

The de Ferrers Trust (the Trust)

Terms of Reference

Pay Committee

1 Constitution

- 1.1 The board of directors (the **Directors**) of The de Ferrers Trust (the **Trust Board**) hereby resolves to establish a committee of the Local Governing Body of [NAME OF ACADEMY] to be known as the Pay Committee (the **Committee**).

2 Membership

- 2.1 The Committee shall have a minimum of three members and a maximum of five members.
- 2.2 The Local Governing Body shall at the first meeting of each academic year appoint members to the Committee and a member to act as chair (the **Chair**). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.
- 2.3 The Principal shall ensure that a clerk is provided to take minutes at meetings of the Committee.
- 2.4 The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the Chair but shall not be entitled to vote.

3 Remit and responsibilities of the Committee

- 3.1 The Committee shall be responsible for the moderation of pay decisions.

4 Proceedings of Committee meetings

- 4.1 The Committee will meet as often as is necessary to fulfil its responsibilities but at least once a year.
- 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 Committee shall be three members.
- 4.4 Pay recommendations will be presented to the committee in the form of an anonymised matrix.



- 4.5 In order to moderate pay decisions, the Chair of the committee should have sight of the matrix in advance of the meeting in order to select a sample of paperwork that supports the Principals recommendation regarding pay progression. A sample of at least ten should be selected.
- 4.6 The selected sample should be anonymised and made available for consideration by the Pay Committee. Where there are less than ten members of staff eligible for pay progression, the committee should consider the paperwork supporting all recommendations.
- 4.7 Providing the committee is satisfied with the sample selected, all pay recommendations can then be ratified.
- 4.8 If the committee is not satisfied, then all paperwork may need to be produced for consideration by the committee.
- 4.9 Every matter to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.10 Each member present in person shall be entitled to one vote.
- 4.11 Where there is an equal division of votes the Chair shall have a casting vote.
- 4.12 A register of attendance shall be kept for each Committee meeting and published annually.

5 Authority

- 5.1 The Committee is authorised by the Trust Board 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 officer of the Trust and all officers shall be directed to co-operate with any request made.

6 Reporting Procedures

- 6.1 Within 14 days of each meeting the Committee will produce and agree minutes of its meetings. These can be agreed by email.
- 6.2 The Trust Board will conduct an annual review of these terms of reference.