Pay and personnel committee: terms of reference

Name of trust:	Sutton Grammar School Trust
Name of committee:	Pay and personnel committee
Date agreed:	1 October 2026
Trust board review date:	Board meeting in the autumn term (2027)
Chair of committee:	Chair of Board
Governance professional:	Joanna Beeson
Membership:	Three Trustees (chair, vice-chair and chair of FGPC, or agreed alternate) and the Head. The school development partner (Mark Fenton) will attend in an advisory capacity.
Quorum:	Two non-executive Trustees and the Head
Meetings:	Annually in early December. The committee chair will decide, in consultation with other committee members and in conformity with the board's governance calendar, the venue (which may include a remote meeting) and date/time of meetings.

The committee's specific function is to support the trust board in its responsibilities to set the remuneration of the Head and senior leaders in compliance with trust's pay policy, DfE and ESFA guidance and applicable equality legislation.

In accordance with the scheme of delegation and as appropriate, the committee will:

- report to the trust board on the outcome of its meetings, having regard to the need for confidentiality around individual's remuneration;
- seek guidance or decision from the trust board; and
- liaise with and consult with other committees of the trust board where appropriate.

The committee will have the following responsibilities delegated by the board:

1. Hear and determine appeals against pay decisions in accordance with the trust's pay policy.
2. Oversight of application of the pay policy (including appraisals).
3. Having regard to recommendations by the Head, approve teachers' progression on to and on the upper pay range.

4. Having regard to recommendations by the Head, approve progression on the pay range for members of the leadership group.
5. Agree performance objectives and outcomes for the Head, acting in consultation with the school's development partner.
6. Determine the remuneration of the Head (without the Head being present during that part of the meeting).
7. As necessary, determine a pay range for the Head and after appropriate consultation, determine a pay range for the deputy heads and assistant heads in accordance with the pay policy and the framework for the determination of executive and senior leader pay set by the Finance and General Purposes Committee (FGPC).