
Title of Policy/Procedure	Executive Pay Policy
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Reviewer(s):	Head of HR
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To be read in conjunction with the following policies:	Headteacher Appraisal Policy Teacher Pay Policy
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Consultation Process	Policy to be agreed with TU's at The Blue Kite Academy Trust JCC
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Policy Date:	1 November 2023
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Review Date:	1 November 2025
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This policy is to be ratified by:	People and Culture Committee
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Appendix A – Decisions outcome form

1. **Introduction**

- 1.1 The Trust's executive pay policy is designed to attract and retain good quality senior leaders to the Trust whilst ensuring compliance with the Academies Financial handbook (AFH). This is a condition of each academy trust's funding agreement.

The Trust follow the principles below in determining executive pay:

- Decisions on executive pay are fair, proportionate and justifiable
- There is a fair evidence-based process for making decisions
- The process is underpinned by probity, the ethos of public service, and public sector.

2 **Scope and Roles and Responsibilities**

- 2.1 The Board of Trustees are responsible for defining the executive pay policy and deciding on the salaries of the CEO and Deputy CEO. The Board delegates this responsibility to the People and Culture Committee.

- 2.2 The CEO will decide on the salaries of the executive team and report annually to the Trust pay panel.

- 2.3 Headteachers will receive remuneration as set out in the Teachers Pay and Appraisal Policies and reflecting the Leadership calculation as set out in the School Teachers Pay and Conditions Document.

3 **Key principles underpinning pay decisions**

- 3.1 As an Academy Trust we are free to determine our own approach in deciding executive pay, however the Trust must operate within the provisions set out in the Academies Financial Handbook when setting or agreeing increases to executive pay as follows:

- 3.2 The board of trustees must ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual can be involved in deciding their remuneration.

- 3.3 The board must discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:
- an agreed process for determining executive pay
 - independent scrutiny by the board
 - robust decision-making
 - proportionality – that pay and benefits represent good value for money and are defensible relative to the public sector market
 - documented decision-making with rationale

- a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term
- understanding that inappropriate pay and benefits can be challenged by ESFA, particularly in instances of poor financial management of the trust.

4 **Performance and Pay review**

4.1 **CEO**

The annual performance review process will be undertaken by the Performance Review Trustees which will include the Chair of Trustees as a minimum (or the Vice Chair of Trustees) and up to one other Trustee. An externally appointed consultant (who is independent and appropriately qualified) will support this process.

4.1.1 Self-review and evidence paperwork will be assessed leading to recommendations of any pay and remuneration.

4.1.2 The recommendations from the Performance Management Trustees will be reviewed by the People and Culture Committee.

4.2 The People and Culture Committee will have the responsibility to report to the Board of Trustees on the outcomes of any performance management and pay decisions.

5. The CEO will carry out any performance management processes for any other senior leaders covered by this policy and will report to the Trust pay panel for any pay ratification. The CEO may delegate leadership appraisal as appropriate.

5.1 **Remuneration considerations**

Any remuneration award should take into account:

- Current and past performance of the individual.
- Academic performance of the trust including key staff headline measures, Ofsted judgements and educational targets.
- Financial performance of the Trust.
- Benchmarking against other comparable roles.
- Level of pay increases for teachers and other staff in the Trust.
- Size and complexity of the Trust.
- Gender pay.
- Educational and organisational challenges.
- Cost of the total remuneration package.
- Retention and succession planning.
- Public scrutiny.
- Affordability.

6 **Appeals**

- 6.1 If the CEO is unhappy with the decisions relating to their remuneration then they should confirm this in writing within 5 working days of receipt of any pay decisions. If, following discussion they are still unhappy then they should put the grounds for their appeal in writing to the Trust Head of Governance who will arrange an Appeals Panel of Trustees. This will be 3 Trustees who have not had any involvement in the performance management or pay decisions.

Factors to be considered when documenting executive pay (to be completed by the Pay Panel)

Role	
Name	
Date of Pay Review	
Current salary and benefits	
Performance Please comment on the performance of the individual set out in the most recent performance review.	
Academic performance of the Trust Include any performance data, outcomes, Ofsted ratings etc .	
Changes to the role Has the nature of the role changed in the last 12 months eg. Growth.	
Financial performance of the Trust Factors that evidence sound financial and strategic decision making.	
Educational, organisational or external challenges Include any specific factors that impact on the role.	
Benchmarking Include an evidence of benchmarking roles in similar size Trusts.	
Staff uplifts What are the average pay increases for other staff in the Trust?	
Affordability Is the proposed salary affordable?	
Proposed salary from 1 September 2023 Include any other benefits	
Date of Board of Trustee approval	

