Logo, company name

Description automatically generatedEPM Model Executive Pay Policy Statement

[Trust Name]

[Please note prior to adopting this policy you should:

* Ensure you have adapted it where necessary to fit the requirements of your Trust
* Follow your usual governance process to be approved by Trustees
* Follow your usual process to consult on new or amended HR policies with trade unions]

Policy Version Control

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| --- | --- | --- | --- |
| Date | Version | Amendments/Comments | Reviewer/s |
| September 25 | 1.0 |  | RE/SE |
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EPM Model Executive Pay Policy Statement

[For the Guidance of the Trust, Trustees or Directors.

This Policy Statement is suitable for Single or Multi Academy Trusts and has been developed in response to recent changes to the Academy Trust Handbook and the requirement to publish the Trust’s approach to executive pay. This policy statement can be used as a standalone document or inserted into your Pay Policy. The Trust is free to amend this policy statement and EPM will be pleased to advise on any amendments.

You should consider consulting staff and trade unions (where recognised) on the changes.

All sections in square brackets should be removed/amended as appropriate before the policy is issued for consultation.]

1. Introduction
2. This [policy statement/section] outlines [Academy Trust Name]’s approach to determining and managing the remuneration of executive leaders, in accordance with the Academy Trust Handbook 2025, statutory guidance, and principles of public sector accountability. [This policy statement must be read in conjunction with the Trust’s Pay Policy and Appraisal Policy.]
   1. This [policy statement/section] applies to the following executive leaders:

* [insert details e.g., CEO, CFO, Executive Headteacher]

1. Principles
2. [Academy Trust Name] is committed to ensuring that all executive pay:

* Represents value for money for the public purse;
* Is proportionate, justifiable, transparent, and defensible in the public interest;
* Reflects the level of responsibility and the complexity of the role;
* Is informed by evidence and benchmarking against comparable organisations;
* Executive pay decisions will be guided by the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
* Complies with the requirements of the current Academy Trust Handbook.

1. Determination of Executive Pay
2. Executive pay decisions will be made by the [Trust Board / Directors], specifically through its [Remuneration Committee], consisting of at least [three] trustees with relevant expertise (e.g., finance, HR), which shall:

* Review executive pay annually, or when there is a requirement to advertise a position;
* [Set a [number] point pay range, and] consider factors such as the trust’s size, income, geographical spread, complexity and challenge in the educational setting, and number of pupils;
* Use independent benchmarking data from the education sector and similar charitable organisations;
* Take into account performance outcomes, pay increases should be linked to clear and measurable key performance indicators. Performance management will be undertaken in line with the Trust’s [Appraisal and Capability Policy];
* Ensure decisions are based on written business cases that justify any pay increase or retention incentive.
* Maintain a full record of all executive pay decisions, including supporting evidence, benchmarking data, rationale, and the minutes of relevant meetings.
* All final decisions on executive pay must be formally approved by [the full Trust Board].

1. Compliance with the Academy Trust Handbook
2. As per the current edition of the Academy Trust Handbook, the Trust confirms:

* Executive pay will be disclosed in the Trust’s Annual Report and Financial Statements, including details of salary bands, benefits, and pension contributions;
* The Board will provide a robust justification for any salary exceeding £150,000, in line with Department for Education scrutiny expectations;
* All executive pay must be defensible in the public interest, especially where salary increases are proposed during periods of financial constraint or declining performance.

1. Value for Money and Public Accountability
2. The Trust recognises that it is publicly funded and therefore must demonstrate that executive pay:

* Is not excessive;
* Delivers tangible outcomes for pupils;
* Is aligned with staff pay structures and overall workforce strategy;
* Does not divert resources away from classroom impact.
* [Executive pay progression will be directly linked to measurable outcomes that reflect the Trust’s strategic priorities and educational impact. These outcomes must be clearly defined, evidence-based, and reviewed annually. Performance related pay decisions will be contingent upon achieving agreed targets aligned with the Trust’s improvement plan. Examples of measurable outcomes could include improvements in pupil progress, school performance ratings, financial stability and staff retention.]

1. [Pensions
2. The Trust Board must consider the criteria set out by the Teachers’ Pension Scheme (TPS) to decide whether a senior leader is eligible to join the scheme. Where Trust employees are not eligible for the TPS they may become eligible for the Local Government Pension Scheme (LGPS).]
3. Review and Publication
4. The Trust Board will review this policy annually.
   1. The Trust Board will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy. Where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.
   2. The policy will be published on the Trust’s website and shared with relevant stakeholders

**8. Documentation and Audit Trail**

1. The Trust will maintain a full audit trail of all executive pay decisions, including minutes of meetings, benchmarking data, business cases and rationale for decisions. These records will be retained securely for a minimum of six years and made available for inspection by the Department for Education upon request.

**9. Conflicts of Interest**

1. Any trustee or executive involved in determining pay must declare any conflicts of interest and withdraw from discussions where appropriate.