

## **The Keys Academy Trust**

### **Pay and Personnel Committee –Terms of Reference**

#### **Purposes of the committee**

The over-arching purpose of the Trust and (by delegation) all of its committees, is to deliver its vision: the belief in educational excellence. We aim to serve our pupils, staff, parents and their local community by providing our schools with the highest levels of academic rigour and pastoral care. Through this purpose, the Trust and its committees will enable its schools to be places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

The specific purposes of this committee are to make appropriate recommendations on pay and personnel matters to the Trust.

#### **Membership**

Membership and terms of reference will be reviewed annually by the Trustees.

- The committee will comprise at least three Trustees and such other members as the Trustees shall appoint.
- The committee may also have such co-opted non-voting members as the Trustees shall appoint. The committee may make recommendations for these appointments.

#### **Quorum**

The quorum shall be two committee members. (It is the responsibility of committee members to alert the clerk in the event of known non-attendance at a meeting).

#### **Meetings**

The committee will meet as necessary and at least three times per year. The Committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the next Trustees' meeting.

#### **Terms of Reference**

##### **Pay and Conditions**

- To review the salaries of centrally employed staff each year, taking account of any recommendations made by officers of the Trust in respect of the annual appraisal process.
- In consultation with the Finance and Audit Committee, to review and recommend to the Trust changes to the pay policy, having undertaken any appropriate consultation.
- To establish arrangements and monitoring facilities to achieve the aims of the Trust's pay policy in a fair and equitable manner.
- To oversee and monitor the application of the criteria set out in the Trust's pay policy in determining matters relating to the pay of members of staff.
- To consider and approve recommendations for discretionary payments.

- To consider and approve changes to job grading for existing/new posts.

### **Personnel**

- To agree/recommend any pay and personnel related statutory and other policies to be adopted across the Trust's schools - e.g. appraisal, disciplinary, equality. Copies of policies will be on the Trust's website once established.
- To set up appointment panels where required for staff at Headteacher and Deputy Headteacher level, for centrally employed staff and for such other posts as may be determined.
- To advise the Trust on the implication of any changes in employment legislation affecting it
- To receive, consider and approve changes to the management structure of the Trust's schools
- To be notified of any disciplinary/grievance, and provide support as appropriate.
- To hear appeals against dismissal.
- To make recommendations to the Trust on the appointment of new Trustees and members of Local Governing Bodies and analogous committees.
- To monitor admissions policies and appeals arrangements in the Trust's schools and to make any appropriate recommendations to the Trust.

### **Powers of the committee**

- The committee has full delegated decision-making powers.
- No vote on any matter may be taken unless Trustees comprise the majority of the members present. The Chair has a casting vote.

### **Recording and reporting of meeting**

A clerk is appointed to the committee, who will produce minutes of all meetings to be circulated before the next Trustees' meeting.

### **Review of terms of reference and membership**

This will be undertaken annually by the Trustees.