



**Education Learning Trust Multi Academy Trust**

# **Terms of Reference People, Pay and Performance Committee 2024/2025**

Last update	New Policy
Date updated	December 2024
Next review	December 2025

## Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
04/12/25	1.0	Trust policy created for ratification by Trust Board	M Murray	Trust Board 11/12/24

### The committee will monitor, evaluate and report on:

- review Pay Policy annually, in consultation with wider stakeholders
- take decisions regarding pay following consideration of the recommendations of pay reviewers and the Headteacher, in line with Pay and Appraisal policies
- ensure staff are informed of a pay decision of the Pay Committee and of the right to appeal
- oversee the operation of the Appraisal Policy, including making arrangements for the Senior Executive Leader's Performance Management
- review pay decision data to ensure that pay increments are awarded fairly
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and Safer Recruitment practice
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated
- review the staffing structure of the Trust, ensuring that it meets the requirements of the Trust Development Plan, the curriculum and is affordable
- consider applications from staff for variation to contract (such as secondments, early retirement, reduced working hours and flexible working requests)
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

### Policies (that may be delegated to the committee to review) include:

- People Strategy
- Pay Policy
- Appraisal Policy

**Membership:** Three trustees, representing chairs from different committees.

**Quorum:** Minimum of three

**Frequency:** Termly