Guilsborough Academy

Guilsborough Multi Academy Trust

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Pay Committee Terms of Reference

2026-2027

Date agreed:	13 October 2026
Review date:	Terms of reference must be reviewed by the trust board annually.
Chair of committee:	Appointed by the trust board annually at the last board meeting of the academic year. In the case of a split vote, the chair of the meeting will have a second and casting vote. The chair of the board will not chair this committee.
Governance professional:	Appointed by the trust board. This may be the trust governance professional or a member of their team, or a third party, but should be someone appropriately skilled and knowledgeable and professionally independent, in line with NGA's governance professional position statement.
Papers:	The agenda and any other meeting papers will be circulated to all committee members seven days in advance of the meeting.
Membership:	Up 3 trustees will be appointed by the trust board annually at the last board meeting of the academic year. This may include individuals who are not trustees, provided that a majority of committee members are trustees. Non-trustee committee members will not have voting rights on the committee.
Other attendees:	The principal may attend any meeting of the committee. Other members of the executive team may be invited to attend on a meeting-by-meeting basis. Any trustee may attend regardless of whether they are appointed as a committee member as long as they give sufficient notice to the chair and the governance professional. The principal and other members of the executive team must leave the meeting during any discussion of their own pay and conditions.

Quorum:	The three members of the committee. If a meeting is not quorate, any matter decided by the committee will only be a recommendation and must be ratified by the board.
Meetings:	The committee will meet once per year. Meetings will take place in person with a remove option if a Teams link is requested from the governance professional in advance.

The committee has delegated responsibility to:

1. review the trust pay policy annually, making recommendations to the Trust Board for amendment where necessary.
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.
3. 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.
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.
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. benchmark, review and approve senior executive pay, including (if relevant) receiving a pay recommendation from the principal's performance management panel and approving any changes
7. 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.
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.
9. ensure professional external advice is sought where appropriate, particularly in respect of salary matters relating to the principal.