

Executive Pay Policy

Policy Code:	HR21
Policy Start Date:	April 2026
Policy Review Date:	December 2026

Please read this policy in conjunction with the policies listed below:

- HR8 Equal Opportunities and Diversity Policy
- HR6 Data Protection Policy
- HR2 Appraisal Policy for Teaching Staff, CEO and Trust Executive Management

1 Policy Statement

- 1.1 This policy shall apply to all members of the Executive Management Team of The Priory Federation of Academies Trust (The Trust). It does not apply to those on contracts of less than one term or any external agencies that the Trust may use.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as the Early Years setting at the Priory Witham Academy, Priory Apprenticeships and Lincolnshire ITT.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Pay, Performance and HR Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Head of Human Resources.
- 2.2 The Trust have a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 This policy sets out the pay arrangements for executive postholders working within the Trust.

4 Executive Pay

- 4.1 The Trusts Executive Management Team consists of the following roles:

- Chief Executive Officer
- Chief Financial Officer
- Deputy Chief Executive Officer
- Director of Education and Secondary Executive
- Director of Operations
- Director of Professional Learning
- Director of Safeguarding



-
- Director of Student Welfare
 - Director of Wellbeing and Equality and Diversity
 - Primary Executive
- 4.2 Pay arrangements for Headteachers working in the Trust will be as per the provisions of the School Teachers Pay and Conditions Document (STPCD).
- 4.3 When setting pay, and terms and conditions, for the Executive Team the following documents may be taken into consideration and used for reference purposes:
- School Teachers Pay and Conditions Document (STPCD)
 - Academy Trust Handbook and any relevant Education and Skills Funding Agency (SFA) guidance.
 - Green and Burgundy Books
- 4.4 For those posts where the salary arrangements are likely to fall outside the scope of the STPCD and/or National Joint Council (NJC), consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of the STPCD will be approved by the Trust's P, P & HR Committee or Board of Trustees, depending on the level of the role as outlined within the Trust's Scheme of Delegated Authority (SoDA), where justifications for the level of remuneration will also be included.
- 4.5 Appropriate differentials will exist between posts within the Trust recognising accountability, responsibility, line management requirements and overall impact on outcomes.
- 4.6 Decisions regarding performance-related pay will be managed in line with the Trust's HR2 Appraisal Policy for Teaching Staff, CEO and Trust Executive Management.
- 5 New Appointments/Determining Pay and Remuneration**
- 5.1 Where an appointment is being made to the Trust's Executive Management Team, the Chief Executive Officer, in line with the Trust's SoDA will consider pay arrangements in place for current and/or previous incumbents along with statutory provisions of the STPCD, NJC, current market forces and external benchmarking as required.
- 5.2 The basic pay may be based on an agreed pay scale or a spot salary.
- 5.3 The remuneration package will be assessed based on the skills and experience of a candidate and the need to secure the best candidate.

5.4 In determining starting salaries or increases for members of the Trust's Executive Management Team, the Trust considers the following:

- level of educational challenge to the Trust;
- level of financial challenge to the Trust (including any financial constraints);
- level of geographical challenge to the Trust;
- external reports and evaluation;
- any relevant contractual changes to protect the Trust, for example extending of notice periods;
- previous role and terms and conditions;
- benchmarking and market forces; and
- experience and knowledge in specialist area, if applicable.

5.5 Where a request for a salary review is received from a member of the Trust's Executive Management Team, this will be managed in line with the Trust's Scheme of Delegated Authority and will be presented to the relevant Trust Committee for review and consideration. A response will be provided in writing to the member of staff making the request and it will also be recorded with the Human Resources Team.

6 Policy Change

6.1 This policy may only be amended or withdrawn by The Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

Executive Pay Policy

This Policy has been approved by the P, P & HR Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff