

# Executive Remuneration Policy



**ST CLARE**

Catholic Multi Academy Trust

Adopted by St Clare Trust Board;

21<sup>st</sup> March 2023

Reviewed by Executive Remuneration Committee

Oct 2025

Next review by Executive Remuneration Committee;

Oct 2026

## **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 (approach set out below).

Where an Executive Leader is not at the top of the pay range for their post, pay progression will be considered annually and will be based on the extent to which the development of their experience and/or qualifications is having a demonstrable impact on the performance of the trust.

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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.

When reviewing salaries annually, Directors will consider:

- **Whether or not the structure of the pay range for each Executive remains fit for purpose.** Where Directors judge that a review is necessary, this will draw on benchmarking information from other Trusts, taking into account any change in the demand of the Executive Roles, changes to pay structures for other roles in the Trust and the financial performance of the Trust. Any proposed change to the pay range will be subject to normal consultation with post holders.
- **Application any 'cost of living' pay awards.** These will normally be informed by national NJC and Teachers' Pay awards, in line with the pay structure that the Executive Pay ranges are based on.
- **Incremental Progression where Executives are not yet at the top of their pay range.** In line with the Trust Pay Policy, progression will be automatic unless the member of staff has been subject to capability proceedings during the year. The committee will review each year the decision to apply this process for incremental progression decisions.

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.