

# Northampton Primary Academy Trust

## Pay Committee

### Terms of Reference 2023-24



#### Overview

This committee is responsible for:

- Monitoring that the Trust discharges its duties in relation to performance management for executive, teaching and support staff of the central team.
- Monitoring the fair implementation of the NPAT's Pay Policy and ensuring statutory responsibilities are fulfilled.

#### Membership

- Membership of the committee will be at least three trustees not including the CEO.
- The CEO can attend the committee's meetings.
- The quorum is three trustees.
- Members of the committee will be appointed in the first instance from the Business, Finance, Audit and Risk committee.
- Appeals against decisions relating to staff pay awards will be heard by three trustees who are not members of the committee (not the CEO).

#### Meetings

- The committee shall meet once in the Autumn Term and once in the Spring/Summer Term. Meetings should be planned to happen in line with timings outlined in the NPAT Pay Policy and Governance Work Plan.
- Minutes of committee meetings will be treated as confidential and will only be circulated to the members of the committee. This is in order not to compromise any possible appeals that may be submitted.

## Functions of the Pay Committee

1. Monitor that the Trust is discharging its duties in relation to the performance management cycle for all staff within the central team in line with NPAT's Pay Policy and procedures.
2. Review performance management targets and evidence presented from staff.
3. Consider whether to approve the recommendations made by the COO for staff.
4. Recommend to the Trust Board the estimated total amount of funding for pay progression.
5. Record all decisions and report to the Trust Board.

## Agenda Items

	Regular items	As required
<b>Ongoing</b>	<ul style="list-style-type: none"> <li>• Declaration of Interests</li> <li>• Training undertaken since the last meeting</li> <li>• Minutes and matters arising</li> </ul>	<ul style="list-style-type: none"> <li>• Note appeals made by staff since the previous meeting</li> </ul>

	Termly Items
<b>Autumn</b>	<ul style="list-style-type: none"> <li>• Review performance management policy</li> <li>• Review performance management decisions and pay recommendations for central executive and teaching staff</li> <li>• Provide forecast to Trust Board upon the successful meeting of targets by executive and teaching staff</li> <li>• Review sample Performance Management targets and evidence presented for executive teaching staff</li> </ul>
<b>Spring/Summer</b>	<ul style="list-style-type: none"> <li>• Review performance management decisions and pay recommendations for central support staff</li> <li>• Provide forecast to Trust Board upon the successful meeting of targets by central support staff</li> <li>• Review sample performance management targets and evidence presented for central support staff</li> </ul>

Approved by Trust Board on: 18 July 2023