

## **Staff Pay Committee Terms of Reference**

### **Membership**

Membership of the group comprises the Chair and two members of the Staff & Student Matters Committee, none of whom shall be employees at the School or Associate Members. Also in attendance are the Headteacher and Clerk to the Academy Board. Names of current members will be listed on the Academy Board Committee Membership List when selected. The Chair of the Staff Pay Committee shall be the Chair of the Staff & Student Matters Committee.

### **Quorum**

Three.

### **Meetings**

Meetings will be held annually in the Autumn Term, or as required by the Academy Board.

### **Terms of Reference**

The terms of reference will be reviewed at the first meeting of each academic year.

### **Responsibilities**

To act on behalf of the Academy Board as a specifically delegated function in relation to all pay matters relating to staff, other than those on the Leadership Spine, and to implement the approved Pay Policy in respect of staff pay.

### **Duties**

The duties of the Staff Pay Committee shall be to:

- Determine the salary of each member of staff at the School, with the exception of staff on the Leadership Spine, taking account of any recommendations made by the Headteacher, in accordance with the current approved pay policy;
- Determine appropriate salary ranges for advanced skills teachers.

### **Accountability**

The Staff Pay Committee is accountable to the Academy Board. A report from the Staff Pay Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Committee.

*Approved by the Academy Board on 18<sup>th</sup> October 2024*

*For Approval by the Staff & Student Matters Committee: 27<sup>th</sup> November 2024*

*Approved by the Staff Pay Committee: 22<sup>nd</sup> November 2023*

## **Staff Pay Appeals Committee Terms of Reference**

### **Membership**

Membership of the group comprises one member of the Staff & Student Matters Committee plus two other trustees, none of whom shall be employees at the School or Associate Members or members of the Management Committee or Staff Pay Committee:

The three members of the Staff Pay Appeals Committee will be selected as and when required by the Academy Board. Also in attendance are the Headteacher and the Clerk to the Academy Board. The Chair of the Staff Pay Appeals Committee shall be selected by the members of the Committee on the day of the meeting.

### **Quorum**

Three

### **Meetings**

Meetings will be held when required by the Academy Board.

### **Terms of Reference**

The terms of reference will be reviewed at the first meeting of each academic year, when required.

### **Responsibilities**

To act on behalf of the full Academy Board as a specifically delegated function in relation to all appeals against pay decisions, including appeals related to Performance Management Planning/Review Statements.

### **Duties**

The duty of the Staff Pay Appeals Committee shall be to determine formal appeals against pay determination in accordance with Appeals Procedure set out in the School's Pay Policy.

### **Accountability**

The Staff Pay Appeals Committee is accountable to the Full Academy Board. A report from the Staff Pay Appeals Committee shall be made at the next meeting of the Staff & Student Matters Committee following any sitting of the Staff Pay Appeals Committee.

*Approved by the Academy Board on 18<sup>th</sup> October 2024*

*For Approval by the Staff & Student Matters Committee: 27<sup>th</sup> November 2024*

*Approved by the Staff Pay Committee: 22<sup>nd</sup> November 2023*