



Appendix A1 – The Directors’ Pay Committee – Terms of Reference

The terms of reference for the Directors’ Pay Committee will be determined annually by the Trust Board. The role of the Directors’ Pay Committee is each year to:

- Apply the Trust pay policy, which is agreed by the Trust Board after consultation has taken place with staff and their union representatives in the schools and amendments considered in the light of comments received.
- Inform staff of the policy adopted.
- Establish procedures for determining appeals by teachers against pay decisions and related matters (e.g. performance, threshold assessment).
- Consider recommendations from the CEO about pay awards for senior staff (HT/HOS, DHTs, AHTs, DFO, TBM as well as Trust central support staff e.g. the PA to the CEO) on the basis of the policy and budget.
- Determine the pay of the CEO and senior staff as listed above.
- Ensure that awards are made without unlawful discrimination.
- Monitor the overall distribution of awards and the impact of the pay policy.

The Trust Board may ask the CEO to:

- Formulate the draft pay policy for consultation with staff and unions in the Trust and consideration by the Trust Board.
- With the help of other senior staff as appropriate, review performance information for senior staff and central support staff and make recommendations to the Directors’ pay committee regarding performance related pay awards where applicable.
- Monitor the impact of the arrangements for pay determinations on teachers and teaching at the schools, and report to the Trust Board. In doing so, the CEO will need to take account of the requirements of the appraisal policy.

The Trust Board may delegate pay decisions to a committee. Regulations¹ require that a head must withdraw from any discussions on his or her pay and may not vote on it; for the Directors’ Pay Committee, this refers to the CEO. Other employees must withdraw from any meeting during consideration of the pay or performance appraisal of any other employee, and may not vote on related matters. The Regulations do not prevent Directors from hearing representations from the interested party. For example, the CEO or a HT/HOS could present his or her views in a note, make a presentation, so long as they withdraw during the decision-making process.

No payments and conditions of employment other than those provided in the Document may be applied.



Appendix A2 – The Governors’ Pay Committee – Terms of Reference

The terms of reference for the Governors’ Pay Committee will be determined from time to time by the Trust Board. The role of the Governors’ Pay Committee is each year to:

- Apply the Trust pay policy in relation to non-senior staff, after consultation has taken place with staff and their union representatives in the school and amendments considered in the light of comments received.
- Inform staff of the policy adopted.
- Establish procedures for determining appeals by teachers against pay decisions and related matters (e.g. performance, threshold assessment).
- Consider recommendations from the HT/HOS about pay awards on the basis of the policy and budget.
- Ensure that awards are made without unlawful discrimination.
- Monitor the overall distribution of awards and the impact of the pay policy.

The LGB may ask the Head to:

- With the help of other senior staff as appropriate, review performance information for teachers and make recommendations to the Governors’ pay committee regarding performance related pay awards.
- Monitor the impact of the arrangements for pay determinations on teachers and teaching at the school, and report to the LGB. In doing so, the HT/HOS will need to take account of the requirements of the Trust’s Appraisal Policy.

The LGB may delegate pay decisions in relation to non-senior staff to a committee. Other employees must withdraw from any meeting during consideration of the pay or performance appraisal of any other employee, and may not vote on related matters. The Regulations do not prevent Governors from hearing representations from the interested party. For example, a teacher could present their views in a note, make a presentation, so long as he or she withdraws during the decision-making process.

No payments and conditions of employment other than those provided in the Document may be applied.