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CRANMER EDUCATION TRUST

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# PAY COMMITTEE

## Terms of Reference – 2020/21

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Approved by the Pay Committee on 21<sup>st</sup> October 2020



## **Cranmer Education Trust ("the Trust")**

### **Pay Committee Terms of Reference**

#### **Membership**

Three Trustees appointed by the Trust Board, at least one of which must be a member of the Audit, Finance and Risk Committee.

#### **Advisor to the Committee**

CEO (unless CEO pay is involved, or the committee is hearing an appeal against a decision the CEO has made).

The Committee is quorate only when there are two members present

#### **Purpose and role of Pay Committee**

- To **review** the implementation of national pay awards for teaching and support staff, on the advice of the CEO, and **recommend** to the Trust Board whether national pay awards are implemented.
- To **review** annually the salary range for the CEO and recommend any changes reflecting job weight to the Trust Board for determination.
- To **approve** CEO performance-related pay following appraisal, referring to the recommendation within the annual appraisal document.
- To **determine** and keep under review the individual salary ranges of Headteachers and Deputy Headteachers employed by The Cranmer Education Trust as advised by the CEO. The individual salary range for a Headteacher might be reviewed, for example, if the school increased in size and therefore management responsibilities of the Headteacher increased, or if the Headteacher was asked by the Trust to take on the leadership of more than one school as Executive Head. (Appeals against these decisions would be heard by an independent panel of two Directors / Trustees).
- To **approve** Headteacher performance-related pay awards following appraisal, as advised by the CEO. Headteacher appraisals are conducted by the CEO, advised by the School Improvement Partner, with the involvement of the Chair of local school governance.

(Performance-related pay awards following appraisal to all other teaching staff are determined by the Headteacher of the school. The robustness of appraisal and pay decisions is checked by the local governors responsible for Teacher Pay Awards).

- To **make pay determinations** for CET Executive Staff on NJC contracts\* which are outside of national pay awards or incremental progress.
- To **hear appeals** for posts to be re-graded for CET Executive staff on NJC contracts\*, following the consideration and decision by the CEO of the request.

\* Executive Trust Staff on NJC contracts are the Finance Director, Operations Director, Trust Finance Manager, Trust HR Manager and Trust ICT Manager.

### Frequency of meetings

The Pay Committee will meet as follows:

**Implementation of national pay awards** – as required in the year

**Headteachers and Deputy Headteachers salary ranges** – as required in the year or within 20 working days of receiving a request for review

**Headteacher performance related pay awards** – within 10 working days of the appraisal of a Headteacher in a Trust school

**Pay determinations** for Executive Trust staff on NJC contracts which are outside of national pay awards or incremental progress – as required in the year

**Appeals** for the posts of Executive Trust staff on NJC contracts – within 20 working days of receiving a request