



**CHURCHILL  
ACADEMY  
TRUST: REMITS &  
EXPECTATIONS  
2022-2023**

**Approved committee remits and expectations for Churchill Academy & Sixth Form Trustees, 2022-2023**

Agreed at the Academy Trust Board Meeting, 28<sup>th</sup> June 2022

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## Expectations & Commitment of the Academy Trust Board

This document sets out the **expectations and commitment** required from Academy Trustees to enable the Academy Trust to execute its functions effectively and responsibly.

***'.....high quality effective and ethical governance is the key to success in our school system and for the future of children and young people.'***

*(Lord Theodore Agnew, Foreword, Governance Handbook, March 2019)*

### **The Academy Trust has three core strategic functions:**

- Ensuring clarity of vision and ethos, meeting statutory duties and providing strategic direction.
- Holding executive leaders to account for the educational performance of the Academy, its students and the performance management of staff.
- Setting the budget and overseeing the financial performance of the Academy to ensure its resources are well managed and risks to the organisation are minimised.

In order to carry out these functions to a high standard, trustees must be:

- Able to accept the Seven Principles of Public Life: The Nolan Principles: selflessness, integrity, objectivity, accountability, openness, honesty, leadership: see [www.gov.uk](http://www.gov.uk)
- Prepared and equipped to take their responsibilities seriously.

### **Responsibilities:**

#### Trustees

- Understand the purpose of the Board and its strategic role.
- Carry collective responsibility for decisions taken and should not speak against them once agreed.
- Should only act or take decisions as individuals if they have specific authority from the Academy Trust to do so.
- Actively support and challenge executive leaders and the Academy's staff.
- Respect the differences in roles between the Academy Trust and the Executive Leadership of the Academy, especially in respect of the latter's operational and management functions.
- Underpin, by their conduct, the fundamental values of democracy, and the rule of law, individual liberty, mutual respect and tolerance.
- Are mindful that their words and actions should maintain and develop the values, ethos and reputation of the Academy.
- Understand their role in respect of all matters relating to safeguarding and engage in all necessary training.

### **Commitment:**

#### Trustees

- Acknowledge that the role involves significant amounts of time and energy.
- Accept their share of responsibilities including committee, working party and panel membership, including a specific portfolio to match their skills and experience.
- Provide written reports in respect of the execution of their individual responsibilities.
- Agree to read all relevant papers in advance of meetings, panels etc and be prepared to contribute to them in an informed fashion.

- Become familiar with the Academy and its community through planned visits, learning walks, Trustees' Week and attendance at Academy events.
- Make every effort to attend all meetings but, if unable to do so, notify the Clerk in advance, providing an explanation for their non-attendance (note: frequent failure to attend meetings without specific agreement of the Academy Trust may result in dismissal).
- Review annually, with the Chair of Trustees, their work as a trustee and to identify training and development needs as required.

### **Relationships:**

#### Trustees

- Work as a team in which constructive professional relationships are promoted.
- Express views openly, courteously and respectfully in all communications with other governors, the Academy staff and the Clerk.
- Seek to develop effective working relationships with all stakeholders.
- Do not use their position to gain advantage in any interaction with the Academy community (including social media sites).

### **Confidentiality:**

#### Trustees

- Observe complete confidentiality whenever this is required e.g. when specific members of the Academy community are named or financial matters are concerned.
- Exercise prudence when issues of Academy business arise outside meetings/panels.
- Do not pass information, or make comment on Academy business to the press, or any other form of media, unless authorised to do so by the Academy Trust.
- Communicate with the Clerk and other trustees / staff through the medium of the email address provided by the Academy and not through private or business addresses.
- (Understand that the requirements relating to confidentiality continue to apply after they leave office).

### **Conflict of Interest:**

#### Trustees

- Record pecuniary or business interests in connection with the Academy Trust's business on the Register of Business Interests document.
- Inform the Clerk of any formal relationships with other educational establishments, (eg. as a trustee) with other governors and with members of the Academy community eg. a spouse.
- Leave a meeting if a matter under discussion may be perceived as a conflict of interest.
- Act in the best interests of the Academy as a whole and not as a representative of a group, even if elected by that group.

***'... many [...] involved in governance do so because [they] want to give something back to the community, using the skills [they] have acquired in [their] professional careers and putting them to good use. But, being a governor is also about learning new skills and obtaining wider knowledge.'***

*(Lord Theodore Agnew, Foreword, Governance Handbook, March 2019)*

This document, adapted from the National Governors' Association Code of Conduct (2019), was adopted by the Governing Body of Churchill Academy and Sixth Form on 23rd June 2020 and will be reviewed annually thereafter.

*Trustees are required to agree to and abide by this Code of Conduct and will be asked to confirm this at the final Academy Trust Board meeting of each academic year.*

## Members' Board Terms of Reference

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance. Members provide an oversight role, assessing whether the Academy Trust Board is performing well and meeting its objectives.

There should be three to five Members who understand and are supportive of the Trust's vision, values and culture.

Members should not be employees of the Academy or current Trustees.

The role of a Member is to:

- Sign the Memorandum of Association
- Agree and amend the Articles of Association and retain responsibility for them
- Appoint/remove Members
- Appoint/remove Trustees
- Appoint auditors and receive audited accounts. Trustees sign-off the accounts.
- Ensure the success of the Trust, as the 'guardians of governance' of the Trust.
  - Outcomes: Are students making expected progress and reaching the required levels of attainment.
  - Financial oversight: is the Trust spending public money wisely?
- Have the power to change the company name and, ultimately, to dissolve the Trust if it is failing.
- Attend the Academy Trust's annual general meeting.

In holding the Trust Board to account, Members will consider:

- Does the Trust Board reflect the ethos and values of the Trust?
- Is the Trust Board effectively fulfilling its three core governance functions?
- How well does the trust board know the school and how are its needs being met?
- How engaged are stakeholders and is this reflected in the reputation of the Trust?
- Has the Trust Board reviewed its own performance and have members received a copy? Was it internal or external and what does the self-evaluation tell us?
- Are the right people around the table and are there any skills gaps?
- Is there evidence to show that the charitable objectives of the Trust are being met and that the governance of the Trust is effective?

Members of the Academy Trust do not:

- Tell Trustees how to run the Trust.
- Attend Trustee meetings.
- Set the Trust Board's agendas and/or priorities.
- Appoint or performance manage the Headteacher

## Academy Trust Board: Terms of Reference

The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance.

The Academy Trust Board is the strategic lead for Churchill Academy & Sixth Form, its core functions being:

1. To ensure clarity of vision and ethos, and to provide strategic direction.
2. To hold executive leaders to account for the educational performance of the Academy and its students, and the performance management of staff (acting as a 'critical friend').
3. To oversee the financial performance of the Academy, to ensure accountability, and the effective management of funds.

Specifically the Academy Trust Board:

1. Is accountable for the performance of the Academy.
2. Helps shape the future direction of the Academy.
3. Monitors and reviews performance.
4. Monitors and approves the budget and staffing.
5. Ensures the Academy provides for all students to ensure they receive the best education possible.
6. Ensures the Academy's safeguarding and welfare of students.

The day-to-day running of the Academy is delegated under the Articles of Association to the Headteacher and staff.

### **The role of the Chair of Trustees**

1. To ensure the business of the Academy Trust is conducted properly, in accordance with legal and Academy delegation requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all Governors have an equal opportunity to participate in discussion and decision-making.
3. To establish and foster an effective relationship with the Headteacher based on trust and mutual respect for each other's roles. The Chair has an important role in ensuring that the Academy Trust acts as a sounding board to the Headteacher and provides strategic direction.

**Disqualification:** Trustees (articles 90-92)

### **The role of the Clerk to the Academy Trust Board**

1. To work effectively with the Chair of Trustees, other Trustees and the Headteacher to support the Academy Trust.
2. To advise the Academy Trust on constitutional and procedural matters, duties and powers.
3. To convene meetings of the Academy Trust.
4. To attend meetings of the Academy Trust and ensure minutes are taken.
5. To maintain a register of members of the Academy Trust and report vacancies to the Academy Trust.
6. To give and receive notices in accordance with relevant regulations.
7. To perform such other functions as may be determined by the Academy Trust from time to time.

**Disqualification:** Trustees, the Headteacher

**The role of the Chair of a Committee**

1. To ensure the business of the Committee is conducted properly, in accordance with legal requirements.
2. To ensure meetings are run effectively, focusing on priorities and making the best use of time available, and to ensure that all committee members have an equal opportunity to participate in discussion and decision-making.

**Disqualification:** none



## Academy Trust Board Terms of Reference

The Academy Trust through its core functions takes a strategic role, holds its leaders and staff to account and is accountable for its decisions. It should set aims and objectives and agree, monitor and review policies, targets and priorities.

1. To agree constitutional matters\*, including procedures where the Academy Trust has discretion.
2. To hold at least three Trust Board meetings a year and one Annual General Meeting\*.
3. Establish the responsibilities of Members within the Trust.
4. To appoint, following election, or remove the Chair and Vice Chair/s\*.
5. To appoint, following election, or remove the Clerk to the Academy Trust\*.
6. To establish the committees of the Academy Trust and their terms of reference/constitution\*.
7. Review committee terms of reference annually, ensuring each Committee is responsible for the strategic development and monitoring of the areas of Academy activity and life which fall within its delegated remit (as outlined in the Committee's terms of reference).
8. At the final General Meeting of each academic year to review and appoint officers for the following academic year as follows:
  1. Chair
  2. Vice Chair/s
  3. Committee Chairs
  4. Committee Vice Chairs
  5. Trustees and Staff Governors to committees
  6. Specialist trustee roles, e.g. H&S, SEND, Safeguarding, IT, Pupil Premium, Careers, GDPR
  7. Headteacher's Performance Review Panel
  8. Trustee disciplinary and appeals panels
9. To recommend the removal of a trustee\*.
10. To decide which functions of the Academy Trust will be delegated to committees, groups and individuals\*.
11. To receive reports from any individual or committee to whom a decision has been delegated and to consider whether any further action by the Academy Trust is necessary\*.
12. To approve the first formal budget plan of the financial year.
13. To review the delegation arrangements annually.
14. To consider strategic challenges facing the Academy as and when they arise and recommend priorities for action or mitigation.
15. To oversee the Academy Priorities, ensuring their impact is evaluated, to support the in-year School Improvement Process.
16. To oversee the Academy's self-evaluation process in the preparation and approval of the annual self-evaluation report (SER).
17. To ensure that all legally required and appropriate recommended policies are in place and ratified by the Academy Trust and that a timetable is in place for the review of all policies, including their operation and effectiveness.
18. To oversee the work of the Pay Committee, receiving an annual report and ensuring that statutory and legal requirements are met.
19. To oversee Complaints regarding the work of the Academy.
20. To act as the Admissions authority for the Academy by formulating and approving admissions criteria, and overseeing the Appeals process in line with Academy Policy.
21. To oversee the evaluation and development of the Academy Trust including effective induction, training, self-evaluation and monitoring of governance.

Trustees may not be involved in or vote on agenda items in which they have a personal interest and must declare any such interest in advance of the start of any discussions.

\*These matters cannot be delegated to either a committee or an individual

**Membership:** As per the Academy's Articles of Association

**Disqualification:** As per Articles of Association Items 68-80 Disqualification of Trustees

**Quorum:** A third of trustees holding office at the date of the meeting subject to the quorum always being a minimum of three trustees.

## Constitution of Working Committees

There will be two working committees:

- Teaching and Learning
  - Resources and Finance
1. Each Committee will have a separate remit, stipulating any delegated powers, agreed by the Academy Trust annually.
  2. Each Committee will comprise a minimum of eight Trustees, made up of parent or community Trustees with at least one staff governor.
  3. The Chair of Trustees and the Headteacher will be ex-officio members of all working committees.
  4. Each committee shall be able to co-opt up to two non-Trustees. Such co-opted members shall have a right to vote in the committee provided that a majority of members of the committee present at the vote are Trustees, but their vote in any decision must be clear in the minutes.
  5. Members of the Leadership Team shall be invited to attend each Committee to advise Trustees; they are eligible to be non-Trustees with voting rights.
  6. Every question to be decided at a committee meeting must be determined by a majority of votes of those Trustees and co-opted members present and voting. If there is an equal number of votes, the Chair of the meeting shall have a second or casting vote.
  7. A quorum will consist of three Trustees plus the Headteacher or the Headteacher's representative who will have the Headteacher's vote.
  8. Each Committee will meet as required subject to a minimum of three meetings per annum.
  9. The Academy Trust will approve the appointment of a Chair and Vice Chair to each committee. In the absence of the Chair and the Vice Chair at any meeting, the Committee members present shall elect a Chair for that meeting.
  10. Notices of meetings, agendas and any necessary papers will be sent to the committee members seven days before the meetings unless the Chair of the Committee determines there are matters that demand urgent consideration when a shorter notice may be given.
  11. The Clerk will send draft minutes of the meetings to the Chair of the Committee and Headteacher for checking and they will be circulated to the Trustees if at all possible two weeks prior to the next General Meeting.
  12. Once minutes are approved at the following meeting of the Committee, copies of the approved minutes, signed by the Committee Chair taking the meeting, shall be filed by the Clerk to the Academy Trust. Approved General Meeting minutes and the agenda are to be made available for inspection by any interested party and will be posted on the Academy website. Minutes of items deemed by the Committee to be of a confidential nature shall not be made available for inspection and will be removed from copies on the website.
  13. An annual review of this document will take place at the final meeting of the Academy Trust each academic year.

## Teaching & Learning Committee Remit

To undertake risk analyses and promote risk management in matters relating to the curriculum and the welfare of students attending the Academy in its discharge of policies to achieve the aims and statutory and other duties of the Academy Trust.

Membership:

- Trustees will be appointed to the Teaching & Learning Committee at the final Academy Trustee Board meeting of the previous academic year.
- The Headteacher & Chair of Trustees will be automatic members of the Committee.
- There will be a minimum of eight trustees on the Committee.
- The quorum for each meeting will be not less than three trustees. The Chair of the Committee can defer proceedings if not quorate, should they feel it is in the interests of all parties.

The Teaching & Learning Committee has statutory duties with regard to SEND/CLA and Child Protection and also regarding behaviour policies and attendance and exclusions. The Committee will discuss all matters apposite to the curriculum delivered by the Academy, the progress and attainment of students and their behaviour and the manner in which they are supported and guided. It will monitor the CPD for staff linked to identified priorities. It will obtain information from the Headteacher and others in order to be satisfied that Trustees' responsibilities are carried out, and will make recommendations to the Academy Trust on the following:

1. External qualifications and examination results.
2. Student safeguarding and welfare, including Children Looked After (CLA), e-safety and students' readiness for life in modern Britain.
3. The Pastoral Curriculum, including Personal, Social, Health & Economic education (PSHE), Relationships & Sex Education (R&SE), Careers Guidance & Inspiration (CIAG), RE, other elements of personal development, pastoral support, receiving systematic student feedback.
4. Matters of the spiritual, moral, social and cultural aspects of life at the Academy.
5. Student discipline and behaviour.
6. All matters curricular regarding the best interests of students and staff and the continued high performance of the Academy.
7. The Academy's curriculum in relation to the National and other curricular guidance.
8. Matters of assessments, reporting and recording and their impact on ensuring appropriate progress for all students.
9. To oversee staff welfare and wellbeing, in respect of impact of working practices.
10. Oversee the impact of spending Pupil Premium resources.
11. Special Educational Needs and Disabilities.
12. Review appropriate Academy policy documents and recommend to the Academy Trust re-adoption with any necessary changes or new policies as appropriate.

## **Resources & Finance Committee Remit**

To undertake risk analyses and promote risk management in matters relating to the financial affairs and the estate of the Academy in its discharge of policies to achieve the aims and statutory and other duties of the Academy Trust.

### **Membership:**

- Trustees will be appointed to the Resources & Finance Committee at the final Academy Trust Board meeting of the previous academic year.
- The Headteacher & Chair of Trustees will be automatic members of the Committee.
- There will be a minimum of eight trustees on the Committee.
- The quorum for each meeting will not be less than three governors. The Chair of the Committee can defer proceedings if not quorate, should they feel it is in the interests of all parties.
- Trustees should have financial knowledge or appropriate training in order to be appointed to this Committee.

The work of the committee falls into three areas:

1. Finance and Risk
2. Health & Safety and Site Development
3. Human Resources

### **Finance and Risk**

The Resources & Finance Committee will, in conjunction with the Headteacher and Chief Financial Officer, formulate the Academy's financial strategy and establish an annual budget for recommendation to the Academy Trust for approval. The Committee will monitor expenditure throughout the year and obtain reports from the Headteacher, Chief Financial Officer and others to be satisfied that the Trustees' responsibilities are carried out.

Specifically:

1. Review the previous year's figures and any changes impacting on future income and expenditure.
2. Agree a draft budget and present this to the Academy Trust Board for approval in accordance with the timetable required by the Education & Skills Funding Agency (ESFA).
3. Monitor monthly income and expenditure.
4. Have delegated authority to agree expenditure within the levels set in the Academy's Purchasing Policy.
5. Have delegated authority to agree virements of minor amounts between budget headings not exceeding 2% of the annual expenditure budget.
6. Consider and recommend to Trustees projects which will enhance curriculum provision and be funded from the delegated budget.
7. Set the agreed limit for each budget heading.

8. Provide an Annual Report in accordance with statutory Companies Act 2006 regulations and the accounts direction set by the ESFA. This report to be received by Members at the Annual General Meeting.
9. Provide an Audit Committee function to help promote the highest standards of propriety in the use of public funds and encourage proper accountability for the use of those funds.
10. Receive information on investigations of any counter-fraud concerns.
11. Review the Risk Register for the Academy and offer suggestions and guidance to the Academy Trust as a whole and its Committees to manage and mitigate these risks.
12. Oversee the effectiveness of marketing by establishing priorities in line with agreed development or other goals and monitoring progress towards those priorities
13. Monitor the Academy's provision for data protection.

### **Health & Safety and Site Development**

The Resources & Finance Committee will, in conjunction with the Headteacher, Deputy Headteacher responsible for Health & Safety, and others, be responsible for monitoring the development and maintenance of the Academy site and recommending to the Academy Trust improvements and further developments to meet the academic and community needs of the Academy. The Committee will obtain reports from the Headteacher and others in order to be satisfied that the Trustees' responsibilities are carried out.

Specifically:

1. Receive and recommend to Trustees a planned programme for internal and external maintenance and development of the site and buildings, and monitor this programme.
2. Liaise with the Local Authority regarding dual use arrangements regarding the Sports Centre.
3. Have delegated powers to arrange support service contracts and be responsible for monitoring their operation.
4. Recommend to the Academy Trust projects for capital development and liaise with the Education & Skills Funding Agency (ESFA) for funding of such projects.
5. Have delegated powers to ensure that the Trustees' responsibilities for Health & Safety are fulfilled, and provide an annual report for the Academy Trust.

### **Human Resources**

The Resources & Finance Committee will have responsibility for HR matters. It will obtain information from the Headteacher, HR Manager and others in order to be satisfied that Trustees' responsibilities are carried out.

Specifically:

1. Have delegated powers for making appointments of full and part-time staff, staff on fixed term or temporary contracts, other than the Head and Deputy Heads, and offer all Trustees experience in the procedures for appointing staff. Trustees will routinely be involved in recruitment of staff in senior and senior middle leadership positions. For staff below the position of Director of Faculty or Head of House, appointments will be delegated to the Headteacher/SLT.
2. In conjunction with the Headteacher and SLT, to recommend the staffing complement and any changes and alterations as they arise, taking cognisance of resources.

3. Oversee staff welfare and well-being, communication and staff satisfaction, receiving systematic Staff Satisfaction Surveys.
4. Have delegated powers to authorise leave of absence (e.g. sabbatical), secondment of staff and staff leave.
5. Have delegated powers to consider staffing proposals and agree any proposed changes to the staffing proposals (within the remit delegated by the ATB). Determine implementation arrangements for staffing changes, including selection criteria and process for redundancy.
6. Ensure effective Disciplinary and Grievance policies and procedures for staff are in place and reviewed.

Within each remit, the Resource & Finance Committee will review appropriate Academy policy documents and recommend to the Academy Trust re-adoption with any changes necessary or new policies as appropriate.

## Pay Committee Remit

The Pay Committee will make decisions on the pay of staff, based on the Pay Policy and Performance Development Policy.

### Membership:

- The Pay Committee consists of the Chair of Trustees, Vice Chair/s of Trustees, and/or the Chair of each of the committees of the Academy Trust.
- The Chair of Trustees will act as Chair to this Committee.
- There will be a minimum of three trustees on the Committee.
- The quorum for each meeting will be three trustees plus the Headteacher (who will attend to give recommendation and advice on all matters except when the Headteacher's own salary is under discussion). The Chair of the Committee can defer proceedings if not quorate, should they feel it is in the interests of all parties.
- Chairs of Committees can nominate a substitute if they are unable to attend.
- Staff governors are not permitted to serve on the Pay Committee.

The Pay Committee has fully delegated powers to agree staff salaries on behalf of the Academy Trust. It will review all staff salaries annually, receiving advice from the Headteacher. It will receive and consider any individual requests or representations.

Members of the Pay Committee will not be permitted to serve on the Pay Appeals Committee.

The Pay Committee will implement the Academy Pay Policy in a fair and objective manner. The Committee will use information and recommendations arising from the annual cycle of staff Performance Development and Capability review meetings, and the recommendations brought to its attention by the Headteacher who will have undertaken a full moderation process.

The Committee's reference points for determining salaries will be the detail within the Academy's Pay Policy and the criteria set out in this policy and the Performance Development & Capability policies. The current Pay Policy continues to use a structure similar to:

- For Teaching Staff, the School Teachers' Pay & Conditions Document.
- For Support Staff, North Somerset Council's salary scales and terms and conditions for central staff. [These have been adapted for use in the Academy.]

The Committee's decisions are subject to appeal to the wider Academy Trust. The Committee will adhere to the Academy's Equality Statement and any other legal advice in making its decisions.

Minutes of this Committee are confidential and the Academy Trust will be informed of the overall outcomes but not the detail of any decisions reached on individual salaries.



## Guidance notes for the Pay Committee

### Remit:

- The Pay Committee will make decisions on the pay of staff, based on the Pay Policy and Performance Development Policy.
- Meetings will be held annually, following completion of the Academy's Performance Development Review (PDR) cycle.

### How:

- Between 1st September and 31st October each member of staff will have their performance reviewed by their line manager, or other appropriate member of staff, and a recommendation for pay progression will be made.
- The Pay Committee will receive recommendations and advice on pay progression for each member of staff from the Headteacher. The Headteacher will also act as moderator of pay recommendations where PDRs, and hence pay recommendations, are conducted by staff other than the Headteacher.
- The Pay Committee will make decisions on pay progression for each member of staff that are clearly attributable to the performance of the member of staff in question, with decisions rooted and justifiable in evidence.
- The Pay Committee will ensure that arrangements are made for all staff to be provided with a written statement from the Headteacher setting out their salary and any other financial benefits to which they are entitled.
- The Pay Committee will examine a 30% sample of recommendations where the PDR reviewer is the Headteacher.
- The Pay Committee will examine a further 30% sample of recommendations where the Headteacher has acted as the moderator.

### Progression:

#### Headteacher:

- The Headteacher can progress by up to two points every two years within the specified pay range where achievements and contribution to the school are substantial and sustained, and clearly evidenced.
- The Pay Committee will consider revision of the Headteacher's ISR within the group range for the school, at any time if they consider it is necessary and in accordance with the Pay Policy.
- Consider the use of discretionary payments, as per the provision of the Pay Policy.

#### SLT:

- Leadership Staff (Senior Leaders) can progress by up to one full point every two years within their specified pay range where achievements and contribution to the school are substantial and sustained, and clearly evidenced.
- The Trustees' Pay Committee may decide on enhanced pay progression, to reward exceptional performance, by up to two points on the Leadership Pay Range within the range assigned to the role.

#### Leadership Teaching Staff (Directors of Faculty/Heads of House):

- Teaching Staff on the Leadership Pay Range can progress by one full point, further up the Leadership Range, every two years within their specified pay range providing their achievements and contribution to the school over the previous two academic years are substantial and sustained, and there is supporting evidence to this effect.

- The Trustees' Pay Committee may decide on enhanced pay progression, to reward exceptional performance, by up to two points on the Leadership Pay Range within the range assigned to the role.

**Teaching Staff:**

- Teachers on the Main Pay Range (MPR) can progress by one full point further up the MPR (top of the range being point 6), providing they are achieving the National Teachers' Standards and there is supporting evidence to this effect.
- Teachers on the MPR who have applied for threshold (progression to the Upper Pay Scale (UPS)) and been recommended progression to UPS by their reviewer can progress to Point 1 on the UPS providing they are clearly demonstrating consistent performance at post-threshold standards, and there is supporting evidence to this effect. Applications to progress onto the UPS must be accompanied by an evidence pack specifically designed for the purpose.
- Teachers on the UPS who have applied for progression to the next point on the UPS and been recommended by their reviewer can progress to the next point providing their achievements and contribution to the school over the previous two academic years are substantial and sustained, and there is supporting evidence to this effect (top of the range being point 3). Evidence to support applications to progress up the UPS is gathered through the standard PDR process, without an additional evidence pack.

**Support Staff:**

- Support staff can progress by up to one full point further up their respective pay range providing they are achieving their Support Staff Standards, and that there is supporting evidence to this effect.

**Functions delegated to the Headteacher:**

- As per the Pay Policy.

**Functions Retained by the Academy Trust:**

- Responsibility for the recruitment and pay of the Headteacher, in accordance with the Pay Policy.
- Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

**Minutes:**

- A written summary record of the meetings of the Committee will be submitted to the next Annual General Meeting, through the Clerk to the Academy Trust. Any confidential information will be not be shared.