

Board of Directors

Remuneration Committee: Constitution and Terms of Reference

1. **Constitution**

The Board of Directors of the LINK Academy Trust has established the Remuneration Committee. The Constitution and Terms of Reference should be reviewed annually; any amendments must be approved by the Board of Directors.
2. **Membership**

The Board of Directors will appoint a Director to chair the Remuneration Committee. Membership will include three Directors; the Chief Executive Officer will be a member except for those items which relate to their own employment and conditions of service. The quorum shall be a minimum of two non-Executive Directors.
3. **Attendance at Meetings**

Officers may be invited to attend according to the agenda and business to be discussed.
4. **Frequency of Meetings**

The Remuneration Committee will normally meet three times per academic year.
5. **Authority**

The Committee is authorised to approve expenditure within the levels agreed by the Board of Directors, in accordance with the Link Academy Trust's Scheme of Delegation, Financial Handbook, funding bodies' and other legal requirements.
6. **Duties**
 - 6.1 The Remuneration Committee is responsible for overseeing the preparation of the Staffing Needs Analysis for the ensuing year and, where supported by the Trust's approved Business Plan, ensure that the Finance and General Purposes Committee has accurate figures for inclusion in the budget prior to its approval and for the outline financial forecasts for the following two years, based on anticipated pupil numbers and an agreed contingency.
 - 6.2 The Remuneration Committee will take responsibility for reviewing all HR policies, procedures and contracts which affect all Trust staff, including recruitment, appointment, grievance, discipline, equality of opportunity, promotion, training and career development
 - 6.3 The Remuneration Committee will review documentation for teaching staff, non-teaching staff and the Senior Leadership Team following the annual appraisals in order to moderate objectives and targets in accordance with the Trust's strategic and improvement plans. Where appropriate, the Committee will review recommendations for salary increments or enhancement to a higher pay scale and approve these, subject to satisfactory evidence.
 - 6.4 The Remuneration Committee will undertake the detailed arrangements for the appraisal of the Chief Executive Officer, Executive Principal, Business Manager and Clerk to the Directors and, where relevant, propose targets and any salary changes to the Board of Directors for approval.
7. **Communication and Reporting Procedures**

The Minutes of the Committee will be prepared by the Chair and will remain confidential; they will be circulated more widely at the discretion of the Chair or the Finance Director. The Committee will make recommendations relating to the Chief Executive and Executive Principal to the non-Executive Directors for approval. .

Clerking Arrangements

The Clerk to the Board of Directors will be the Clerk of the Committee

Drafted: 18 May 2016 / IJC

[Date] Reviewed by Committee: 6.6.2016

[Date] Approved by Board of Directors: 6.6.2016

Recommended for approval to the Board of Directors: 20 November 2017

Approved by Board of Directors: 11 December 2017