

**Sidney Stringer Multi Academy Trust (the Trust)
Terms of Reference – Remuneration Committee**

2018-2019

Constitution

The board of directors (**Directors**) of Sidney Stringer Multi Academy trust (the **Trust Board**) hereby resolves to establish a committee of the Trust Board to be known as the Remuneration Committee (the **Committee**).

Membership

The Committee shall have a minimum of three members and a maximum of five members. A majority of Committee members must be directors on the Trust Board.

The Committee's current members are:

- Graham Prebble
- Julie Sullivan
- Ian Dunn
- Wendy Tomes
- Gemma Earles (Observer)

The Committee shall at the first meeting elect a member to act as chair of the Committee (the **Chair**). The Committee will elect a temporary replacement from among the members present at the meeting in the absence of the Chair.

No person may act as Chair unless they are also a member of the Trust Board.

The Executive Principal shall ensure that a clerk is provided to take minutes at meetings of the Committee.

The Committee may invite attendance at meetings from persons who are not Directors or Committee members to assist or advise on a particular matter or range of issues.

Proceedings of Committee meetings

The Committee will meet annually in the Autumn term.

The quorum for the transaction of the business of the Committee shall be a majority of the Committee members and no vote on any matter shall be taken at a meeting of the Committee unless the majority of members of the Committee present are directors of the Trust.

Every question to be decided at a meeting of the Committee must be determined by a majority of the votes of the members present and voting on the question.

Each member present in person shall be entitled to one vote.

Where there is an equal division of votes the Chair shall have a casting vote.

A register of attendance shall be kept for each Committee meeting and published annually.

Authority

The Committee is authorised by the Trust Board to:

- investigate any activity within its terms of reference; and
- seek any appropriate information that it requires from any officer within the Trust and all officers shall be directed to co-operate with any request made.

Reporting Procedures

Within 14 days of each meeting the Committee will (together called the **Committee Reports**):

- produce and agree minutes of its meetings;
- provide a summary document identifying (1) decisions made, (2) recommendations to the Trust Board, (3) items for information for the Trust Board and (4) items for further discussion by the Trust Board.
- the Committee Reports can be agreed by Committee members by email.
- the Committee Reports will be sent to all members of the Trust Board within 21 days of each meeting.

Schedule – Responsibilities of the Committee

To prepare and submit recommendations for the adoption by the Governing Body of:

- an appraisal policy and
- a pay policy for the Academy

To operate in accordance with the statutory appraisal regulations and the relevant Academy's adopted policy as follows:

- to select an external adviser to advise the Committee undertaking the appraisal of the Principal
- to take advice from the extended adviser when agreeing objectives and reviewing the Principal's performance
- to agree performance objectives with the Principal
- to conduct the Principal's appraisal
- to determine whether the outcome of the Principal's appraisal meets the criteria for pay progression as covered under the adopted pay policy
- to support the Principal with the annual report to the Governing Body on appraisal arrangements and outcomes
- to hear any appeal by a teacher against entries made within their appraisal statement

To hear any appeal by a teacher employed at any Academy against the outcome of their threshold assessment application.

To determine annually, in accordance with the School Teachers' Pay and Conditions Document, the Appraisal and Pay Policies adopted by the Academy and the Academy's salaries budget, the salaries of teaching staff.

To determine annually, in accordance with the adopted Pay Policy and any appropriate regulations and agreements and within the Academy's salaries budget, the salaries and gradings of support staff.

To deal with any other matters relating to pay, appraisal and employment as may be referred by the Trust Board.