



## **Pay Committees and Executive Pay Committees**

### **Terms of Reference**

## Terms of Reference

### Pay Committees

#### 1. Constitution

- 1.1 The board of directors (the **Trustees**) of The Cornerstone Academy Trust hereby resolve to establish a committees of the Trustee Board to be known as the **Pay Committees and the Executive Pay Committees (the Committeess)**.

#### 2. Membership

- 2.1 The Committees shall have a minimum of three Committee members. The Committee members must be Trustees of the Trustee Board.
- 2.2 Details of the who sits on the Pay Committees can be found on the Trustee Committees Structure chart located within the Trustees OneNote notebook.
- 2.3 The Chair (the **Chair**) of the Committees will be elected at the first Full Trustee Board meeting of the Academic year. The Committees will elect a temporary replacement from among the Trustees present at the meeting in the absence of the Chair.
- 2.4 The Committee members will be elected at the first Full Trustee Board meeting of the Academic year.
- 2.5 The term of office for each Committee member shall be one year.
- 2.6 The Chair shall ensure that a clerk is provided to take minutes at meetings of the Committees.
- 2.7 Any Trustee of the full board may attend meetings of the Committees as an observer (an **Observer**).
- 2.8 The Committees may invite attendance at meetings from persons who are not Trustees or Committee members to assist or advise on a particular matter or range of issues, this may include parents and members of academy staff. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

#### 3. Remit and responsibilities of the Committees

- 3.1 The Committees shall be responsible for the matters set out in the **Schedule** shown below.

#### 4. Proceedings of Committees meetings

- 4.1 The Committees will meet as often as is necessary to fulfil its responsibilities and this will typically be once a year to agree staff performance management outcomes for pay.

- 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 Committees will be three Committee members. No vote on any matter shall be taken at a meeting of the Committees unless three Committee members are present.
- 4.4 Every matter to be decided at a meeting of the Committees must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each Committees meeting and published annually.
- 4.8 Observers may speak with the permission of the Chair but may not vote.

## 5. **Authority**

- 5.1 The Committees are authorised by the Trustees to:
  - 5.1.1 carry on any activity authorised by these terms of reference; and
  - 5.1.2 seek any appropriate information that it requires from any person of the Trust and all persons shall be directed to cooperate with any request.

## 6. **Reporting**

- 6.1 Within 14 days of each meeting the Committees will wherever possible:
  - 6.1.1 produce draft minutes of its meetings which includes (i) decisions made, (ii) recommendations to the Trustee Board, (iii) items for the information of the Trustee Board and (iv) items for further discussion by the Trustee Board.
  - 6.1.2 Any matters discussed during the meetings which are sensitive in nature and relate to groups of or specific Trust employees will be minuted as 'Part B' and kept confidential (by way of password protecting the relevant files). These will only be available to members of the Finance and Premises Committees or broader Full Trustee Board and will only be shared outside of these groups with permission of the Chairs of each.
- 6.2 Draft minutes will be approved at the subsequent Committee meeting.
- 6.3 The Committees shall arrange for the production and delivery of other reports or updates as requested by the Trustee Board from time to time.

## Schedule

### Responsibilities of the Pay Committees

#### Pay

- 1 To prepare and submit recommendations for the adoption by the Trustee Board of:
  - i. an appraisal policy/performance management and
  - ii. a pay policy for the Academy
  
- 2 To operate in accordance with the statutory appraisal regulations and the relevant Academy's adopted policy as follows:
  - i. to select an external adviser to advise the Committees undertaking the appraisal of the CEO / Executive Headteacher
  - ii. to take advice from the external adviser when agreeing objectives and reviewing the CEO / Executive Headteacher's performance
  - iii. to agree performance objectives with the CEO / Executive Headteacher
  - iv. to determine whether the outcome of the CEO / Executive Headteacher's appraisal meets the criteria for pay progression as covered under the adopted pay policy
  - v. to support the CEO / Executive Headteacher with the annual report to the Trustee Board on appraisal arrangements and outcomes
  - vi. a panel selected from this Committee to hear any appeal by a teacher against entries made within their appraisal statement
  
- 3 A panel selected from this Committees to hear any appeal by a teacher employed at any Academy against the outcome of their threshold assessment application.
  
- 4 To determine annually the salaries of teaching staff, the Appraisal and Pay Policies adopted by the Academy and the Academy's salaries budget.
  
- 5 To determine annually the salaries and gradings of support staff, in accordance with the adopted Pay Policy and any appropriate regulations and agreements and within the Academy's salaries budget.
  
- 6 To deal with any other matters relating to pay, appraisal and employment as may be referred by the Trustee Board.

#### Staff Appeals

- 1 To consider appeals under other procedures as may from time to time be delegated by the Trustee Board, including appeals under the Academy's adopted Pay Policy.