vote.

### **3. Remit and Responsibilities of the Committee**

3.1 The committee shall be responsible for seeking assurance on behalf of the trust board that the procedures for determining pay awards to teaching staff are robust.

### **4. Proceedings of Committee Meetings**

4.1 The committee will meet as often as is necessary to fulfil its responsibilities but at least once a year.

4.2 Any two committee members can request that the chair convene a meeting by giving no less than 14 days prior notice.

4.3 The quorum for the transaction of the business of the committee shall be a majority of the committee members.

4.4 Pay recommendations will be presented to the committee in the form of an anonymised matrix.

4.5 The chair of the committee should have sight of the matrix in advance of the meeting in order to select a sample of paperwork that supports the principal's recommendation regarding pay progression. A sample of at least ten should be selected.

4.6 The selected sample should be anonymised and made available for consideration by the committee in advance of the meeting. Where there are less than ten members of staff eligible for pay progression, the committee should consider the paperwork supporting all recommendations.

4.7 Providing the committee is satisfied with the sample selected the committee will make a recommendation to the trust board that all pay decisions be ratified

4.8 If the committee is not satisfied, then the committee may request to see a further sample, or request to see all paperwork for all staff.

4.9 Every matter to be decided at a meeting of the committee must be determined by a majority of the votes of the members present and voting on the matter.

4.10 Each member present in person shall be entitled to one vote.

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4.11 Where there is an equal division of votes the chair shall have a casting vote.

4.12 A register of attendance shall be kept for each committee meeting and published annually.

## **5. Authority**

5.1 The committee is authorised by the Trust Board to:

5.1.1 carry on any activity authorised by these terms of reference and the scheme of delegation; and

5.1.2 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.

## **6. Reporting Procedures**

6.1 Within 14 days of each meeting the committee will produce and agree minutes of its meetings. These can be agreed by email.

6.2 Minutes will not be shared with the remaining local governing body members or the trust board until the appeal window that follows the pay decision has closed.

6.3 Within 7 days of each meeting the chair of the committee will produce a report to the trust board, or to one of its sub-committees, using a standard proforma providing their assurance and outlining any concerns or recommendations.

6.4 The committee shall arrange for the production and delivery of such other reports or updates as requested by the trust board from time to time.

6.5 The trust board will conduct an annual review of these terms of reference.