

PROSPER Learning Trust

Pay and Appraisal Committee

Terms of Reference



Core Purpose:

The Pay and Appraisal Committee of the PROSPER Learning Trust has been established to:

- To prepare and recommend HR Policies to the Trust
- To carry out the CEO's performance management, with the support of an Academy Improvement Partner
- To receive recommendations regarding pay for all Prosper Learning Trust staff from the CEO as a result of the Trust-wide appraisal process for the previous year

Membership

The membership shall comprise a minimum of three Trustees and will include the Chair of the Trust. Any two of these will be quorate.

The CEO will be present but will not have any involvement in discussions regarding their own pay.

Proceedings

The committee will meet twice in the year.

The Chair of the Pay and Appraisal Committee will be the Chair of Trustees

In the second autumn half term the committee will:

- Review the CEO's performance and to make decisions regarding their pay
- Set new performance management objectives for the new cycle
- To receive the CEO's report on appraisal for the previous year and his recommendations on pay for staff.

In the first summer half term the committee will carry out the CEO's mid-term performance review.

The Academy Improvement Partner will attend meetings in full or part that involve the performance management of the CEO.

Responsibilities

1. To receive and consider revisions to policies which relate directly to the work of this committee including:
 - Appraisal Policies
 - Pay Policy
 - Any other HR Policies
2. To carry out the CEO's performance management in accordance with statutory regulations
3. To receive the CEO's recommendations on appraisal arrangements and outcomes.

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