THE GREEN SCHOOL TRUST

Pay Committee
Terms of Reference 2026-2027

Purpose

The Pay Committee is established by the Board of Trustees to exercise delegated responsibility for determining and overseeing matters relating to pay, remuneration, and associated allowances across the Trust, in accordance with the Trust's Pay Policy and Scheme of Delegation.

The Committee ensures that pay decisions are fair, consistent, transparent, legally compliant, and aligned with the Trust's financial position, strategic priorities, and commitment to equality.

Membership

- The Committee shall consist of 3 Directors and 2 Governors.
- The majority of members shall be Directors.
- The CEO/Executive Headteacher shall be a member of the Committee.
- Membership shall be determined by the Trust Board.

Meetings

- The Committee shall meet **a**nnually in the autumn term to review and approve the Pay Policy (this is done in conjunction with the HR Committee).
- Additional meetings may be held as necessary to consider pay decisions, appeals, or other urgent matters.
- Meetings shall be convened by the Chair of the Committee.

Quorum

- The quorum shall be at least three Committee members with majority of the quorum being Directors, in addition to the CEO/Executive Headteacher.

Accountability

The Pay Committee is accountable to the Board of Trustees for:

- Ensuring fair, consistent, and legally compliant pay decisions,
- Implementation of the Trust Pay Policy, and
- Oversight of pay progression and remuneration decisions across the Trust.

The Committee operates within the framework of the Board's Scheme of Delegation and does not exceed delegated authority.

Reporting

The Committee will:

- Report to the Board after each meeting
- Provide minutes, recommendations and assurance summaries to the Board
- Escalate significant risks or concerns promptly
- Provide an annual report on its effectiveness and assurance role

Conflicts of Interest

Committee members will:

- Declare all interests and potential conflicts
- Withdraw from discussions where appropriate
- Maintain compliance with the Trust's register of interests
- Ensure transparency in related party transactions

Key Responsibilities

Pay Policy

The Committee shall:

- Review, discuss, and approve the Trust's Pay Policy annually in the autumn term on behalf of the Board. This will be done in conjunction with the HR Committee.
- Ensure the Pay Policy remains compliant with current employment legislation, statutory guidance, and best practice.
- Ensure the Pay Policy is implemented consistently across all schools within the Trust.

Monitoring and Equality Impact

The Committee shall:

- Monitor and evaluate the impact of the Pay Policy and associated pay practices across the Trust.
- Receive and consider reports from the HR Committee regarding equality, fairness, and consistency in pay decisions.
- Ensure that pay decisions do not result in unlawful discrimination and support the Trust's equality objectives.

Delegated Authority

The Committee shall:

- Undertake all pay-related responsibilities delegated by the Board and set out in the HR section of the Trust's Scheme of Delegation.
- Ensure decisions are made within the framework of the approved Pay Policy and delegated financial limits.

Senior Leadership Pay Decisions

The Committee shall:

- Take account of recommendations from the CEO/Executive Headteacher when determining pay progression for members of the Senior Leadership Team (SLT), excluding the CEO/Executive Headteacher.
- Determine annual pay progression decisions for SLT staff within their salary ranges, ensuring decisions are evidence-based and performance-informed.

Executive Pay Oversight (excluding the CEO as this sit with a different committee)

Members of the Pay Committee will:

- Review executive pay policy and recommend to the Board
- Ensure remuneration decisions are transparent, proportionate and evidence-based
- Ensure appropriate documentation and challenge of executive pay decisions
- Seek assurance that executive pay represents value for money

Support Staff Pay and Grading

The Committee shall:

- Determine changes to support staff pay, including grade changes and exceptional pay increase recommendations.
- Ensure consistency and fairness in the application of pay structures for support staff across the Trust.
- Consider job evaluation outcomes and ensure alignment with Trust grading structures.

Allowances and Additional Payments

The Committee shall:

- Determine the number and application of Teaching and Learning Responsibility (TLR) allowances.
- Approve other allowances as specified within the Trust Pay Policy.
- Ensure allowances are awarded consistently, transparently, and in line with policy criteria.

Budget Considerations

The Committee shall:

- Take account of the Trust's budgetary provision for staffing costs when making pay-related decisions.
- Ensure affordability while recognising that budget considerations will inform but not solely determine decisions.

Appeals Process

The Committee shall:

- Ensure that appeals against pay decisions are managed in accordance with the appeals procedure set out in the Trust Pay Policy.
- Confirm that appropriate separation of decision-making and appeals processes is maintained.

Reporting and Confidentiality

The Committee shall:

- Report decisions and make recommendations to the Trust Board as appropriate.
- Maintain strict confidentiality regarding individual staff pay decisions at all times.
- Ensure reporting to the Board provides sufficient assurance without breaching confidentiality.

Additional Matters

The Committee shall:

- Consider any other pay-related matters referred by the Trust Board.
- Undertake any additional pay-related responsibilities delegated by the Board.

Policies

- All pay policies

Responsibilities related to the Scheme of Delegation

- Human resources - Review and agree staff pay progression

Approved by the Board of Trustees on:

Review Date:

Chair of Trustees:

Chair of the Pay Committee: