

# SAND Academies Trust

## Terms of Reference: Senior Staff Committee



### Objective / Responsibility

To oversee all matters relating to the recruitment of the Chief Executive Officer, including making recommendations to the Board on the remuneration of the CEO and providing advice to the CEO on the remuneration of other senior management positions.

The Committee, which is accountable to the Trust Board, shall make whatever recommendations to the Trust Board and/or Members that it deems appropriate within the context of its terms of reference.

### Membership

The Committee will consist of at least three members of the Trust Board. It will be chaired by a Trustee who has been appointed from within the Committee membership and agreed by the Trust Board. The Chair of the Board may serve on, but not chair the Committee.

Any meeting of the Committee will be quorate with at least three Committee members.

### Voting

Voting is by a majority and the Chair of the Committee will have a casting vote in the event of a tie.

### Meetings

The Committee will meet as often as is necessary to fulfil its delegated functions but at least three times in an academic year (Terms 1,3 and 5). Meetings will be called by the Governance Professional at the request of the Committee Chair or any of the Committee members.

Unless otherwise agreed, notice of each meeting, together with the agenda and supporting documents, will be sent to each member of the Committee at least seven days before the meeting.

### Meeting administration

The Governance Professional will administer and minute all meetings for the Committee under direction from the Trust Board and the Committee Chair.

### Terms of Reference - Remuneration

The Committee will:

- Approve and oversee the implementation of remuneration processes for the CEO
- Support and advise the CEO regarding the remuneration of other members of the senior management team.

<b>Approved by SAND Academies Trust board on:</b>	
<b>Next Review date:</b>	