



## Terms of Reference

### For the Pay Committee

The board of trustees of Fulston Manor Academies Trust (FMAT) has established a committee of the board to be known as the Pay Committee.

The Pay Committee is responsible for the administration and review of pay increments made to all staff by the trust.

Meetings of the Pay Committee will take place once a year.

The quorum for each meeting shall be three trustees.

Committee members should provide strategic challenge and supportive critical enquiry. Specifically, the committee shall focus on:

- Implementing the pay policy with reference to the trust's staffing and financial policies for teaching and non-teaching staff.
- Achieving the aims of the trust's pay policies fairly and within statutory and contractual obligations.
- Applying the criteria of the pay policies consistently when determining pay for each member of staff in the annual review.

The Pay Committee will act on matters delegated by the board of trustees.

The main responsibilities to be managed by the Pay Committee are outlined below:

#### **General**

- To make annual reports to the trust board.

#### **Pay**

- To receive pay range points and values from the Executive Leadership team.
- To monitor the implementation of the pay policies and pay discretions.
- To annually review staff pay.
- To consider recommendations from the Executive Headteacher regarding performance reviews for staff.
- To review the equality of pay decisions across the schools in the trust for both teaching and non-teaching staff.
- To ensure that each member of staff receives an annual written statement of the breakdown of pay.
- To undertake to form a panel to hear an appeal against pay decisions.
- To regularly review the schools' pay scales for leadership and teaching staff.

**Staffing**

- To determine pay range points and values, as well as teaching and learning responsibility (TLR) values.
- To determine dismissal payments or payments for early retirement.
- To authorise settlement agreements for trust staff (with the exception of the Executive Headteacher).
- To review implementation and impact of the pay policies.

Quorum Article 101 of the trust's Articles of Association specifies that no vote may be taken at a meeting of a committee of the trustees unless the majority of those present at the meeting are trustees.