

People and Pay Committee Terms of Reference November 2025

These Terms of Reference are to be reviewed annually, or more frequently if required.

The Trustees have the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Trustees, enabling a quorate decision to be made.

Where relevant the following functions may be delegated to any committee or committees dealing with matters of people and pay.

The Purpose of the People and Pay Committee is to:

- determine and agree with the Trust Board the framework for the remuneration of the Trust's CEO and such other members of the executive team of the Trust as it is designated to consider.
- determine the Trust wide pay policy and oversee the process of moderation across the Trust.
- ensure no senior executive, or staff member is involved in any decisions as to their own remuneration.
- make a recommendation to the Full Trust Board for approval regarding the pay decision for the CEO following performance management.
- make a recommendation to the Full Trust Board for approval regarding the pay decision for executive team members.
- having regard to the charitable status of the Trust and in recognition of the fact the Trust receives funding under a funding agreement with the Secretary of State for Education, to ensure the remuneration or other sums paid to a Senior Executive do not exceed an amount that is reasonable in all the circumstances.
- review and approve the design of, and determine targets for, any performance related pay schemes operated by the Trust and approve the total annual payments made under such schemes.
- ensure that any termination packages including contractual terms and pension benefit entitlements do not reward underperformance and are fair to the individual and the Trust and comply with the obligations set out in the Academy Trust Handbook.
- review and note annually the remuneration trends across the Trust.
- oversee any major changes in employee benefits structures in the Trust.
- agree the policy for authorising claims for expenses from the Executive Team.
- be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration for those who may advise the Committee.

The Committee shall have full authority to commission any reports or surveys which it deems necessary to help it fulfil its obligations.

Approved by Chair of Committee (Print Name)	Liam Harrison
Date	24.11.25
Next Review Date	November 2026