



# Will Adams Academy

## Pay and Staffing Committee Terms of Reference 2025-2026

Approved by the Local Governing Body on 30<sup>th</sup> September 2025

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### **Role of the Committee**

The Pay and Staffing Committee has been established to provide detailed scrutiny and oversight of the school's performance management systems and outcomes. The Committee will agree, or otherwise, pay progression recommendations to be put forward to the Trust Board of Alternative Learning Trust, for approval.

### **Membership**

The Committee will be appointed by the Local Governing Body and will comprise no more than three Governors, all of whom must not be members of staff. The Head Teacher will be required to attend the committee meetings as an advisor/to present the performance management reports but will not vote.

The Committee's Chair will be appointed by the Local Governing Body.

### **Attendance**

The Committee may ask the Executive Principal (CEO) and any other senior executives to attend meetings of the Committee, either regularly or by invitation, in order to provide information and relevant expertise.

### **Quorum and Voting**

The quorum for each meeting shall be two members of the Committee. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.



## **Meetings**

The Committee shall meet annually in September or early October at the outset.

Unless otherwise agreed, the agenda and papers shall be circulated seven days prior to the meeting.

## **Minutes**

The Clerk will minute the proceedings and resolutions of the Committee. Minutes of each Committee meeting will be circulated to all members of the Committee and the Governance Officer within five working days of the meeting.

## **Review**

A review of these Terms of Reference will be undertaken annually.

