



Will Adams Academy Local Governing Body

Pay and Staffing Committee Terms of Reference 2023-2024

To be approved by the Local Governing Body on 5 March 2024

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 people, all of whom will be Governors (excluding the Headteacher who will be required to attend the Committee meetings as an advisor/to present the performance management reports).

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 the summer term, June or July.

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.