

**Terms of Reference for the Performance and Pay Committee of the  
Board of Trustees of United Schools Trust**

**Review date September 2021**

Membership: David Barnett (Chair)

Kevin Presland

Suzannah Wharf

Three Trustees who should  
not include:

- The principal (who will bring recommendations to the committee)
- Staff trustees
- Any other trustees who work at the school
- Associate members

Quorum: 3

Chair of Committee: David Barnett

Clerk of Committee: Sue Jones

Agreed at meeting of full governing board: 14 September 2020

Date of review date\*: September 2021

\*These terms of reference should be reviewed annually by the Full Governing Board and when there are any changes to the Board membership

---

## Agreed Terms of Reference

- To review a Pay Policy for all members of staff, in line with HR advice and make recommendations to the full Board. (A model is available, contact [hrdirect@devon.gov.uk](mailto:hrdirect@devon.gov.uk) )
- To adopt and keep under review staff appraisal policies including the criteria for pay progression
- To ensure that the appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified
- To annually review the salaries of all staff
- To approve teachers' salaries following recommendations from the principal/senior leadership team on whether to award performance pay in line with the school's policy
- To monitor the outcome of pay decisions, including the extent to which different groups of teachers may progress at different rates and check processes operate fairly
- Following recommendations from the principal, to make decisions in respect of pay increases of any members of staff in a leadership role not covered by teacher appraisal and ensure that decisions on pay are linked to performance
- To review the principal's salary annually, and to have regard to any recommendation from the trustees who have conducted the principal's appraisal
- To undertake salary reviews at any other time the trust board directs that there is a need to do so
- To consider the salary appropriate for new posts within the school, in line with similar posts already in place
- To inform the board of approved salary decisions, to ensure inclusion in the budget.