



# Pay Review Committee Terms of Reference

## April 2025

<b>Date Approved by The Board of Trustees</b>	<b>3<sup>rd</sup> April 2025</b>
<b>Effective Period</b>	<b>01.04.25 – 31.03.26</b>
<b>Reviewer</b>	<b>N Jones/S McGowan</b>
<b>Date of Review</b>	<b>March 25</b>
<b>Next Review Due</b>	<b>March 26</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/CFO 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 can be applied consistently and objectively (Performance-related pay has been removed from STPCD 2024).
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 financial impact that pay decisions have on the school's budget, ensuring pay decisions are fully informed. The Committee will also 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 pay progression for non-Leadership posts.

7. As stipulated in the Teachers' Pay Policy - 2024, Headteachers should be assessed against the Headteachers' standards. 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. All recommendations for Headteacher pay progression require Board of Trustees approval.
8. Review pay progression/changes to employment for CEO, Deputy CEO & SLT and recommend to HMFA Board of Trustees for approval. A letter from the Chair should be provided to the individual whilst also held on their personnel file, as recommended by HMFA's Internal Auditor.
9. Consider and monitor the outcomes of pay decisions and when a new role is created within the Trust during the previous 12-24 months by challenging and reviewing staff performance appraisals and ensuring appropriateness of roles & grades.
10. 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.
11. 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 only detail; job role, School employer and employee's Res ID.
12. Making sure pay appeals are managed in line with the school's pay and appraisal policies.
13. 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.
14. Subject to HMFA Article 101, these terms of reference and committee membership shall be reviewed at least once in every 12 months.