

Park Federation Academy Trust

Performance and Pay Committee (PPC)

Terms of Reference

Purpose:

The purpose of the PPC is to ensure fair and transparent operation of the Federation's pay awards. It is also, on behalf of the Board, to set and agree the CEO's objectives.

Authority:

The PPC is authorised to approve Executives' and teachers' annual pay awards subject to Finance and Operations Committee (FOC) confirmation of affordability and guidance on adoption of any national pay awards.

Membership:

The PPC comprises at least 3 Board Directors appointed by the Board.

Chair:

The members will elect a Committee Chair on an annual basis. In the absence of the committee chairman and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.

Clerk:

The Board Clerk shall act as Clerk to the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to the issues.

Quorum:

Quorum for the necessary transaction of business will be 2 members.

Frequency of Meetings:

The Committee shall meet twice per year and additionally as required with the following standing agenda items:

November:

- To approve Teachers' annual pay awards
- (on a 2-yearly cycle) Review of Pay Policy and Performance Management Policy

January:

- To approve Executives', Principals', Deputy Principals' & Vice Principals' annual pay awards
- To set the CEO's objectives

In Attendance:

The CEO will be required to present costed pay recommendations to the Committee at November and January meetings, other than for him/herself and the CEO will not be present for discussion on his/her pay award.

The Federation's HR and Training Manager will be required to attend November and January meetings to provide policy advice and record subsequent payroll actions.

Notice of Meetings:

Meetings will be called by the Clerk and dates set in the Federation annual governance cycle. Extraordinary meetings may be called with a minimum of 5 days' notice.

Minutes:

The Clerk shall minute the proceedings and resolutions of all committee meetings, including the names of those present and in attendance. Draft Minutes will be circulated for approval by committee members within 3 weeks of meetings. The Chair will report on proceedings to the Board.

Duties:

Members of the Committee are to be guided by the Nolan Principles of Public Life¹ in the conduct of their duties. The Committee is to:

- i. Ensure fair and transparent operation of pay awards across the Federation, including variable compensation for those eligible staff.
- ii. Set and agree CEO's objectives annually.
- iii. Approve pay awards for Executives and Teachers and authorise implementation having confirmed affordability of all recommendations for pay awards with FOC.
- iv. Decide on annual variable compensation payments in line with policy & affordability.
- v. Ensure performance and pay reviews are conducted and awards implemented in accordance with the Federation's policies and associated timelines.

¹ Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty & Leadership.

- vi. Review the Federation's Pay Policy and Performance Management Policy at least every 2 years, ensuring statutory compliance and consistency with government guidelines.
- vii. Consider appeals against pay or appraisal decisions in line with Federation policy.
- viii. Ensure that the policy is achieving its aim of attracting high quality teachers to the Federation and retaining their services.
- ix. Account for pay decisions if required to by the Department for Education and other relevant bodies.

Board of Directors

Signed by:  _____

7th December 2019.

Muralee Nair - Chair of Board

