Trust Governance: Executive Pay & Renumeration Committee (inc CEO Appraisal)

Terms of Reference

2026-2027

1. Purpose

The Executive Pay and Renumeration Committee (inc CEO Appraisal) is a committee of the Board of Trustees. Its purpose is to provide strategic oversight and assurance on matters relating to staffing, pay, performance management, workforce wellbeing, and compliance with employment law and Trust policies. It also plays a key role in setting and recommending executive pay to the Board.

2. Authority

The Committee is authorised by the Board to:

- Investigate any activity within its terms of reference.
- Seek any information it requires from staff or external advisors.
- Commission reports or reviews to support its work.
- Make recommendations to the Board on pay and staffing matters.

3. Membership

- Minimum of three trustees, with relevant HR or leadership experience where possible.
- The Committee may invite senior leaders, including the CEO, The People, Governance and Risk Officer, and CFOO, to attend meetings (excluding discussions about their own remuneration).
- The Chair of the Committee will be appointed by the Board.

4. Meetings

- One meeting in the Autumn Term per year.
- Additional meetings may be convened as required.
- Quorum: [ensure in line with trust articles]

5. Responsibilities

A. Pay and Remuneration

- Review and recommend the Trust's pay policy, ensuring compliance with the School Teachers' Pay and Conditions Document (STPCD) and other relevant frameworks.
- Oversee the annual pay review process for all staff, including leadership pay.

- Ensure pay decisions are fair, transparent, and aligned with performance and trust values.
- Review benchmarking data to ensure competitiveness, value for money and affordability.

B. Executive Pay

- Agree the principles and process for setting executive pay, including for the CEO and other senior leaders.
- Ensure the process is evidence-based, transparent, and compliant with the Academy Trust Handbook.
- Consider external benchmarking, trust performance, and individual performance when determining pay recommendations.
- Recommend executive pay awards to the Board of Trustees for approval, ensuring decisions are clearly documented and justifiable.

C. Performance Management

- Monitor the effectiveness of the performance appraisal systems for teaching and support staff.
- Ensure performance management is linked to professional development, pay progression, and school improvement priorities.
- Review outcomes of senior leadership appraisals, including the CEO.

D. Workforce Strategy

- Oversee the trust's workforce strategy, including recruitment, retention, succession planning, and talent development.
- Monitor staffing levels, structures, and deployment across the trust.
- Review staff wellbeing initiatives and monitor staff absence and turnover data.

E. Equality, Diversity and Inclusion

- Ensure compliance with the Public Sector Equality Duty (PSED) and employment legislation.
- Monitor progress against the trust's Equality Objectives relating to staff.
- Review workforce diversity data and challenge any disparities in recruitment, retention, or progression.

F. Policy and Compliance

- Review and recommend HR-related policies, including grievance, disciplinary, capability, and whistleblowing.
- Ensure compliance with employment law, safeguarding requirements, and safer recruitment practices.
- Monitor the effectiveness of staff induction and training programmes.

6. Reporting

- Report to the Board of Trustees after each meeting.
- Provide an annual summary of activities, findings, and recommendations.
- Escalate any significant concerns or risks to the Board promptly.

7. Review

These Terms of Reference will be reviewed annually by the Committee and approved by the Board.