

**TERMS OF REFERENCE  
GODALMING COLLEGE  
REMUNERATION COMMITTEE**

**1. MEMBERSHIP**

- 1.1 The Committee shall consist of the Chair of the Board of Trustees and Vice Chair of the Board of Trustees, plus 3 External Trustees.
- 1.2 The Quorum shall be the Chair or Vice Chair of the Board of Trustees, and two other Trustees.
- 1.3 The Chair of the Remuneration Committee shall be the Chair of the Board of Trustees (or Vice Chair in the Chair's absence).
- 1.4 The Clerk to the Board of Trustees shall be Clerk to the Remuneration Committee.
- 1.5 Senior Postholders, the HR Manager and external advisers may be in attendance at the Committee's request.
- 1.6 Meetings shall be held at least annually and as necessary.

**2. TERMS OF REFERENCE**

- 2.1 To consider and recommend to the Board of Trustees the policy and procedures for the appointment, professional review and overall conditions of service of Senior Postholders.
- 2.2 To take decisions on the remuneration of Senior Postholders and to make such other recommendations in respect of their terms and conditions of employment to the Board of Trustees as are deemed appropriate.
- 2.3 To agree any additional responsibilities which the senior post holders may undertake for outside Agencies.
- 2.4 To review Trustee and Senior Postholders' expenses on an annual basis and to make any recommendations to Board as deemed appropriate.
- 2.5 To consider such risks as are allocated to the Committee by the Board.

**3. Reporting Procedures**

- 3.1 The Chair shall inform Board Members of the Committee's work and recommendations.