

**Oxford Diocesan Schools Trust
Pay and Personnel Committee**

Terms of Reference

Purposes of the Committee

The over-arching purpose of the ODST and (by delegation) all of its committees, is to deliver our vision: the belief in educational excellence. We aim to serve our pupils, staff, parents and their local community by providing academies with the highest levels of academic rigour and pastoral care. Through this purpose, the Board/Committee(s) will enable ODST's academies to be places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

The specific purposes of this Committee are to make appropriate recommendations on pay and personnel matters to the Board of Trustees of ODST.

Membership

Membership and terms of reference will be reviewed annually by the board (see below).

- The Committee will be comprised of 3-5 Trustees; and that the CEO should be in attendance only.
- The Committee may have such co-opted members as the Board of Trustees shall appoint. The Committee may make recommendations for these appointments.

Quorum

The quorum shall be three members of the Committee of whom two must be Trustees. (It is the responsibility of officers to alert the clerk in the event of known non-attendance of meeting).

Meetings

The Committee will meet as necessary and at least four times per year. The Committee shall elect a Chair annually who will be responsible for ensuring the agendas are produced, minutes of the meeting are taken and a report presented to the subsequent Board of Trustees meeting.

Terms of Reference

Pay and Conditions

- To review the salaries of centrally employed staff each year, taking account of any recommendations made by officers of the Trust in respect of the annual appraisal process.
- To recommend any annual cost of living increase proposal for central ODST staff to the Board of Trustees as appropriate.
- In consultation with the Finance Committee, to review and recommend to the ODST Board any changes to a pay policy, having taken appropriate consultation through the ODST's consultative mechanism.
- To approve arrangements and monitor facilities to achieve the aims of the ODST's pay policy in a fair and equitable manner.
- To oversee and monitor the application of the criteria set out in the ODST pay policy in determining matters relating to the pay of members of staff.
- To consider and approve recommendations for discretionary payments.
- To consider and approve changes to job grading for existing/new posts.
- To review, as and where appropriate, the terms and conditions applicable to members of the central team.

Personnel

- To review periodically, as appropriate, any people related policies to be adopted across all ODST schools- eg appraisal, disciplinary, equality. Copies of policies will be on the ODST's website once established.
- To have oversight of the processes for appointment panels for staff at Headteacher and Deputy Headteacher level.
- To advise the ODST on the implication of any changes in employment legislation affecting the ODST.
- To receive, consider and approve changes to the management structure of ODST schools or the ODST central team.
- To facilitate support where required in any employment relations matter within a school or the central team – eg disciplinary, grievance.
- Where required to support schools in the creation of an appeals committee, for example in the case of a dismissal scenario.
- To monitor and review schools' compliance with statutory reporting requirements - eg equality objectives.
- To maintain a watching brief on any other HR related matter relevant to ODST schools.
- To consider and approve changes to job grading for existing/new posts and exceptional payments at the request of Local Governing Bodies.

Powers of the Committee

- The Committee has full delegated decision making powers other than for decisions involving additional expenditure in excess of funds delegated to it, which should be referred to the full Board of Trustees.
- No vote on any matter may be taken unless the majority of the members present are directors. The Chair has a casting vote.

Recording and reporting of meeting

A clerk is appointed to the Committee, who will produce minutes of all meetings to be circulated before the full ODST Trustees' meeting following the Committee meeting.

Review of terms of reference and membership

This will be undertaken annually, by the full Board of ODST.

Date of last review: 29th September 2023.