Stanwix School

Value the individual, inspire, enjoy and excel

Executive pay policy

Date Last Approved	**October 2025**
Approved by	**Jennifer Barry, Chair of Governors**
Review Cycle	**Annual**
Next Review Date	**October 2026**

1. About this policy

The Academy Trust handbook sets out conditions for setting executive leader pay which should be transparent and follow a robust evidence-based process. The purpose of this document is to provide the Multi Academy Trust with a policy and procedure that set out how the Trust Board of Directors will take decisions on pay and benefits, for the trust Executives.

The Trust Board of Directors will use this policy to assist with the recruitment, retention and recognition of executive employees whilst recognising that decisions about pay should be fair, justifiable, open, objective, accountable and within agreed policies and procedures.

This policy clarifies how the Trust will apply salary and remuneration to executive roles, how it will use any discretionary powers, a timetable for annual pay reviews and identifies where responsibility lies for decisions on pay.

2. Roles in scope

In reviewing the current staffing structure, the Trust has defined the following roles as 'Executive Officer' roles for the purposes of setting and reporting pay:

1. Headteacher

Headteacher's pay and renumeration should be reviewed in line with the Teacher's Pay Policy.

Headteacher remuneration is based on a pay scale defined in line with the leadership salaries in accordance with the group size principles outlined in the School Teachers' Pay and Conditions Document (STPCD) or the 'Burgundy Book'.

Whilst there are no other roles that can be currently defined as "Executive Officer" within the Trust, it is acknowledged that dependent on the growth and the future needs of the Trust, other such executive roles, such as, but not limited to those defined below, will have renumeration set based on the conditions and principles outlined in this document.

Example roles are:

- Chief Executive Officer
- Chief Operating Officer
- Finance and Business Executive Officer

3. Principles for determining executive pay

Stanwix School includes the following principles:

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

Pay Scale principles:

All executive pay will be employed on the principles of either:

- the statutory provisions of the School Teachers' Pay and Conditions Document (STPCD) or the 'Burgundy Book' as updated from time to time or;
- the NJC 'standard' terms and conditions of employment for Local Government employees, the 'Green Book', as updated from time to time.
    - This includes provisions for market supplement payments for the purposes of recruitment or retention.
- Chief Officers Terms and Conditions JNC

No conditions of employment or payments, other than those outlined in this policy should be awarded to any executive role.

All pay-related decisions are made taking full account of Trust development and improvement plans.

Any safeguarding of salaries will be applied in accordance with individual, relevant terms and conditions of employment.

This policy links with terms and conditions of employment for all staff, underpinned by the Employment Rights Act 1996.

All pay related decisions are taken in compliance with current employment legislation, including the Equality Act 2010.

4. Job descriptions

The Trust Board of Directors will ensure that each member of the executive is provided with or, has access to, their job description in accordance with the staffing structure agreed by the Board.

Job descriptions will identify key areas of responsibility, functions, and post specifications.

Appropriate differentials will exist between posts in the trust, recognising accountability, responsibility, line management requirements and overall impact on outcomes.

5. New appointments/determining pay and remuneration

Where a new appointment is being appointed to the Trust Executive, and before any recruitment is undertaken, the Trust Board will consider pay arrangements in place for current and/or previous incumbents, along with the statutory provisions of the School Teachers' Pay and conditions Document (STPD); National Joint Council (NJC) for local government services or Chief Officers (JNC) and current market forces and external benchmarking.

In arriving at a total remuneration package, the skills and experience of the candidate and their current remuneration package will be considered against the budget implications for the Trust. The renumeration determined will recognise the need to secure the best candidate within the financial context and an affordability assessment will be undertaken for packages where market supplements are applied.

The basic pay may be based on an agreed pay scale or a spot salary.

Renumeration packages will be agreed and reviewed periodically by the Trustees and decisions will be made in line with the principles for determining executive pay as outlined in this document.

6. Annual pay reviews

The Trust Board of Directors will ensure that pay for the Trust Executive is reviewed taking into consideration the statutory provisions of the School Teachers' Pay and conditions Document (STPD); National Joint Council (NJC) for local government services; Chief Officers JNC and current market forces and external benchmarking.

Members of the FSP subcommittee will oversee the Executive annual review. The subcommittee will make a recommendation to the Trust Board of Directors of the outcome of the review for their consideration.

Pay progression is not automatic and any pay progression decisions will be linked to performance and performance management.

Pay and performance reviews are with effect from 1 September and no later than 31st December each year.

Within one month of the pay review, the Trust Board of Directors will provide a written statement to the Executive stating what the new salary or any other financial benefit will be, detailing how this has been arrived at.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that may affect the structure of the annual pay / financial benefits in place.

Performance related pay

The performance management period will run for twelve months from 1 September to 31 August.

Objectives and targets will be set and agreed annually, focused on Trust improvement plans.

Decisions relating to pay progression will be made with reference to the performance against the agreed targets for the previous academic year.

Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that decision, which is termed a "grievance".