

The Langley Academy Trust

Pay Committee

Terms of Reference

1. Membership

The Pay Committee shall consist of the Chair of Trust, 3 additional Trustees with the Executive Principal and Finance Director in attendance. The Trust Board appoints the Trustee members of the Committee each year.

2. Chair

The Pay Committee elects one of the four Trustee members as Chair of the Committee at its first meeting of the academic year. In the Chair's absence, the Committee will agree an acting Chair for the meeting.

3. Quorum

The quorum will be three Trustee members.

4. Reporting

The Pay Committee will report its decisions to the Trust Board.

5. Meetings

The Pay Committee will meet in early November to provide appropriate levels of challenge and support to:

- Gain a clear understanding of the performance management process across the Trust, including the financial implications in alignment with our pay policy
- Agree outcomes of Performance Management reviews for all staff, including that of the Executive Principal, the Headteachers and Finance Director

The minutes shall be taken by the Clerk for the Trust. In the absence of the Clerk, the minutes shall not be taken by the Chair of the Committee. The minutes of the previous meeting shall be distributed, along with matters arising, with each agenda, and, if agreed as a correct record, signed by the Chair of the Committee.

6. Review of Terms of Reference

The Terms of Reference of the Pay Committee shall be reviewed annually by the Trust as part of the annual cycle.

7. Training

Trustees, where appropriate are expected to have completed the induction training for new Trustees as outlined in the new Trustee induction policy; and any sessions that are relevant to the responsibilities of the Committee.

8. Responsibilities

The Pay Committee will have delegated powers from the Trust Board to make all determinations of pay in accordance with the Pay Policy for teaching and support staff.