



**NEWHAM** COMMUNITY  
SCHOOLS TRUST

# **NCST - SoD - ToR - Pay and Performance Committee**

**Last updated: January 2022**

**Applies to: Newham Community Schools Trust**

**Approved by: NCST Trust Board, January 2022**

## **1. Terms of Reference - Pay and Performance Committee**

The Trustee has the power to establish any committee to assist in the conduct of the business of the Trust. If a committee is to have decision making authority, the committee board must comprise a majority of Trustees, enabling a quorate decision to be made.

Details of the committees established by the Trust are noted in the Trust's Structure Diagram which forms part of this Scheme of Delegation suite of documents.

The Trust Board has established this committee pursuant to Article 100 (b) in the Trust's Articles of Association.

### **1.1. Composition and appointment of committee members**

The Trust Board will appoint the Pay and Performance Committee members. The number of members will be three, and an external adviser will attend committee meetings where appropriate. The position of the Chair and Vice Chair will be annually reviewed by the Trust Board.

The Trust Board will review the committee's membership on an annual basis, but any member can be removed by the Trust Board at any time.

### **1.2. Appointment of committee Chair**

At its first meeting of the academic year the Trust Board shall appoint a Chair from amongst the members of the committee.

### **1.3. Meetings of the Pay and Performance Committee**

The Pay and Performance Committee will meet at least twice annually (in line with the start of the year and mid-year appraisal meetings outlined in the Trust's Teacher Appraisal Policy, which includes the appraisal of the CEO). The Committee is aware that as per the Trust's Teacher Appraisal Policy, recommendations for changes to Headteacher pay, including that of the CEO, need to be made by the 31st December of each year.

The Chair has the power to call a meeting of the Committee at any time. All meetings will be clerked by an external clerk.

The quorum for meetings shall be any three members of the committee, all of whom will be trustees.

In the absence of the Chair, the committee will appoint a Chair for the meeting on that day.

## **1.4. Delegated responsibilities**

The Pay and Performance Committee is accountable for the powers, duties and responsibilities delegated to them by the Trust Board, details of which set out within the Scheme of Delegation.

The primary responsibility of the Pay and Performance Committee is to ensure, on behalf of Trustees, that the remuneration of the Trust's CEO is reviewed, and that any changes are put forward to the Trust Board for approval. In carrying out this duty, the committee takes appropriate independent external advice. As part of this process, the committee also:

- Reviews the CEO's performance against the objectives set the previous year; and
- Conducts the CEO's appraisal, in line with the Trust's Teacher Appraisal Policy - which includes the setting of objectives for the following year.

## **1.5. Review of Terms of Reference**

These terms of reference will be reviewed by the Trust Board on an annual basis, but can be revoked or modified by the Trust Board at any time.