Academies Trust

People and Remuneration Committee - Terms of Reference 2026-7

1. Purpose

1.1. The People and Remuneration Committee's functions are to:

- Oversee the Trust's Human Resources (HR) strategy and all related HR data
- Approve trust-wide staffing policies
- Oversee the Trust's pay and rewards policies and their implementation
- Review pay benchmarking information
- Conduct the CEO's performance management
- review the pay of the CEO and other Trust SLT members

2. Membership

2.1. The membership of the People and Remuneration Committee is as follows:

2.2. Chair: one trustee member of the Committee

2.3. Members: at least four members, the majority of whom must be trustees, with relevant knowledge and experience.

2.4 Committee members who are not trustees may be appointed by the Trust Board where they bring additional relevant skills and experience and will have voting rights on the Committee.

3. Meetings

3.1. The Committee will have scheduled meetings up to four times each year, with additional meetings scheduled if needed. Meetings will usually be conducted via a digital platform such as Google Meeting. The first meeting of the year will usually take place during September to set the parameters for the Central Trust's SLT pay reviews.

3.2. A minimum of three members of the People and Remuneration Committee will be present for the meeting to be deemed quorate, at least two of whom must be trustees.

3.3. The following will normally attend meetings of the Committee:

- The CEO (other than when their own remuneration is being discussed)
- The Trust's Chief People Officer (other than during discussions regarding the CEO's performance management and when their own remuneration is being discussed).

3.4 When making decisions all Committee members will have an equal vote; where there is a split vote the chair will have a second and casting vote.

4. Reporting

4.1. Within seven working days of each meeting, the draft minutes will be circulated to Committee members for their comments, which should be emailed to the clerk. Where these relate specifically to the CEO's performance management, and the pay of individual members of SLT, these will be confidential to the Committee but key issues will be shared confidentially with the Board. Minutes of all other matters will be presented to the next meeting of the Board.

5. Responsibilities

- Set and regularly review the Trust's people strategy
- Monitor progress against the Trust's people strategy
- Monitor HR data including staff turnover and staff absence
- Oversee Trust-wide continuing professional development (CPD) provision, including arrangements for Initial Teacher Training (ITT) and Early Career Teachers (ECTs).
- Approve Trust-wide HR policies including the Trust's pay policy
- Oversee the Trust's approach to executive pay and reward, and ensure this is in line with Trust policy and any expectations / requirements set by the Education and Skills Funding Agency (ESFA); this will include giving particular scrutiny to the pay of the CEO, the Trust's Senior Leadership Team (SLT)[1], and any other members of Trust staff, including academy staff, who are paid in excess of £100,000.
- Review any available benchmarking information in relation to executive pay and consider the Trust's approach in the light of this
- Establish and review performance targets set for the CEO, including implementing an annual review of their salary and any additional annual financial awards
- review the pay of the SLT
- oversee the implementation of the Trust's pay policy including scrutinising gender and ethnicity pay gaps and reporting on these to the Trust Board.

5.1 The Committee will have delegated authority to set the financial principles to be applied to the Trust's senior leadership pay progression, and it will do this at its first meeting each academic year. It will not have delegated authority regarding the CEO's pay progression but will make a recommendation to the Trust Board on an annual basis.

6. Review

[1] Central SLT roles are CEO, DCEO, COO, Regional Directors, Chief People Officer, Chief Relationships and Engagement Officer

6.1 The Committee will review the Terms of Reference annually, submitting any proposed changes to the Board for approval. The Committee's Terms of Reference are adopted by the Board and may only be amended with the approval of the Board.