

Leading Learning Trust
Pay Review
Committee: terms of
reference
May 2017



**Leading
Learning Trust**



The Pay Review (PR) Committee is a committee of the Board. The composition of the committee is determined by the Board, subject to the Articles of Association.

1. Membership

- 1.1. **Composition of the committee** – The number of places shall be 3. Members shall be appointed by the Trust Board. An external advisor will also attend when appropriate.
- 1.2. **Term of Office** – the Term of Office for all members of the committee shall be 1 years.
- 1.3. **Chair and Vice-Chair** – the committee shall appoint a Chair and vice Chair annually at the first meeting of the academic year.

2. Frequency of Meetings

Meetings shall be held at least annually. The Chair shall have the power to call a special meeting of the committee at any time. All meetings shall be convened and clerked by the clerking service appointed by the Trust Board

3. Quorum

The quorum for meetings shall be any two members, both of whom must be trustees.

4. Voting

No vote shall be taken unless the majority of members present are trustees.

5. Purpose

The purpose of the Pay Review Committee is to assist the Trust Board in fulfilling its obligations with regard to remuneration.

6. Key powers, duties and responsibilities

The Pay Review Committee is accountable for the powers, duties and responsibilities delegated to them by the Trust Board, details of which set out within the Scheme of Delegation.

The committee is responsible for:

- Setting annual objectives for the Executive Headteacher
- Carrying out the Executive Headteacher's performance appraisal in line with the Trust Board performance management policy and determining any pay award in line with the Trust Board's pay policy



- Reviewing the Executive Headteacher's remuneration with independent expert advice and making recommendations to the Board.

7. Reporting

The Pay Review Committee shall report directly to the Trust Board, which shall receive minutes of each committee meeting.

8. Review and approval

The Pay Review Committee is responsible for reviewing these terms of reference.

The Trust Board is responsible for approving these terms of reference.