

REMUNERATION COMMITTEE

TERMS OF REFERENCE – APPROVED BY THE BOARD 31 OCTOBER 2022

1. PURPOSE

To advise the Governing Body on all matters relating to the employment of designated 'senior post-holders'. These are currently the Principal and CEO, the Deputy Principal and Deputy CEO, the Chief Finance Officer and the Clerk to the Governing Body and Company Secretary.

2. RESPONSIBILITIES

- a) To establish and keep under review a policy framework for the employment of senior post-holders, including relevant remuneration, disciplinary, capability and grievance policies and procedures, within the overall framework for pay and conditions of staff approved by the Governing Body
- b) To receive and consider reports from the governors appointed to review the performance of the Principal and the Clerk on the performance of those officers
- c) To receive and consider reports from the Principal on the performance of all other senior post-holders
- d) To recommend to the Board such changes in the pay and conditions of employment of senior post-holders, or any of them, as the Committee considers appropriate
- e) To consider the professional development needs of the senior post-holders and make recommendations to the Board where appropriate

3. MEMBERSHIP AND PROCEEDINGS

- a) The Committee will comprise a minimum of three and a maximum of four external governors.
- b) No meeting of the Committee will be quorate unless at least three members are present.

4. OFFICERS OF THE COMMITTEE

- a) The Committee shall elect as its Chair an external governor who is a member of the Committee.
- b) The Chair of the Governing Body may be a member of the Committee but shall not chair the Committee.

5. ACCESS TO INFORMATION AND ATTENDANCE AT MEETINGS

- a) The Committee has the right to access all the information and explanations that it considers necessary to fulfil its remit and may require the attendance at meetings of:
 - i. Any of the governors appointed to review the performance of the Principal or the Clerk;
 - ii. the Principal; or

- iii. the Chief People Officer or another College manager.
- b) The Committee is authorised to obtain outside legal or other independent professional advice and to secure the attendance of external advisers at committee meetings if it considers this necessary.
- c) The Committee may invite such other persons to attend meetings as may be desirable and necessary
- d) Any senior post-holder present at a meeting shall withdraw from the meeting when their own performance, pay and conditions and development needs are under discussion.

6. FREQUENCY OF MEETINGS

The Committee will normally meet once a year.