

**THE SIR JOHN BRUNNER FOUNDATION
SCHOOLS REMUNERATION COMMITTEE – TERMS OF REFERENCE**

1. Purpose

- 1.1. The role of the School Remuneration Committee is to have oversight of the approach to pay within the Academy in accordance with the relevant pay policies (Teachers and Support Staff).
- 1.2. Enable the Governing Body to have objective and effective means of knowing whether the academy is being properly managed to fulfil its mission and is in good financial health.

2. Responsibilities

2.1. The Committee will:

- undertake the annual salary review of all staff in the school/academy who are employed against the School Teachers Pay and Conditions Document (except for the headteacher whose pay is considered by the CEO/Chair of Governors) by considering and ratifying the headteacher's recommendations, ensuring the performance management policy and pay policy have been consistently and robustly applied.
- take account of requirements in the Academy Trust Handbook, maintaining compliance with all statutory and contractual obligations and relevant pay policies.
- receive a written report from the Chief Executive Officer on the Headteacher's annual appraisal/pay recommendation.
- receive a written report from the Headteacher in relation to support staff pay progression anticipated in the coming academic year.
- to take such decisions as it deems appropriate with regard to pay levels which are consistent with the Pay Policy, the academy's financial situation and to be in line with the Sir John Brunner Foundation's policy and procedures.
- report to the Governing Body all decisions taken within the powers delegated to the committee.
- be aware that in addition to local pay determinations (incremental progression), pay awards are determined nationally, and will be automatically applied in accordance with the School Teachers Pay and Conditions Document or National Joint Council for Local Government Services, from time to time.
- Members of this committee may be required to take part in appeals from time to time

3. Membership

- 3.1. The Governing Body shall appoint not less than three Governors, including a chair of the committee and the Headteacher.
- 3.2. This committee should not include any staff governors.
- 3.3. The quorum is three governors.

4. Process

- 4.1. Pay recommendations will be made by the Headteacher by way of a summary list, detailing individual staff eligibility and any pay recommendation.
- 4.2. The committee will review pay recommendations in a manner which provides assurance to the Governing Body that a robust procedure in relation to performance review has taken place and that any pay progression is justified, fair and equitable. The committee will review:
 - An appropriate sample of pay progression paperwork across a range of staff categories (main scale teachers, UPS and leadership)
 - All staff whose pay recommendation is non-standard (i.e. have not received recommendation for progression, or there is recommendation that more than one progression point is awarded).
 - Any appointment to UPR
- 4.3. Pay determinations should be communicated to colleagues without delay, and communicated to the appropriate HR/Finance professionals in order to put into effect the necessary changes to payroll.
- 4.4. Pay recommendations will normally be operative from 1st September for teaching staff.
- 4.5. The committee will note the decision of the Chief Executive Officer, following the advice of the Chair of Governors in relation to the performance review and pay for the Headteacher.
- 4.6. Where support staff are eligible for incremental progression, this is processed with effect from the anniversary of appointment. A summary report will be provided which details support staff pay progression that is expected in the coming year for the Schools Remuneration Committee to note.

5. Meetings

- 5.1. At least one meeting shall be held annually following receipt of pay recommendations, normally this will be in the autumn term.
- 5.2. Wherever possible, the agenda and anonymised supporting papers should be sent to governors to arrive no later than five clear days before the meeting.
- 5.3. The clerk to the committee will, within a timescale agreed by the Governing Body, prepare and send a copy of the draft minutes to the chair of the committee and headteacher.

The Committee will review its Terms of Reference annually and submit any proposed changes to the Foundation Board for Approval.