



**TRUST BOARD OF POLYMAT
TERMS OF REFERENCE FOR THE PAY COMMITTEE**

Reviewed: November 2024

Approved: November 2024

Due for review: November 2025

Membership

The Pay Committee will consist of a minimum of 3 Trustees, none of whom should be employees of the Trust. A chair will be appointed by the Trust Board or otherwise elected to the committee. A clerk will be appointed by the Trust Board.

Quorum

The quorum is 3 Trustees.

Meetings

The committee will meet at least 2 times per year. Minutes of the committee's meetings will be shared with the board.

Monitoring

The committee will be responsible for:

- implementing the Trust's Pay and Setting Headteacher and Executive Pay Policies in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- observing all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- minuting clearly the reasons for all decisions and report these decisions to the next meeting of the Trust Board (in summary form and having due regard for confidentiality);
- keeping informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Trustees, as appropriate and at least annually;
- carrying out the Performance Review of the CEO in the Autumn Term. This will include a review of performance from the previous year, the agreeing of targets for the coming year and the setting of CEO pay for the coming year. An external advisor may be used to provide expert opinion. Documentation of these meetings will be confidential but will be passed to the Chair of Finance and the Chair of the Trustees;
- carrying out a review of the appraisals conducted/ pay decisions made by the CEO according to the Setting Headteacher and Executive Pay Policy, for all headteachers within the Trust and the Trust Executive roles (CIO, CFO, CCO); and
- carrying out an audit of Teacher Threshold (UPS) Applications and quality assuring the decisions of Headteachers in the Autumn Term. The results of this audit will be reported to the Finance and People Committee with due regard for confidentiality.

The Pay Committee delegates individual pay award decisions as per the Trust's Scheme of Delegation. The Pay Committee has executive powers for pay decisions unless an appeal is made. The Pay Committee and The Pay Appeals Committee will follow the guidelines of the Academies Financial Handbook and ensure that pay is justified and provides value-for-money.

The Pay Appeals Committee

For disputes in pay decisions, the employee has a right of appeal to The Pay Appeals Committee which will also consist of a minimum of 3 different Trustees, none of whom are employees of the Trust, and will otherwise be subject to the same Terms of Reference as the Pay Committee.

This committee will be responsible for:

- hearing appeals from the CEO or other employees regarding his or her pay as determined by the Pay Committee (in the case of CEO pay) or by the CEO or Headteacher (for other employees);
- reviewing that the Pay Committee, CEO or Headteacher have followed the procedures of the Pay and Setting Headteacher and Executive Pay Policies and/or the Pay Committee Terms of Reference and to decide to either uphold or reject an appeal on this basis. Details of the procedure for appeals are provided in the Trust's Pay Policy.

The decision of the Pay Appeals Committee will be recorded and reported to the Finance and People Committee with due regard for confidentiality.

The decision of the Pay Appeals Committee is binding and not subject to further appeal.