



# Pay Review Committee Terms of Reference

## 2024/25

<b>Date Approved by The Board of Trustees</b>	<b>14.05.24</b>
<b>Effective Period</b>	<b>14.05.24 – 31.03.25</b>
<b>Reviewer</b>	<b>N Jones/S McGowan</b>
<b>Date of Review</b>	<b>May 24</b>
<b>Next Review Due</b>	<b>March 25</b>

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<b>Membership</b>	No more than 5 members.
<b>Disqualification</b>	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.
<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 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 and determine 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. To consider and approve recommendations for performance related pay progression for non-Headteacher/SLT posts. It is the Board's responsibility to approve all Leadership remuneration.
7. As stipulated in the Performance Related Pay Policy guidance, the committee should receive the Headteacher performance review statement which is produced by the relevant Trustees in conjunction with External Advisor and consider pay recommendation movement up the pay spine where appropriate. Ensure report is sent to full board of trustees for ratification.
8. Consider and monitor the outcomes of pay decisions and appointments made over the previous 12-24 months by challenging and reviewing staff performance appraisals and ensuring appropriateness of roles & grades.
9. Company Secretary as clerk to the committee, to minute the rationale for decisions and prepare a report to the meeting of the full Board of Trustees.
10. 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). Minutes and report will detail only job role, School employer and employee's Res ID.
11. Making sure pay appeals are managed in line with the school's pay and appraisal policies.
12. 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.
13. Subject to HMFA Article 101, these terms of reference and committee membership shall be reviewed at least once in every 12 months.