



Central Schools Trust

PAY COMMITTEE Terms of Reference

September 2023

Composition and Quorum

- The Pay Committee will consist of at least 3 governors, including The Chair of the Trust Board, Chair or Vice-Chair of Finance and a Chair of one of the Local Governing Boards.
- The quorum for this committee will be 3 governors.

The Pay Committee will be authorised by the Trust Board to determine all matters relating to pay and related performance of staff to establish a whole Trust Pay Policy. The pay policy will be adopted by the Trust Board and will be monitored and reviewed as necessary.

Committee membership

The Pay Committee will consist of at least 3 governors, including The Chair of the Trust Board, Chair or Vice-Chair of Finance and a Chair of one of the Local Governing Boards.

Normally, wherever possible, the Pay Committee will not include any member of staff employed by the Trust Board at the schools. The quorum for this committee will be 3 governors.

Committee Remit

The Pay Committee will have full delegated powers from the Trust Board to take all decisions relating to pay in accordance with the approved Trust Pay Policy.

Specifically, this will include:

- (i) Reviewing the Trust pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to the Trust Board as appropriate.

(ii) Ensuring that the policy and performance assessment criteria is applied equitably and consistently for all staff.

(iii) Ensuring that pay decisions are fair and equitable, link with the Trust appraisal policy and take account of the recommendations of the CEO and, where appropriate, Headteachers.

(iv) In accordance with the pay policy, determination of appropriate pay for all staff employed in the Trust, including allowances and temporary recruitment and retention payments where appropriate.

(v) Review the schools' staffing structure specifically in respect to pay relativities of posts in the structures. Maintain up to date staffing structures as an appendix to the pay policy.

(vi) Recommend the annual pay budget, including pay progression to the Trust Board.

(vii) Ensure that external advice is sought where appropriate, particularly in respect of salary matters relating to the CEO and Headteachers and any proposal to withhold pay progression.

(viii) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary.

(ix) To minute clearly the reasons for all pay decisions and report the fact of these decisions to the next meeting of the Trust Board.

(x) Provide an annual report to the full Trust Board summarising pay decisions and issues arising.