



Approval Date: 25<sup>th</sup> September 2023

Approved by: Board of Directors

Review Period: Annually

## TERMS OF REFERENCE

### REMUNERATION COMMITTEE

#### **Overview:**

The Remuneration Committee will report to the Board of Directors. The Terms of Reference for the Committee have been determined in line with the Academy Trust Articles of Association, Funding Agreement and Department of Education Academy Trust Financial Handbook.

#### **Meetings:**

The committee will meet at least once per annum. Membership will be a minimum of three members, subject to annual review by the Board of Directors. Lead advisor to this committee will be the Headteacher and the Office Manager and any other senior manager that the committee deem necessary in carrying out its responsibility. Staff governors cannot sit on this committee. Members of the Remuneration Committee shall not serve on any committee appointed by the Directors to hear an appeal from a member of staff against the decisions made by the Committee.

#### **Review:**

The membership and terms of reference of every Committee shall be reviewed annually by the Board of Directors. The Board of Directors will approve the constitution, membership, and proceedings of all Committee meetings annually.

#### **Quorum:**

Minimum members of the committee in attendance at each meeting must be two.

#### **Voting:**

Any decisions within the agreed remit of the Committee and in line with the Committee Terms of Reference will be accepted by the Board of Directors on a majority vote of the attendees.

#### **Procedures:**

- A Chair and Vice Chair must be elected for a term of one year. They must be a Director but cannot be employed by the Academy Trust. The Chair has a casting vote, if required.

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- An agenda should be sent out giving 7 clear days' notice of meetings.
  - Minutes should be kept recording the names of those attending and any decisions taken/recommendations made. They are then signed by the Chair of the Committee once reviewed at the next subsequent meeting.
  - Minutes and other reports should be published in the normal manner.

**Decisions:**

Committee decisions, taken within their constitutional remit, have the status of decisions made by the Board of Directors. Feedback of Committee meetings should be circulated to all Directors and will be discussed at the next meeting of the Board of Directors and a record made in the minutes of those meetings.

**Role of Committee Chair:**

The Committee Chair will be responsible for ensuring that:

- Convening of meetings of the Committee and issuing the agenda.
- The Committee discharges all its responsibility set out in its remit.
- The Committee works closely with the Academy Trust senior managers.
- The taking of minutes of meetings by a committee member.
- The feedback from the meeting is forwarded to the Clerk of the Board of Directors and it is presented at the next Board of Directors meeting.

**Delegation Powers:**

The Board of Directors has delegated the following powers to the Committee:

- Shall consider and decide upon all matters relating to staff pay as part of the annual review process in accordance with the whole school Pay Policy agreed by the Board of Directors.
- Consider by mid-September any issues relating to pay awards linked to the staff performance management process.
- The Office Manager will attend all meetings as an advisor of the committee but will withdraw from the meeting when the committee consider the pay of the Office Manager.
- The committee will seek the advice of the Headteacher as required in respect of any discretionary payments and in particular:
  - For teaching staff, performance-related pay awards on the main pay scale and UPS.
  - For teaching staff, the award of teaching and learning responsibility payments, special needs allowances and incentives for recruitment and retention.

- The award of any exceptional points resulting from performance review.
  - For members of the leadership group, any points resulting from performance review.
  - For NCJ Local Government Services staff, performance-related pay awards.
  - For NCJ Local Government Services staff, the award of accelerated increments, honorarium payments and appropriate job evaluation.
- The committee, in reaching decisions in respect of pay, shall have regard to:
    - The advice of the Headteacher and/or the relevant appraiser.
    - The implications of national pay decisions and relevant legislation (such as The Employment Relations Act 1999, The Equality Act 2010, the Part Time Workers (Prevention of Less Favourable Treatment) Regulations)
    - Similar market/sector salaries paid in other broadly equivalent schools.
  - Where necessary the Committee shall seek advice of its HR Support Provider.
  - The Committee shall have executive powers within the staffing budget determined by the Board of Directors and will take decisions with due regard to the School Teachers' Pay and Conditions document, the Conditions of Service for School Teachers in England and Wales, the Conditions of Service for Local Government Services Staff, the Conditions of Service for Hertfordshire Local Government Services Staff, and any relevant employment legislation.

### Policies:

- Review, determine and approve policies as delegated to the Committee as defined in the Policy Schedule.
- Ensure approval by the Board of Directors is obtained where necessary for policies outside the remit of approval for this committee.

Chair of the Committee	Mr M King
Clerk to the Committee	Committee Member
Date Committee established	9 <sup>th</sup> October 2013