

Remuneration committee 2023/2024

Terms of Reference

The Remuneration Committee has been delegated full responsibility by the Trust Board to make decisions on its behalf on matters of pay as defined by the Pay and Appraisal Policies.

Membership

- The Remuneration Committee will comprise at least three trustees, the Chair of Trustees, a minimum of one governor representative from the Resources Committee and at least one other governor. Staff governors may not join the Remuneration Committee.
- Membership of the committee shall be agreed by the Trust Board on an annual basis (most usually at the last FGB of the academic year). The committee will elect a Chair from among the members of the committee at the first meeting of each academic year.
- Decisions shall be carried, if agreed, by a majority of members of the Remuneration Committee although in practice the Remuneration Committee will always try to achieve unanimity. If required, the Chair shall have a casting vote.
- The Governance Professional to the Full Board of Trustees will act as Governance Professional to the Remuneration Committee where possible, at other times clerking will be carried out by one of the other trustees present
- By invitation, other persons may be in attendance but in a non-voting capacity

Quorum

- Quorum for the Remuneration Committee is at least three governors and the meeting cannot take place if there are fewer than 3 governors present.

Minutes and Meetings

- The committee will meet at least once a year in the autumn term with the Headteacher, HR Manager and School Business Manager to ensure the Pay and Appraisal Policies are being implemented effectively. Further meetings of the Remuneration Committee may be called as deemed necessary by the Chair. Minutes of meetings will record those present, any decisions, action points and recommendations with timescales where appropriate.
- Proceedings of the committee shall be confidential
- Members of the Committee will take responsibility for undertaking appropriate training to ensure they possess the necessary expertise to carry out their role effectively

Remit and Responsibilities

The committee will:

- approve the annual national pay awards as recommended by Government or make an alternative decision on annual pay awards
- liaise with the Resources Committee to ensure that all matters affecting the pay and conditions of staff are covered and are related to the school's budget
- review the process of and approve the Headteacher's recommendations regarding the movement of staff across pay thresholds. This will be achieved by the committee reviewing anonymised examples of appraisals and objectives for both teachers and support staff checking that objectives are SMART, and align with the SIP, staff pay levels and pay recommendations.

- ensure decisions on pay are fair, just and transparent and recognise the principle of equal pay for like work and work of equal value
- ensure the headteacher is taking action where members of staff are underperforming
- review incentive schemes, taking into consideration the financial position of the school
- ensure staff are informed of the outcome of the decisions of the Remuneration Committee and the right of appeal

With regard to executive pay, the committee will

- take decisions regarding the pay of the Headteacher following consideration of the recommendations of the Headteacher Performance Management Panel
- approve the leadership pay scale for the Headteacher's remuneration
- ensure that the Headteacher is informed of the decision of the Remuneration Committee and the right of appeal.

Approved by the Trust Board on **4th October 2023**