

Devonport High School for Girls Academy Trust

Remuneration Committee Terms of Reference



Approved by:	Board of Trustees	Approval Date: September 2023
Last reviewed on:	September 2023	
Next review due by:	When required	

REMUNERATION COMMITTEE TERMS OF REFERENCE

The Remuneration Committee's remit is responsible for ensuring that adequate procedures are in place with regards to the remuneration of all staff. This includes arrangements to meet the statutory performance for the management of the of Head Teacher and review and approval of pay recommendations for Teaching and Support staff and ensuring any relevant performance measures related to pay have been met.

The Board of Trustees is committed to be a living wage employer.

1. Constitution

1.1 The Trust Board established the Remuneration Committee to advise the Board and to act within its delegated authority in respect of all matters relating to the performance management and remuneration review of all staff, to ensure that the Board follows statutory procedures and has proper management of staff.

1.2 The Remuneration Committee is responsible to the Board.

1.3 The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.

2. Authority

2.1 The Remuneration Committee is responsible for:

- Reviewing and approving the Teachers' and Support Staff Pay Policies.
- Considering and approving the recommendations of Senior Leadership Team about awarding pay progression for Teachers and Support Staff with having due regard to performance and the budget.
- Considering and approving inflationary pay rises for Teaching and Support Staff.
- Considering and approving Living Wage increases to all applicable staff.
- Considering and approving the recommendations of the Head Teacher about awarding performance-related pay progression in respect of the Senior Leadership Team.
- Considering and approving the recommendations of the School Improvement Partner about awarding performance-related pay progression for the Head Teacher.
- Monitoring the outcomes of pay decisions.
- Reviewing and considering that processes for performance management and pay operate fairly.
- Review and approve recommendations for support staff roles to change salary scales, in-line with responsibilities per the job description.
- Making sure pay appeals are managed in line with the school pay and appraisal policies.
- Comply with statutory requirements to publish trust staff pay increments.

2.2 In respect of the Head Teacher's Annual Review the Committee is responsible for:

- Annual appointment of the School Improvement Partner
- Appointing a team of three Trustees (one must be a member of the Remuneration Committee) to work with the School Improvement Partner to determine the annual performance targets of the Head Teacher

- Receiving and reviewing the Head Teacher annual review report at the end of the annual cycle and determining any relevant pay progression.

3. Administration

3.1 The Remuneration Committee will be held on an as-required basis but must meet at least once per year, usually in November, following the conclusion of staff reviews. The Chair or any two members may call an additional meeting.

3.2 The Remuneration Committee will consist of at least three members of the Board. Members of the Committee are appointed annually. Additionally, up to two external co-opted members with expertise may also be appointed who are not members of the Board.

3.3 If the Chair is absent from a meeting, the members shall choose another member, who is also a member of the Board, to act as Chair for that meeting.

3.4 The Remuneration Committee will be quorate if at least two members (or at least one third if greater) of those members eligible to vote are present. In addition, at least 50% of those members present are required to be Board members (as opposed to co-optees).

3.5 Staff members in attendance will leave the meeting if agenda items involve discussions around them.

3.6 Administrative support will be provided by the Governance Officer of the Board or his/her deputy.

3.7 The agenda for meetings will be agreed in advance by the Chair and papers will be circulated to members and attendees at least 5 working days in advance of the meeting.

3.8 Minutes of meetings will be taken and will be submitted to the Board, once approved in draft by the Chair. Confidential items will be marked as Part 2 Minutes.

3.9 Decisions made at meetings of the Committee shall be determined by a majority of votes of eligible members present and voting. Where there is an equal division of votes the Chair shall have a second or casting vote.

3.10 The Committee will self-assess its performance against these Terms of Reference on an annual basis and will also review the Terms of Reference, submitting any proposed changes to the Board for approval.

3.11 The members of the Committee shall hold office from the date of their appointment until their resignation or their omission from membership of the Committee on subsequent consideration by the Board (whichever shall happen first).

3.12 If a member of the Committee withdraws from the meeting due to a conflict (or potential conflict) of interests, the meeting must still be quorate in order for a vote to be conducted.