



Terms of Reference - Standards, Performance and Pay Committee

The Board of trustees (the **Trust Board**) of Life Academies Trust (the **Academy Trust**) has established a committee of the Trust Board to be known as the Standards, Performance and Pay Committee (the **Committee**). These are its terms of reference.

Membership

The Committee will be appointed by the Trust Board and will comprise of no fewer than three members, a majority of whom will be Trustees.

To be quorate for any meeting a minimum of 3 (or 50% + 1 – whichever is the larger) is required.

The Trust Board will appoint one of the members of the Committee as its chair (the **Chair**). The Committee will elect a Clerk to the Committee.

Voting

The quorum for each meeting shall be one half of the numbers of the Committee rounded up. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet termly on such dates as shall be determined by the Committee from time to time and at such other time as the Clerk shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting confirming the venue, date and time together with an agenda shall be sent to each member of the Committee and any other person invited or required to attend no fewer than seven working days prior to the date of the meeting.

Minutes

The Clerk will minute the proceedings and resolutions of the Committee and ascertain, at the beginning of each meeting, the existence of any conflicts of interest and minute them accordingly. Minutes of each Committee meeting will be sent to all members of the Committee and the Trust Board within seven working days of the meeting.

Authority

The Committee is authorised by the Trust Board to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any employee and all employees are directed to cooperate with any request made by the Committee.

The Committee is authorised, by the Board, to obtain outside legal or other independent professional advice and to secure the attendance of any person at any Committee meeting with relevant experience and expertise, if it considers this necessary. It must also review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.

Duties

The duties of the Committee shall be:

Standards and Performance:

- To ensure that the highest possible standards are set and maintained across the Academy Trust
- To receive a termly report from the Leadership Group regarding standards and performance of the Academy Trust against key performance indicators
- To monitor the performance of teaching and support staff and to support the Trust and individual schools in taking effective action to support and challenge where appropriate to do so.
- To identify any areas of concern in respect of standards and performance and to implement an action plan with the Leadership Group
- To ensure that the Academy Trust's curriculum is balanced and broadly based (usually undertaken via the LGB)
- To ensure that effective processes are in place for the quality assurance of teaching and learning, the curriculum, inclusion and the sharing of good practice across the Academy Trust
- To decide upon and monitor the effectiveness of, appraisal and performance management arrangements for all teaching, support and executive staff across the trust, including Academy principals and the CEO.
- To support the Chief Executive Officer in the creation, implementation and monitoring of the Academy Trust's self-evaluation process, improvement plan and any post-Ofsted action plans
- To advise the Trust Board with respect to targets for student achievement across the Academy Trust
- To ensure that effective arrangements are in place across the Academy Trust for pupil support and representation, for monitoring pupil attendance and for pupil discipline

Pay:

- To consider the School Teacher's Pay and Conditions Document (STPCD), Local Government Terms of Employment and any other relevant legislation applying to Academy staff employment and make appropriate decisions about its implementation across the Trust.
- To monitor the success of LGBs in approving staff pay increases on the basis of a rigorous implementation of the appraisal and performance management policies and procedures established by the Trust.
- Where STPCD and /or LG terms of employment do not apply, to consider, determine and keep under review a framework or policy for the remuneration, benefits and incentives of staff (such as the Chief Executive Officer and such other members of the Leadership Group as the Trust Board shall from time to time direct).

- To seek evidence, in determining that framework, of the remuneration, benefits and incentives paid to senior executives in comparable employment within the commercial and voluntary sectors.
- To consider the outcome of every appraisal of the performance of the Chief Executive Officer, Academy Principals and such other senior executives as the Trust Board shall from time to time direct.
- To make recommendations to the Trust Board as to the remuneration, benefit and incentives that should be paid to the Chief Executive Officer and such other senior executives as the Trust Board shall from time to time direct with a view to ensuring that they are encouraged to enhance their performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Academy Trust and its progress towards fulfilling its objectives.
- To make recommendations to the Trust Board as to the remuneration, benefits and incentives of newly appointed senior executives.
- To determine the policy for and scope of pension arrangements and service agreements for senior executives, termination payments and compensation commitments.
- To consider other topics, as defined by the Trust Board from time to time.

Trusteeship is a personal office of trust and responsibility and this cannot be transferred to another individual. However, in order to ensure the proper management of its Academies/Settings, the Trustees are able to delegate specific tasks to assist them in carrying out their duties and obligations.

It is for the Trust Board to determine what decisions it will take for itself, what will be delegated to committees, working groups or individual Trustees (e.g. the Chair) and what will be delegated to the Leadership Group. The Trustees must also consider when and from whom they should take professional advice.

In determining whether delegation is appropriate, the Trustees will have regard to the following principles:

- Non-executive powers must be exercised by the Trustees personally and may not be delegated;
- Executive powers should be delegated to the Chief Executive Officer and Trustee of Finance, except when it is impracticable to do so, who may authorise further delegation.
- Every act of delegation is only a delegation of powers and does not relieve the Trustees of responsibility.

The process of delegation for LAT is outlined in the Scheme of Delegation (Appendix 3) and includes delegation to a number of functionaries. The Trust Board will routinely delegate to 2 executive committees to fulfil its responsibilities:

Finance and Audit committee –overall responsibility for financial management and setting of budgets, personnel management and recruitment of staff and premises management including Health and Safety and safeguarding.

Standards, Performance and Pay committee – responsibility for setting standards and monitoring performance (pupil and staff) across the Trust: intervening where necessary and appropriate to do so. Ensuring the regular and special needs of all children are met to deliver the Trust aims for every child.