

Lingfield Education Trust

Terms of Reference of the Pay Review Committee

The Pay Review Committee will be authorised by The Board of Trustees to determine all matters relating to pay and related performance of staff to establish a whole school pay policy for adoption by The Board of Trustees and to monitor and review the pay policy as necessary.

Committee Membership

The Pay Review Committee will consist of at least 3 Trustees. The quorum for this committee will be 3 Trustees.

Committee Remit

The Pay Review Committee will have full delegated powers from The Board of Trustees to take all decisions relating to pay in accordance with the approved Trust Pay Policy.

Specifically this will include:

- (i) Ensuring that the Trust Pay Policy is statutorily compliant, including where relevant the provisions of the Academy Trust Handbook, ESFA Regulations and Guidance and the School Teachers' Pay and Conditions Document.
- (ii) Reviewing the Trust Pay Policy and making recommendations to the full Board of Trustees for amendment where necessary.
- (iii) Reviewing the Trust pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates and reporting to The Board of Trustees as appropriate.
- (iv) Ensuring that the policy is applied equitably and consistently for all staff
- (v) Ensuring that pay decisions are fair and equitable, link with the Trust's Appraisal policy and take account of the recommendations from the CEO / Executive Head Teacher / Head Teacher / Head of School and, where appropriate, other members of the Trust and School Leadership teams.
- (vi) In accordance with the pay policy, determine appropriate pay ranges for all staff employed, including allowances and temporary recruitment and retention payments where appropriate.

- (vii) Review the Trust and School staffing structures specifically in respect to pay relativities of posts in the structure. Maintain an up to date staffing structure as an appendix to the pay policy.
- (viii) Recommend the annual pay budget, including pay progression, to the Board of Trustees.
- (ix) Ensure that external advice and benchmarking is sought where appropriate, particularly in respect of salary matters relating to the Chief Executive, Deputy Chief Executive, Executive Head Teacher, and Leadership and Central Team posts.
- (x) Ensure accurate and up to date person specifications and job descriptions are maintained in school to inform pay decisions where necessary
- (xi) Ensure annual pay statements are issued to all staff in accordance with the Trust Pay Policy
- (xii) Provide an annual report to the full Board of Trustees summarising pay decisions and issues arising.

Prepared September 2022