



# Pay Review Committee Terms of Reference

## March 2022

<b>Date Approved by The Board of Trustees</b>	<b>29/03/22</b>
<b>Effective Period</b>	<b>March 22 – March 23</b>
<b>Reviewer</b>	<b>N Jones</b>
<b>Date of Review</b>	<b>28/03/22</b>
<b>Next Review Due</b>	<b>March 23</b>

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<b>Membership</b>	No more than 5 members.
<b>Disqualification</b>	Staff employed at the school.  The Headteacher / Executive Headteacher should not be a member of the Committee although may attend to advise/present his/her case.
<b>Quorum</b>	Minimum 3 Committee Members.

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## **Meetings**

The HMFA Board of Trustees delegate responsibility for achieving the aims of the pay policy to the Pay Review Committee.

The Committee shall meet as and when required but at least annually.

The Chairman is to be elected by the committee members at each meeting.

## **Terms of Reference**

1. To review the school's Pay Policy with due regard to the current School Teachers' Pay and Conditions document and to make recommendations to the Board of Trustees.
2. To review annually, in accordance with the school's Pay Policy, the levels of salary of all staff.
3. To review annually the job descriptions for all staff as appropriate and as recommended by the Headteacher / Executive Headteacher.
4. To ensure that, within budget constraints, the pay policy meets the needs of recruitment, retention and development of staff and in relation to the Academy Strategic Plan.
5. To minute the rationale for decisions and to report to a meeting of the full Board of Trustees. Minutes should not refer to the identity of employees in line with General Data Protection Regulation (GDPR).
6. The minutes of the Pay Committee are confidential and will not normally be circulated beyond the Pay Review Committee. In the event of an individual pay appeal, the Board will seek appropriate advice on the disclosure of minutes, recognising the rights to confidentiality and protection of data for all members of staff.
7. Subject to HMFA Article 101, these terms of reference and committee membership shall be reviewed at least once in every 12 months.