



**SHIRELAND**  
COLLEGIATE ACADEMY TRUST

Shireland Collegiate Academy Trust Policy

# Executive Leadership Pay Statement

<b>Committee and Date Approved</b>	Board – November 2021
<b>Category</b>	Recommended
<b>Next Review Date</b>	Every two years unless change in legislation – <b>Autumn 2023</b>
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

## **Executive Leadership Pay**

The Board will ensure that decisions about levels of executive pay follow robust evidence-based processes and are reflective of individual's roles and responsibilities, whilst recognising the complexities of managing a multi academy trust.

The Shireland Collegiate Academy Trust Board defines Executive Leadership Pay as pay relating to members of the Trust Strategy Team:

Chief Executive Officer  
Finance & Compliance Director  
Human Resources Director  
Deputy CEO/Secondary Lead  
Primary Lead  
COO Shireland Learning Ltd.

## **Appraisal**

In line with the Trust Appraisal policy, executive leaders are subject to annual performance management.

Performance management of the Trust Strategy Team is the responsibility of the RMPC. Annually, the RMPC review the performance of the Trust Strategy Team to determine whether performance objectives have been met and to approve Performance Management Objectives for the following year.

Performance objectives for the Trust Strategy Team will be agreed by the RPMC

## **Salary Reviews**

It is the prerogative of the Trust Board to review and revise the Executive Leadership salary range at any point, this function is delegate to the Remuneration and Performance Committee.

Should the Trust change in size or composition (i.e. reduce the number of academies or increase in size) or should another school/Trust join MAT with existing leadership arrangements which necessitate a review of executive pay (i.e. if a Headteacher of a large special or secondary school joins the Trust with an ISR equal or greater than the existing executive leadership range, if there is a significant change in the nature of a service), this should typically prompt the Trust Board via the RMPC to undertake a broader review of leadership remuneration to ensure any required changes are still securing value for money with the Trust's leadership structure. The Chief Executive Officer will work with the RMPC to move forward any salary reviews that may be triggered by changes to the Trust.

## **Performance Related Pay**

### **Purpose**

The Trust operates a Performance Related Pay Scheme for members of the Trust Strategy Team. The Scheme rewards the contributions made by the Strategy Team towards the goals achieved by the Shireland Collegiate Academy Trust as a whole together with individual appraisal targets.

### **General**

The Performance Related Pay Scheme is based on both the Trust's performance and attainment of role specific targets. Additionally, employees need to be employed by the Trust at the date the payment is paid.

### **Impact of Leave**

Pro-rated bonus payments will be paid when employees are on the following kinds of leave:

- a career break
- adoption leave
- maternity leave
- paternity leave
- shared parental leave
- sick leave

The pro-rated bonus will relate to the performance during the period at which they were at work and will also cover the two-week compulsory maternity leave period for employees on maternity leave.

### **Termination/Notice**

Bonuses cannot be paid to any employee who is under a period of notice following resignation or termination of employment at the time the bonus is payable.

### **Payments**

The actual payment amount will be shown on the employee's payslip, payments are subject to tax, national insurance and pension contributions.