



Pay Review Committee Terms of Reference

Spring 2024

Date Approved by The Board of Trustees	20.03.24
Effective Period	01.04.24 – 31.03.25
Reviewer	N Jones/S McGowan
Date of Review	March 24
Next Review Due	March 25

Membership	No more than 5 members.
Disqualification	Staff employed at the school. The CEO/Deputy CEO should not be a member of the Committee although may attend to advise/present their case.
Quorum	Minimum 3 Committee Members.

Meetings

The HMFA Board of Trustees delegate responsibility for achieving the aims of the pay policy to the Pay Review Committee and ensuring that processes operate fairly.

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 Pay Policy with due regard to the current School Teachers' Pay and Conditions document and to make recommendations to the Board of Trustees. Making sure the school pay policy links performance to pay and can be applied consistently and objectively
2. To review annually, in accordance with the school's Pay Policy, the levels of salary of all staff. HR Manager to provide a staff list to include job title and salary grades and the committee will review to ensure equity across the organisation.
3. Making sure the appraisal policy is fair and consideration given to employee's workloads
4. To review the job descriptions for all staff as recommended by the CEO/Deputy CEO. If HMFA create a unique job role/description, this should be shared with this committee at the next available meeting.
5. Being aware of the impact that pay decisions have on the school's budget, the Committee will ensure implementation of the pay policy meets the needs of recruitment, retention and development of staff and in relation to the Academy Strategic Plan.
6. Considering and approving recommendations for performance-related pay progression
7. Monitoring the outcomes of pay decisions.

8. To minute the rationale for decisions and to prepare a report to the meeting of the full Board of Trustees.
9. The minutes of the Pay Committee are confidential and will not normally be circulated beyond the Pay Review Committee. Minutes should not refer to the identity of employees in line with General Data Protection Regulation (GDPR).
10. Making sure pay appeals are managed in line with the school's pay and appraisal policies.
11. 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.
12. Subject to HMFA Article 101, these terms of reference and committee membership shall be reviewed at least once in every 12 months.