Leverhulme
Church of England and Community Trust

REMUNERATION COMMITTEE
TERMS OF REFERENCE

Members:	Three Trustees to be drawn from **Chair, Chair of Finance, Chair of Risk & Audit and Chair of Standards**
Quorum:	Two members of the Committee.
Meetings:	Committee to meet during the autumn term or any other time as agreed by the committee.
Date agreed:	Summer term 2026.
Review date:	Summer term 2027.

1. Constitution

1.1 The Leverhulme Academy Trust Directors has resolved to establish a Remuneration Committee for pay and performance management of the Chief Executive Officer (CEO).

1.2 The Committee is responsible to the Trust.

2. Authority

2.1 The Committee will undertake an annual review of its performance and of these Terms of reference, and recommend any changes needed to the trust for approval.

2.2 The Committee is authorised to investigate any activity within its terms of reference or specifically delegated to it by the trust. It is authorised to request any information it requires from any employee of the Trust and all employees are directed to co-operate with any request made by the Committee.

2.3 The Committee is authorised to obtain any outside legal or independent professional advice it considers necessary.

3. Core Purpose and Terms of Reference

The Remuneration Committee ('the Committee') of the Leverhulme Church of England and Community Academy Trust ('the Trust') has been established to:

3.1 To carry out the Chief Executive Officer's Pay and Performance Management in accordance with statutory regulations.

4. Administration

4.1 The Remuneration Committee will meet during the autumn term, or any other time as agreed by the committee.

4.2 The Chair of the Remuneration Committee will be appointed by the Remuneration Committee.

4.3 The membership will comprise of three Trustees drawn from the Chair, Chair of Finance & Personnel, Chair of Risk & Audit and Chair of Standards depending on availability.

4.4 The Remuneration Committee will be quorate with two members of the Committee.

4.5 Administrative support will be provided by the Clerk to the Trust.

4.6 Agendas will be agreed in advance by the Chair of the Remuneration Committee (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members at least 7 working days in advance of the meeting.

4.7 Minutes / notes of the meeting will be taken.

4.8 The Remuneration Committee will review these terms of reference and self-assess its performance against these terms of reference on an annual basis.