



Alpha Trust Pay Committee

Terms of Reference

General Terms:

- To act on matters delegated by the Board of Trustees.
- To liaise and consult with other committees where necessary.
- To consider safeguarding and equalities implications when undertaking all committee functions

Membership:

- Five including the CEO, the Chair and Vice-Chair of Trustees, the Chair of the Pay Committee and one other trustee. Chair and Vice Chair to be appointed at the first meeting of the committee at the start of the academic year.

Quorum:

- Three trustees excluding the CEO.

Meetings:

- As required in consultation with the CEO but at least once a term.
- Committee meetings are not open to members of the public but minutes shall be made available to view on request and depending upon GDPR requirements. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- In the absence of the Chair and Vice Chair, committee members present will choose one of their number to act as chair for the meeting, excluding the CEO.
- Any decisions taken will be determined by a majority of votes of committee members present and voting. However, no vote can be taken unless quorate.

Clerking:

- By the CFO except for matters relating to the CEO or to the CFO when it will be done by a member of the Committee, to be determined at the meeting.

Reporting Back to the Trust Board:

- Minutes to be submitted at the next meeting of the Trust Board (any confidential part is circulated to the committee only).
- GDPR and confidentiality requirements should be maintained.

Specific Responsibilities:

General

- To monitor the operation of the trust's Pay Policy.
- To review and approve, on an annual basis, schools within the trust staffing structures, both teaching and support (whilst allowing the CEO and, with her agreement the respective Executive Head teachers the flexibility to make, on their own authority, minor adjustments, providing these do not distort the approved structure and providing this is reported to the



next Pay Committee meeting); in this process to review the salaries of each member of staff annually, excepting the CEO (see below section 2 for procedure to review CEO salary).

For teaching staff, to review any case where there might not be an automatic progression up the incremental scale or payment of inflation related rises. To ensure the Trust complies with regulations and informs staff in writing of their salaries.

To review the salaries of non-teaching staff employed to ensure the smooth functioning of the trust

- To review NEETSA and CTTC staffing and salaries.
- To receive a report from the CEO on the performance and pay of Executive Head teachers and other senior managers.

CEO, CFO and Executive Head pay and conditions

Membership:

- Four, excluding the CEO on matters related to CEO pay, and excluding the CFO on matters related to CFO pay, the Chair and Vice-Chair of Trustees, the Chair of the Pay Committee and one other trustee. Chair and Vice Chair to be appointed at the first meeting of the committee at the start of the academic year.

Quorum:

- Three trustees excluding the CEO.

Meetings:

- As required in consultation with the CEO but at least once a year.
- Special note: In the early years of the Trust it is likely the committee may meet termly.
- Committee meetings are not open to members of the public but minutes shall be made available to view on request and depending upon GDPR requirements. Information relating to a named person or any other matter that the committee considers confidential does not have to be made available for inspection.
- Any decisions taken will be determined by a majority of votes of committee members present and voting. However, no vote can be taken unless quorate.
- The CEO/CFO and/or his/her representative are able to make representations in writing or in person to the Pay Committee if they wish to do so.

Clerking:

- By a member of the Committee, to be determined at the meeting

Reporting Back to the Trust Board:

- Minutes to be submitted at the next meeting of the Trust Board (any confidential part is circulated to the committee only).

- GDPR and confidentiality requirements should be maintained.

Responsibilities:

- To deal with all pay and performance matters relating to the CEO and to implement the approved Pay Policy in respect of the CEO's pay.
- To undertake the performance management process in respect of the CEO, in accordance with The Education (School Teacher Performance Management) (England) Regulations 2006, including the agreement, monitoring and review of performance management objectives.
- To determine the salary of the CEO.
- To agree the appropriate Individual School Range within which the CEO's salary should fall.
- To decide pay structures for Executive Head teachers and the CFO and to review the same.

The terms of reference will be reviewed annually at the first meeting of the school year.

November 2018