



Guilsborough Academy

Guilsborough Multi Academy Trust



**Guilsborough Multi Academy Trust
Pay Review Committee
Terms of Reference
2025-2026**



1. Purpose

The Board of Trustees has established a Pay Review Committee to support it in its responsibilities for decisions relating to pay in accordance with the approved academy pay policy.

The Pay Review Committee is a subcommittee of Guilsborough Multi Academy Trust Board of Trustees and it is authorised to act within the Committee Terms of Reference and Trust Scheme of Delegation or on projects specially delegated by the Board of Trustees.

2. Membership

- 2.1. The Pay Review Committee will have a maximum of three trustees as members. The Chair of the Board will not be the chair of this committee.
- 2.2. The Chair of the Pay Review Committee will be elected annually by the Board from any of its members except the Chair.
- 2.3. Membership of the Pay Review Committee will be agreed by the Board of Trustees.
- 2.4. The Board of Trustees will also appoint or co-opt one or more independent external non-voting members. The Pay Review Committee members may recommend such appointments to the Board.
- 2.5. All appointments shall be made with due regard to the need to understand the Trust's objectives, structure and culture, and other legislative and accountability contexts within which it operates.
- 2.6. The term of service for Pay Review Committee members will be for a period of 4 years.
- 2.7. Pay Review Committee members will discontinue their membership of the Committee, if they no longer serve as members of the Board.
- 2.8. Pay Review Committee members should declare conflicts of interest not previously notified at the start of each meeting.



- 2.9. The Pay Review Committee will be supported by the services of the Governance Professional.

3. Quorum

- 3.1. A minimum of three Trustees who are members of the Committee.
- 3.2. If the meeting is not quorate, any matter decided by the Committee will only be a recommendation and must be ratified by the Board.
- 3.3. When matters are decided by the Committee through a vote, the Chair of the Committee shall have a casting vote in the event of an equal division of votes

4. Meetings

- 4.1. The Pay Review Committee will meet at least once a year.
- 4.2. Committee meetings will not be open to the public. Information relating to a named person or any other matter that the Committee considers confidential will not be made available for inspection.
- 4.3. Any decisions taken must be determined by a majority of votes of Committee members present and voting – but no vote can be taken unless a majority of those present are Trustees.
- 4.4. Members of the Pay Review Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.
- 4.5. The Pay Review Committee may ask any or all of those who normally attend but who are not members to withdraw from the discussion of particular matters to facilitate open and frank discussion.
- 4.6. The Governance Professional will arrange for a record of the proceedings and decisions of each meeting to be made, including the names of those present and in attendance and any declarations of conflict of interest.
- 4.7. A register of attendance shall be kept for each Committee meeting and published annually.



- 4.8. Draft minutes of the meetings shall be circulated within 10 working days of the meeting taking place to the Chair of the Pay Review Committee and then to all members and attendees of the Pay Review Committee.
- 4.9. The minutes of the meeting shall be approved by the Pay Review Committee at its subsequent meeting.
- 4.10. The minutes of each meeting will only be circulated to members of the Pay Review Committee. This is to ensure that the remaining Trustees, who may be required to hear an appeal, remain uninfluenced by the reasoning or decisions recorded in the Pay Review Committee minutes.
- 4.11. The Chair of the Pay Review Committee will report that the meeting has taken place at the next full Board meeting.

5. Notice of meetings

- 5.1. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers shall be sent to Pay Review Committee members and all other persons required to attend, no later than 5 working days before the date of the meeting.
- 5.2. In addition to its scheduled meetings, further meetings of the Pay Review Committee may be called by the Governance Professional at the request of the Board or of the Chair of the Pay Review Committee.

6. Duties and Responsibilities

- 6.1. The Pay Committee will review the academy pay policy annually, making recommendations to the Trust Board for amendment where necessary.
- 6.2. Review the academy pay structure on an annual basis to consider the impact of any changes to nationally recommended pay rates on the academy budget and report to the Trust Board as appropriate.
- 6.3. Make sure the academy appraisal policy is robust and has as little impact as possible on teachers' workloads.



- 6.4. Ensure that the appraisal policy is being implemented effectively and fairly, ensuring objectives and assessments are moderated and quality assured by reviewing sample performance management reviews, targets and procedures.
- 6.5. Receive a detailed summary analysis of pay awarded at each level and across individual departments and clear indications of where performance pay has not been awarded. The information should include an analysis of gender and other protected groups of staff.
- 6.6. Ensure pay decisions are fair and equitable, link with the academy appraisal policy and take account of the recommendations of the Principal and, where appropriate, other members of the academy leadership team.
- 6.7. In accordance with the pay policy, determine appropriate pay ranges for all staff employed in the academy, including allowances and temporary recruitment and retention payments where appropriate.
- 6.8. Review the academy staffing structure specifically in respect to pay relativities of posts in the structure. Maintain an up-to-date staffing structure as an appendix to the pay policy.
- 6.9. Ensure professional external advice is sought where appropriate, particularly in respect of salary matters relating to the Principal.
- 6.10. Provide an annual report to the Trust Board summarising pay decisions and issues arising.

7. Support

- 7.1. The Pay Review Committee shall be entitled to:
 - sufficient resources to carry out its duties, including access to the Trust's governance and business resource.
 - appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members
 - procure specialist ad-hoc advice at the expense of the Trust, subject to confirmation from the Board that funds are available



- seek any information it requires in order to perform its duties from any employee of the Trust
- call any employee to be questioned at a meeting of the Pay Review Committee as and when required.