

## **Trinity Academy Eppleby Forcett and Middleton Tyas**

### **Terms of Reference for Remuneration Committee**

#### **Introduction**

The Remuneration Committee is one of the sub committees of the Governing Body. The key role is to advise the GB regarding remuneration of employees.

#### **Membership**

The Committee will consist of a minimum of three governors appointed by the full GB and will normally serve for a period of two years. The Clerk to the governors will also attend meetings and produce confidential minutes of those meetings. Other governors may be invited to attend for all or part of meetings of the Committee as appropriate.

Parent governors and governors who are parents and school staff will not be eligible to be members of the committee.

A quorum will consist of two non-staff governors.

A Chairman and Vice Chairman will be elected from the Committee.

#### **Responsibilities**

The Committee will make recommendations to the full GB on the following matters:

- Following the annual performance appraisal, any recommendations from the EHT that a teacher, teaching assistant or member of the administration team should progress on the appropriate scale for that individual.
- Proposals to award allowances to any employee of the schools.
- The Committee will take into account all regulations, legislation, the Pay Policy of the Trust and the current individual remuneration levels within the schools.
- The Committee will liaise with the Resources Committee regarding the school budgets when making its recommendations
- The Committee will take advice as appropriate from NYCC HR department.

#### **Meetings**

The Committee will meet at least twice a year following the annual performance appraisals for teaching and support staff, however, it will meet at other times as required.