

Executive Remuneration Policy



ST CLARE

Catholic Multi Academy Trust

Adopted by St Clare Trust Board;	21 st March 2023
Reviewed by Executive Remuneration Committee	Oct 2024
Next review by Executive Remuneration Committee;	Oct 2025

Aim

The Trust's executive remuneration policy is designed to attract and retain good quality senior leaders to the Trust whilst ensuring compliance with the Academy Trust

Handbook (ATH). The ATH sets out the financial management, control and reporting requirements that apply to all academy trusts. It provides for a remuneration package, which reflects the Trust's education outcomes and attainments performance against stretching educational targets, operational and financial objectives.

This policy applies to the Chief Executive Officer and the Executive Leadership Team and includes our approach to pay for our executive leaders, how pay is determined and reviewed.

Roles and Responsibilities

The Trust Board is responsible for defining the Executive Pay policy and deciding on the salaries of the Chief Executive and other Executive Leaders.

The Board delegates this responsibility to the Remuneration Committee. This Committee is chaired by a Director (not typically the chair of the Trust Board). The role of the committee is to oversee the proper administration of the Executive Remuneration policy, review the evaluation of executive leader performance (including the Chief Executive), and recommend changes to executive pay. The Remuneration Committee meets at least once a year to discuss Executive pay and will also serve as the Appraisal Panel for the Chief Executive Officer (as set out in the Trust Appraisal Policy)

Process for Setting and Reviewing Executive Pay

It is essential that the Trust is able to attract and retain people with the right values, experience, knowledge, and skills required to lead. Having competitive remuneration is one of the many ways in which the Trust can secure the very best people to achieve our mission as a Catholic Multi Academy Trust to provide the highest quality Catholic education and care for our children and young people.

It is our aim to achieve this through fair salaries as part of a wider remuneration package for talented people and this will define our approach to pay.

To successfully recruit and retain high calibre Executive Leaders, it is essential that the salary and benefits offered are competitive in the relevant market. The market sector used for making this assessment will depend on the relevant area of profession the Executive Leader is recruited from, and the value of the level of skills, knowledge and experience required performing in the role. This can range from the not-for-profit sector to the public

sector (for example for roles in education) or commercial sector (for professional roles such as finance).

Whilst the Trust does not seek to compete on salary terms with the commercial sector, it does need to know what the comparator salaries are for those roles in commercial roles and the pay differentials should candidates wish to move from these sectors.

The process for setting and reviewing executive pay will follow the principles set out in the Trust Pay Policy so as to be consistent with the approach for all employees of the Trust. As such, a pay range will be identified for each Executive Leadership Post.

The Executive Remuneration Committee will review annually the application of any cost of living changes to Executive Pay Scales.

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Pay Ranges

When a new executive post is established, a pay range will typically be established for that post. Pay ranges should be reviewed annually.

In setting and reviewing pay ranges, the Trust will consider:

- Affordability for the Trust
- Benchmarking and the 'market rate' which might impact retention or recruitment
- Equality issues such as gender pay gaps and variance between the highest and lowest paid employees

In addition, annual review will consider:

- Cost of living changes to other pay ranges within the trust.
- Significant changes in the duties and responsibilities associated with any executive role

In some circumstances, such as fixed term executive roles it may be appropriate to establish a 'spot point' for salaries, though this will not be the norm.

Whenever a salary range is set or changed, the remuneration committee will record and retain the rationale for the decision.

Determination and Review of Pay for Individual Executives

On appointment, the starting salary of an Executive Leader within the agreed range will be determined through consideration of the level of relevant experience and qualifications of the member of staff. The need to make a competitive offer will also be considered.

Where an Executive Leader is not at the top of the pay range for their post, in line with the Trust pay policy, annual incremental pay progression will be assumed unless concerns around performance and development have been identified. This would normally mean that

the Executive Leader is in an informal or formal process to address concerns. This process is in line with the Trust Pay policy.

The Executive Remuneration Committee will also keep under annual review the basis on which incremental progression is made, in order to ensure that practice maintains a package which is both competitive with other Trusts and which is effective in supporting the highest levels of Executive performance and development. Review will include consideration of the frequency of incremental progression and whether to re-introduce any requirement for Executive Leader incremental progression to be linked to appraisal or any other similar process.

Pay ranges should only be amended for the reasons set out in the section above and not simply because an executive leader has reached the top of their range.

Public Scrutiny

As academies operate with the use of public money, executive pay must be proportional and defensible to the public sector market and should reflect value for money. The trust must publish on its website in a separate readily accessible form the number of employees whose benefits exceeded £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits, and termination payments, but not the trust's own pension costs.