APPRAISAL AND PAY COMMITTEE TERMS OF REFERENCE

Membership to be:-

Chair of each LGB, an HR Trustee and Chair of the Trust Board. All members must be present in order to proceed and all have equal voting rights with the exception of the Chair who will have the casting vote. The Trust HR Manager will be present at all meetings to advise the committee, if necessary. The Governance Professional will minute the meetings.

1. Set Senior Executive Lead's targets and salary against a range agreed by this committee.
2. Decide whether to have the advice of a 'School Improvement Partner' to advise the committee on the outcome of targets set for the previous year and to agree new targets for the current academic year. This work to be completed by 31st December annually.
3. Set salary progression for SLT members and any Trust staff e.g. Chief Finance Officer and HR Manager.
4. Review Senior Executive Lead's performance against targets during the course of the year and at the annual review.
5. Review the arrangements for the performance management for all staff to ensure it is being managed effectively.
6. Be aware of members of staff who are not performing and make decisions on the withholding of salary rise where necessary.
7. Consider harmonisation issues, particularly for support staff.
8. The Appraisal & Pay Committee will meet twice a year. One of these meetings to be before 1st April annually to review support staff performance management in the same way as item 5.
9. Membership to be agreed by the Board of Trustees.
10. The committee to take advice from the HR Manager when deemed necessary,

Reviewed 6th November 2025