



Remuneration Policy for Executive Staff

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HISP Multi Academy Trust

Pay Policy for Executive Staff

1. General Commitment

Our Trust Board ensures that its executive leadership team (“the ELT”) members are rewarded in an open and transparent way for the level of responsibility they carry and the individual contributions they make to the work of the HISP Multi-Academy Trust (“HISP”) in full compliance with statutory requirements, national pay frameworks, the Academy Trust Handbook (ATH) 2025, Charity SORP (Statement of Recommended Practice), Academy Accounts Direction and with due regard to budget constraints and the Department for Education’s [Setting executive salaries: guidance for academy trusts - GOV.UK](https://www.gov.uk/government/publications/setting-executive-salaries-guidance-for-academy-trusts).

The Board will also have due regard to the Seven Principles of Public Life (Nolan Principles) in considering executive remuneration decisions.

The aim of this remuneration policy is to enable the Board to review the performance of the ELT against planned targets and the overall performance of the Trust. The ELT lead HISP to achieve short and long-term targets and ensuring standards of performance, educational outcomes and strategic priorities are achieved..

Executive remuneration will be determined in accordance with the ATH 2025, which requires pay to be proportionate, justifiable, transparent and defensible in the public interest. The Trust Board will provide a published justification for any salary exceeding £150,000. Disclosures of executive pay will also meet the reporting requirements set out in the Charity SORP (Statement of Recommended Practice) and Academy Accounts Direction.

This policy operates in conjunction with prevailing Performance Management principles and, where relevant, the pay policy principles for teaching and support staff across our Trust.

This policy will be reviewed annually by the Board.

2. Basic principles and Governance

2.1 People, Pay and Culture committee (PPC)

Decisions on remuneration will be taken by the PPC in line with the Scheme of Delegation. The PPC is responsible for:

- considering the Chief Executive Officer’s recommendations for the pay of other members of ELT;
- considering the pay recommendations for the Chief Executive Officer; keeping this Executive Pay policy under review annually;

and more generally

- ensuring the Performance Management Policy has been consistently and robustly applied, normally by 31 October;
- deciding the approach towards pay discretions;
- ensuring that pay decisions are communicated to all staff in writing; and
- approving the annual teachers’ pay statements.

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The PPC will maintain a full audit trail of all executive remuneration decisions, including: minutes, benchmarking data, business cases and rationale. These will be retained for at least six years in accordance with the ATH 2025.

All final decisions on executive remuneration must be formally approved by the full Trust Board.

Executive remuneration decisions must demonstrate value for money for the public purse and be defensible in the public interest. The Chair of the Trust Board will make pay recommendations for the Chief Executive Officer to the PPC.

The PPC will ensure that accurate information regarding executive remuneration is included as appropriate in the statutory disclosure within the Annual Accounts and the Account return to the regulatory body.

2.2 Terms and Conditions

The ELT are paid taking into account the statutory provisions of the School Teachers' Pay and Support Staff Conditions Document, the Local Government Services (Green Book) terms, as appropriate. Pay will reflect performance and be informed by benchmarking against comparable trusts and educational charities.

Executive pay decisions will be fully compliant with the Academy Trust Handbook 2025, including transparency and publication requirements.

All pay-related decisions are made taking full account of the HISP strategic priorities and associated business and school improvement plans. ELT members and recognised trade unions will be consulted as appropriate. Such decisions are taken within the framework of current employment legislation, particularly those focused on equalities.

In arriving at a total remuneration package to offer a newly appointed executive, the skills and experience of the individual, appropriate benchmarking, as well as the importance of securing the best candidate when a post is advertised are factors that will be considered. The Board will actively promote equality in all aspects of Trust, particularly as regards all decisions on advertising of posts.

The Chair will ensure the CEO has an up to date job description and in turn the CEO will ensure that each member of ELT is provided with an up to date job description and duties reviewed periodically as part of the performance management.

2.3 Annual pay reviews

The PPC, ratified by the Trust Board, will review the ELT pay annually between 1 September and 31 December every year. Within one month of the pay determination, each ELT member will receive a formal statement confirming their salary, how it has been determined and any financial benefits.

Decisions must be supported by a written business case including evidence of performance, benchmarking and justification for any progression. Where the Trust is experiencing financial constraint or performance decline, any pay award proposals must include strengthened justification in line with ATH 2025. As part of considering remuneration packages, the PPC may consult the Chief Financial Officer to establish how such considerations are aligned with the financial health of the Trust.

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Inflationary pay awards may be applied following consideration by the PPC of those applicable to staff below executive level

2.4 Complaints/appeals

If the Chief Executive Officer is dissatisfied with a pay decision, this should be taken up informally with the Chair of the Trust Board. Other members of the ELT should raise concerns informally with the CEO. If unresolved an appeal may be made in accordance with Appendix 1.

2.5 Confidentiality

Individual pay decisions will be handled confidentially. However, the Trust will publish executive pay information annually as required under the Academy Trust Handbook, including salary bandings, benefits and pension contributions.

Anonymised pay information may be provided to carefully selected 3rd parties to enable quality assurance and benchmarking to take place.

3. Basic Salary

The ELT leadership salaries are derived from considering the School Teachers' Pay & Conditions document, the Local Government Services (Local Government) 'Green Book', together with appropriate benchmarking and job evaluation.

Taking these into account, and given that the ELT are presently on spot rates, the PPC will establish a minimum and maximum pay range for each role. Individual starting salaries will be set within this range in line with skills, experience, market factors, and the overall remuneration package, together with the Trust size, income and geographical scope.

4. Pay Awards

Pay progression for an ELT member will be based on measurable performance outcomes (aligned with HISP's strategic priorities) with reference to the overall performance of HISP as well as the performance of the ELT as a group and against individual objectives.

Performance measures will include achievement of strategic priorities, educational outcomes, financial sustainability, and organizational development (people and culture indicators including equality, diversity and inclusion). Other relevant factors will be considered including appropriate benchmarking data, inflation/ cost of living and the prevailing support and teaching staff pay awards.

The arrangements for performance reviews are set out separately in the prevailing performance management policy.

Progression will not be automatic and must be supported by evidence from the performance management process. Pay awards must be defensible in the public interest and represent value for money.

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Annual review of executive spot salaries and any executive salary ranges will take account of STPCD, the Local Government Services pay framework, benchmarking and internal relativities.

5. Annual Leave

Annual leave entitlement for executives will be in accordance with Local Government Services (Green Book) terms for 52 week employees, with the leave year being 1 April to 31 March.

In each leave year, the full-time equivalent basic leave entitlement is 27 days, rising to 31 days after 5 years' completed service. In addition, the ELT member is entitled to paid leave in respect of public holidays each year.

Annual leave for the CEO must be agreed with the Chair of the Board. Annual leave for all other members of the ELT must be agreed with the CEO or their delegate. All annual leave is subject to the operational needs of the Trust.

Pro-rata leave applies for executives starting or leaving part-way through the year.

Further details are set out in the contract of employment.

6. Sick Pay, Pay for Unplanned and Planned Purposes

Sick pay and other unplanned or planned leave entitlements follow the Local Government Services terms. Executives must follow the Trust's absence management policy; failure to do so may result in loss of pay and/or disciplinary action.

7. Monitoring the impact of the Policy

The Trust Board will monitor the impact of this policy on a regular at least annual basis, including trends in progression across specific roles to ensure compliance with equality legislation and to eliminate discrimination.

8. Conflicts of Interest

Any trustee or executive involved in making pay decisions must declare conflicts of interest and withdraw from related discussions.

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Appendix 1

1. Introduction

This procedure enables an Executive Leadership Team (ELT) member to appeal a decision relating to their pay.

It ensures fairness, transparency and compliance with the Academy Trust Handbook 2025 (ATH 2025), which requires robust justification and clear accountability for all executive pay decisions.

2. Grounds for Appeal

An ELT member may appeal a pay decision on any of the following grounds:

- incorrect application of relevant terms and conditions of service;
- failure to have proper regard to statutory or regulatory guidance, including the Academy Trust Handbook;
- failure to take proper account of relevant evidence;
- inconsistent application of this Executive Pay Policy or the Performance Management Policy;
- consideration of irrelevant or inaccurate evidence;
- bias or conflict of interest;
- unlawful discrimination.

Where there has been an overpayment, the Trust and ELT member will seek to agree a repayment plan. If agreement cannot be reached, this appeals procedure may be used.

A matter raised as a pay appeal cannot be raised again under the Trust's Grievance Procedure.

3. Informal Resolution

Before submitting a formal appeal:

- The CEO should raise concerns informally with the Chair of the Board.
- Other ELT members should raise concerns informally with the CEO.

If unresolved, the formal process below must be followed.

4. Submitting a Formal Appeal

The ELT member must write to the Governance Lead within 10 working days of receiving:

- the original pay determination; or
- the outcome of informal discussions.

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The written appeal must clearly state:

- the grounds for appeal (see section 2);
- the reasons supporting each ground;
- any supporting evidence the employee wishes to rely on.

5. Appeal Hearing

The appeal will be heard by an Appeal Panel of three Trustees not involved in the original PPC decision.

This ensures impartiality and compliance with the ATH 2025 requirement to avoid conflicts of interest.

The hearing should normally take place within 20 working days of receiving the written appeal.

The ELT member has the right to:

- be accompanied by a trade union representative or workplace colleague;
- make oral representations;
- call witnesses, with prior notice.

A representative of the PPC may present the rationale for the original decision, supported by documentation including benchmarking data and business cases.

6. Conduct of the Hearing

The Chair of the Appeal Panel will:

- open the meeting and clarify the purpose of the appeal;
- confirm the process and attendance of all parties;
- ensure a fair and transparent hearing;
- allow both sides to present evidence and question witnesses;
- ensure the meeting remains focused and respectful;
- declare and manage any conflicts of interest.

7. Outcome and Decision

After considering all evidence:

- The panel will make a decision, taking One Trust People team advice where appropriate (advisory only);

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- The decision will be confirmed in writing, normally within 5–10 working days;
- The outcome letter will set out the panel's rationale in line with ATH 2025 expectations for transparency.

The decision of the Appeal Panel is final. There is no further right of appeal.

8. Record Keeping

In accordance with the Academy Trust Handbook 2025, the Trust will retain:

- records of the appeal hearing;
- minutes and supporting documents;
- all evidence considered;
- the final written outcome.

Records will be securely retained for at least six years and may be subject to DfE or ESFA review.