



**LAURUS**

—  
TRUST

**Pay Policy  
2020-21**

<b>Policy Title and Summary</b>	Pay Policy
<b>Author</b>	Mrs G Theobold
<b>Last Review Date</b>	September 2020
<b>Next Review Date</b>	September 2021
<b>Reviewed By</b>	Mrs M Hertel, Mrs W Mason, Mrs J Jenkins
<b>Date and Responsibility of next update/review</b>	The Pay Policy will be monitored and reviewed annually, considering pay uplifts from STPCD and NJC agreements. In consultation with the Joint Consultative and Negotiation Committee.
<b>Trade Union Consultation</b>	TBA
<b>Ratification Date</b>	04/11/2020
<b>Audience</b>	All employees
<b>Equality Impact Assessment</b>	March 2019
<b>Related Documents</b>	Teacher Appraisal Policy NJC National Agreement on Pay and Conditions of Service March 2019 GLPC Job Evaluation Support Staff Probation Procedure
<b>Legal Framework</b>	Employment Relations Act 1999 Equality Act 2010 Employment Rights Act 1996 The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 The Agency Workers Regulations 2010 School Teachers Pay and Conditions Document 2020 (The Document)
<b>Glossary of Terms</b>	ISR – Indicative Salary Range MPR – Main Pay Range NJC – National Joint Council NQT – Newly Qualified Teacher SEN – Special Educational Needs STPCD – School Teachers Pay and Conditions TLR – Teaching and Learning Responsibility UPR – Upper Pay Range

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## STATEMENT OF INTENT

1. The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.
2. The Trustees of the Laurus Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. The procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## EQUALITIES LEGISLATION

2.1 The Trustees will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010
- School Teachers Pay and Conditions Document (The Document)

2.2 The Trustees will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See '**Trustees obligations**' in relation to monitoring the impact of this policy.

## EQUALITIES AND PERFORMANCE RELATED PAY

3.1 The Trustees will ensure that the processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances. The exact adjustments will be made on a case-by-case basis, depending on the individual's circumstances and the school's circumstances.

## PART-TIME EMPLOYEES

4.1 **Teachers:** The Trustees will apply the provisions of the Document in relation to part-time teachers' pay and working time.

4.2 **All staff:** The Head of School and Trustees will use their best endeavors to ensure that all part-time employees are treated no less favourably than a full time comparator.

## **JOB DESCRIPTIONS**

5.1 The Trust will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trustees. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the Trust. Job descriptions will identify key areas of responsibility.

## **ACCESS TO RECORDS**

6.1 The Trust will ensure reasonable access for individual members of staff to their own employment records.

## **TRUSTEES OBLIGATIONS**

7.1 The Trustees will fulfil its obligations to:

**Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').

**Support staff:** The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (known as the 'Green Book') and the Trust's pay/grading system.

7.2 The Trustees will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that pay decisions can be objectively justified.

7.3 The Trustees will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the Trust's spending plan.

7.4 The Trustees will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the Trust's continued compliance with equalities legislation.

## **CEO OBLIGATIONS**

8.1 The CEO will:

- consult with union representatives at the JCNC on the Appraisal and Pay policies;
- submit any updated Appraisal and Pay Policies to the Trustees for approval.

## **HEAD OF SCHOOL OBLIGATIONS**

9.1 The Head of School will:

- develop clear arrangements for linking appraisal to pay progression for teachers;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the Trustees and ensure the Trustees have sufficient information upon which to make pay decisions;
- ensure that employees are informed about decisions reached, and that records are kept of recommendations and decisions made.

## **TEACHERS' OBLIGATIONS**

10.1 A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

## **SUPPORT STAFF OBLIGATIONS**

10.2 All support staff will:

- engage with the PDR process;
- keep records of their objectives and review them throughout the PDR process;
- ensure they have an annual review of their performance.

## **DIFFERENTIALS**

11.1 Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Trustees need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **DISCRETIONARY PAY AWARDS**

12.1 Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **SAFEGUARDING**

13.1 Where a pay determination leads or may lead to the start of a period of safeguarding, the Trustees will comply with the relevant provisions of the Document in relation to teachers and according to Trustee's decisions for support staff and will give the required notification as soon as possible and no later than one month after the determination.

## **PROCEDURES**

14.1 The Trustees will determine the annual pay budget on the recommendation of the pay committee, taking into account any requirements stated in the Document.

14.2 The Trustees has delegated its pay powers to the Pay Committee. Any person employed to work at a Trust school, other than the CEO, CFO, Head of School and an appropriate member of the Senior Leadership Team, must withdraw from a meeting at which the pay or appraisal of any other employee of the school, is under consideration. The CEO, CFO and Heads of School must withdraw from that part of the meeting where the subject of consideration is their own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about their ability to act impartially.

14.3 No Trustee who is employed to work in the school shall be eligible for membership of this committee.

14.4 The Pay Committee will be attended by the Heads of School and an appropriate member of the Senior Leadership Team in an advisory capacity. Where the pay committee has invited external adviser(s) to attend and offer advice on the determination of the Heads of School's pay, that person will withdraw at the same time as the Head of School while the committee reaches its decision. Any member of the committee required to withdraw will do so.

14.5 The terms of reference for the pay committee will be determined from time to time by the Trustees. The current terms of reference are in Appendix A.

14.6 The report of the pay committee will be placed in the confidential section of the Trustee's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

## **ANNUAL DETERMINATION OF PAY - TEACHERS**

15.1 All teaching staff salaries, including those of the Head of School, Deputy Heads of School and Assistant Heads of School will be reviewed annually to take effect from 1 September.

The Trustees will endeavor to complete teachers' annual pay reviews by 31 October and the Head of School's annual pay review by 31 December. They will, however, complete the process without undue delay.

## **NOTIFICATION OF PAY DETERMINATION**

16.1 Decisions will be communicated to each member of teaching staff by the Heads of School in writing in accordance with the Document.

Decisions on the pay of the Head of School will be communicated by the pay committee, in writing, in accordance with the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

## **APPEALS PROCEDURE**

17.1 The Trustees has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an appendix to this pay policy.

## **LEADERSHIP POSTS**

18.1 The CFO and CEO will conduct a biennial benchmarking exercise for Executive pay to be reported to the Pay Committee.

## **PAY ON APPOINTMENT - LEADERSHIP**

19.1 A broad band of Indicative Salary Ranges (ISR) for each Leadership role is agreed by the Trustees and reviewed annually as part of the overall Leadership structure of the Trust. The factors outlined below will be taken into account to ensure appropriate differentials are maintained that provide for fair and equitable Leadership Pay taking into account the responsibilities of individual Leadership roles.



On appointment, a 5 or 7 point individual salary scale is agreed between the CEO and the relevant Head of School within the agreed ISR band.

The CEO must also agree the proposed appointment and individual salary range with the CFO to ensure that all appointments are affordable.

The Trustees will retain the determination of the indicative pay range to be advertised and agree pay on appointment as determined by the CEO, taking account of the full Leadership role and in accordance with the Trust's approach to Leadership pay

**The factors to be considered in determining pay on appointment are listed below:**

- the current (and future) size of the school
- the degree of complexity and challenge of the role
- the context and challenge arising from students' needs and the context of the school
- the scope and accountability of the role including Trust wide responsibilities
- recruitment and retention issues
- the post's position in the Trust's Leadership structure
- the candidates' experience to date
- the candidates' current pay to allow for future pay progression
- the current degree of difficulty of recruiting to a particular subject area or responsibility

The current Leadership Indicative Salary Range's and Pay Scale can be found in **Appendix F**.

## **PAY DETERMINATION OF SERVING LEADERSHIP STAFF**

20.1 For existing Leadership posts the Trust will review the Leadership pay structure annually ensuring it is still appropriate for the Trust and for individual roles within the wider context of the Trust.

The CEO will determine the salary of a serving Leadership post holder in accordance with the Trust's pay policy.

- the pay committee will review each Leadership post holder's pay in accordance with the Appraisal and Pay policies and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Leadership post holder's most recent appraisal report;
- the pay committee may determine the Leadership ISR's, as they deem appropriate and at any time if they consider it is necessary;
- if the pay committee makes a determination to change the ISR, it will consider the external factors and requirements of the Leadership role but also be mindful of other Leadership posts and differentials as advised by the CEO.

## **ACTING ALLOWANCE**

21.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Head of School, Deputy Head of School or Assistant Head of School in accordance with the Document. The Pay Committee will, within a four-week period of the commencement of acting duties, determine whether the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of Head of School, Deputy Head of School, or Assistant Head of School, for a period of four weeks or more, will be paid at an appropriate point of the Head of School's ISR, Deputy Head of School range or Assistant Head of School range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

## **CLASSROOM TEACHERS' PAY**

22.1 Qualified teachers with QTS will be paid on the Main Pay Range or the Upper Pay Range for substantial and sustained performance.

The Pay Ranges in this school have been divided into progression stages as follows:

Main Pay Range is divided into 6 points, the current applicable Main Pay Range can be found at **Appendix E**.

The Upper Pay Range is divided into 3 points. The current applicable Upper Pay Range can be found at **Appendix C and E**.

## **PAY ON APPOINTMENT - TEACHERS**

23.1 The Head of School will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context;
- the candidate's current salary;
- recognising the principles of pay portability.

The Trustees will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

All NQTs will normally start on the minimum point of the pay range, having due regard for the above circumstances.

Teachers commencing on point M2 will need to provide written evidence of completion of their induction year.

## **PAY PROGRESSION BASED ON PERFORMANCE**

### **24.1 Teachers on the Main and Upper Pay Ranges**

The Trustees expect all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. The appraisal process is progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

Decisions on performance related pay progression will be based on an annual assessment of the overall performance of the teacher in line with the Appraisal Policy.

### **24.2 Decision to progress**

Where all of the performance pay progression criteria set out in the Appraisal Policy are met, the teacher will move up to the next Performance Pay Progression Stage. Consideration may be applied where not all appraisal objectives have been fully met, but significant progress has been made.

If the evidence shows that a teacher has exceptional performance, the Trustees may consider the use of its flexibilities to award enhanced pay progression.

Teachers who successfully complete their NQT year will progress by one pay point

### **24.3 Decision not to progress**

Where the performance pay progression criteria set out in the Appraisal Policy are not met, the teacher will not receive any performance pay progression.

A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the appraisal process to improve their performance.

*Consideration will be given to a teacher, who has made good progress on, but not quite achieved, a very challenging objective. This teacher may have performed better and made a more significant contribution than a teacher who met in full a less stretching objective. Similarly, a teacher may have achieved all their objectives but failed to meet all of the relevant standards.*

The Trustees' Pay Committee will be advised by the Head of School and Leadership Team in making all such decisions.

## **APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

25.1 From 1 September 2014, any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate

applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

## **25.2 Process:**

The closing date for applications is 30<sup>th</sup> September. The process for applications is:

- Complete the school's application form found on the HR HUB;
- Submit the application form and supporting evidence to the Head of School by the cut-off date;
- The application form will be assessed which will include a recommendation to the pay committee of the relevant body;
- The application, evidence and recommendation will be passed to the Head of School for moderation purposes, if the Head of School is not the assessor;
- The Pay Committee will make the final decision, advised by the Head of School;
- Successful applicants will move to the minimum of the UPR backdated to the 1<sup>st</sup> September.

Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

## **UPPER PAY RANGE (Substantial and Sustained Performance)**

26.1 The Pay Committee will determine that one point be awarded to a teacher on the upper pay spine if the Head of School and the Pay Committee are satisfied that:

- the teacher is consistently highly competent in all elements of the teaching standards; and,
- the teacher's achievements and contribution to the school are substantial and sustained.

## **UNQUALIFIED TEACHERS**

### **27.1 Pay on appointment**

The pay committee will pay any unqualified teacher in accordance with the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with the Document.

Pay progression will be on the same basis as qualified teachers.

## **TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

28.1 The pay committee may award a TLR to a classroom teacher in accordance with the Document. TLR 1 or 2 will be for clearly defined and sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning.

All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded.

Current TLR payments can be found at **Appendix E**.

The pay committee may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Trustees will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly installments. No safeguarding will apply in relation to an award of a TLR3.

## **ADDITIONAL PAYMENTS**

- 29.1 The Trustees may make payments as they see fit to a teacher, following recommendations by the CEO or Head of School in respect of additional intervention for students during weekends and holiday times. This is intervention over and above the 1265 requirements. This will be paid at the rate of £25 per hour.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

- 30.1 The Trustees can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The pay committee will consider exercising its powers under the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff including members of the Laurus Trust Executive team and the Heads of School.

## **SALARY SACRIFICE ARRANGEMENTS**

- 31.1 Where the Trust operates a historic salary sacrifice arrangement, all staff may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of the Document.

## **APPEALS PROCEDURE**

- 32.1 **Stage one – informal discussion with the appraiser or Head of School prior to confirmation of pay recommendation**

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or Head of School before the recommendation is actioned and confirmation of the pay decision is made by the school.

**Stage two – a formal representation to the person or Pay Appeal Committee making the pay determination**

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, they may make representation to the person (or Pay Appeal committee) making the decision. To begin the process the teacher should submit a formal written statement to the person (or Pay Appeal committee) making the determination, setting down in writing the grounds of their disagreement with the pay recommendation.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the person (or Pay Appeal committee) who will make the pay determination. Following this meeting the person (or Pay Appeal committee) will make a pay determination that will be communicated to the teacher in writing.

**Stage three – a formal appeal hearing with an appeals panel of Trustees** Should the teacher not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before an appeals panel of Trustees.

In the hearing before Trustees, both the teacher and the management representative will have the opportunity to present their evidence and call witnesses; the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel's decision is final and, as set out in the Document, there is no recourse to the general staff grievance procedure.

## **SUPPORT STAFF**

### **33.1 KEY (NATIONAL AND LOCAL) PAY AND CONDITIONS OF SERVICE**

Support staff pay and conditions will correspond with the scheme of conditions of services prescribed by the National Joint Council for Local Government Services (the 'Green Book').

All support staff posts will be advertised on the appropriate pay grade. The grade used for a specific appointment will be determined in accordance with the Greater London Provincial Council (GLPC) Job Evaluation Scheme.

33.2 The guidelines for Support staff will apply to a Leadership Executive team member who is not a qualified teacher, with the exception of incremental progression. Executive member's increments are payable 1<sup>st</sup> January and will be agreed by the pay committee.

### **33.3 Starting Salaries**

Newly appointed staff will normally commence on the minimum of the scale. They will also be subject to a probation period. In areas of staffing shortage, the Trustees will consider a starting salary above the normal to attract the right candidate.

### **33.4 Market Supplement**

The Trustees will consider using a market pay supplement where a post is hard to fill due to local/national shortages. The use of a market supplement will be based on evidenced recruitment/retention problems. The supplement will also apply to existing post-holders in the same job. The Trust will ensure that contractual terms are clear to enable the payments to be withdrawn if the 'market' changes.

### **33.5 Incremental Progression**

Support staff on incremental pay scales will progress through the scale with annual incremental progression until the maximum within the scale is reached. Increments are payable on 1<sup>st</sup> April. Employees with less than 6 months' service by 1<sup>st</sup> April will receive their first increment 6 months from the date their employment commenced.

Support staff who have received an increase in salary due to an internal promotion within the 6 months prior to 1<sup>st</sup> April, i.e. after 1<sup>st</sup> October, will not be eligible for an increment until the following April.

### 33.6 Merit Increments

The Trustees, following recommendation by the CEO/CFO, may award a merit increment in recognition of exceptional performance. In such circumstances staff on the maximum of the scale will be awarded one additional increment above scale. Merit increments can only be awarded once, whilst undertaking a particular role and do not increase the contracted scale.

### 33.7 Honoraria Payments

The Trustees may award, following recommendation by the CEO/CFO honoraria payments for staff undertaking increased responsibilities for a significant temporary period. Such payments will be based on the difference between the two posts salary levels. The payment will be made from the date the employee agrees to take on the additional responsibilities.

### 33.8 Overtime Payments

Hours worked above 37 per week will be paid at the appropriate overtime rate or time in lieu if agreed with the CFO in advance.

### 33.9 First Aid Allowance

Suitably qualified staff appointed as First Aiders will receive a monthly first aid allowance. A first aid allowance will not be remunerated if the duty is referenced within the post-holders substantive evaluated job description.

### 33.10 Holiday Pay

Contracted Laurus Trust staff will receive a paid holiday entitlement dependent on grade and increased after five years' continuous service as below.

<b>SCP</b>	<b>1-4 years' service</b>	<b>5+ years' service</b>
1-22	24 days	27 days
LTA-LTB	25 days	27 days
LTC and above	27 days	30 days
LT Executive	30 days	35 days



## **APPENDIX A: TERMS OF REFERENCE PAY COMMITTEE**

### **Pay Committee - Terms of Reference**

The Trustees shall establish a Pay Committee to set the Pay Policy for the school and to implement the approved Pay Policy in respect of the pay for all staff. The Pay Committee shall consist of at least three named members of the Trustees, none of whom shall be employees or Associate Members. The CEO and CFO will attend the Pay Committee. The Heads of School, and their nominated members of the Leadership Team, may attend all proceedings of the Pay Committee for the purposes of providing information and advice, but must withdraw when their own salary is being discussed. A quorum shall consist of two Trustees.

#### **Duties:**

- To determine the Pay Policy for the school;
- To advise the Trustees on current and future pay level;
- To ratify appropriate salary ranges and starting salaries for members of the leadership group;
- To ratify annual pay progress for teachers (by week commencing 31 October at the latest) as set out in the Pay Policy, taking account of any recommendations made on the Performance Management review statement, in accordance with the approved pay policy;
- To approve applications to be paid on the Upper Pay Range;
- To approve annual pay progress for the Heads of School (by 31 December at the latest), taking account of the recommendation made by the Heads of School's Performance Review Panel, following the annual review;
- To determine the application of national inflationary increases as required;
- To monitor and report to the full Trustees on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for students;
- To receive and approve the recommendation from the Remuneration Panel in relation to the CEO and CFO salaries.





### **Pay Appeals Committee – Terms of Reference**

The Trustees shall establish a Pay Appeals Committee to deal with all appeals against pay decisions. The meeting of the Staff Pay Appeals Committee should be minuted. The Pay Appeals Committee shall consist of at least three named members of the Trustees, none of whom shall be employees or Associate members or members of the Pay Committee. The Head of School may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case). A quorum shall consist of two Trustees.

#### **Duties**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

### **APPENDIX B – PAY APPEALS MEETING PROCEDURE**

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Head of School should attend to provide information and advice (except where they are the appellant).

- i. Introductions and opening remarks
- ii. Member of staff and/or representative to present case (and call witnesses if appropriate)
  - a. Pay Committee Representative to ask questions
  - b. Pay Appeals Committee to ask questions
- iii. Pay Committee Representative to respond (and call witnesses if appropriate)
  - a. Member of staff and/or representative to ask questions
  - b. Pay Appeals Committee to ask questions
- iv. Head of School to add any relevant information (where not the appellant)
- v. Employee or representative to make closing statement
- vi. Both parties withdraw to allow Pay Appeals Committee to consider their decision
- vii. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

## APPENDIX C – APPLICATION TO BE PAID ON THE UPPER PAY RANGE

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

PLEASE COMPLETE THIS FORM AFTER REFERRING TO THE FOLLOWING DOCUMENTATION:

- THE TEACHERS' STANDARDS APPRAISAL

Please tick an appropriate box:

UPS 1	<input type="checkbox"/>	£38,690
UPS 2	<input type="checkbox"/>	£40,124
UPS 3	<input type="checkbox"/>	£41,604

### Moving to the Upper Pay Range

#### Evidence

- Two most recent PM Reviews – have the targets been achieved and Pathways met?

Key Indicators	Evidence
<p><i>Professional Practice</i> Many aspects of teaching over time are outstanding</p>	
<p><i>Professional Outcomes</i> Significant numbers of students make better than expected progress</p>	
<p><i>Professional Relationships</i> Working relationships with colleagues are characterised by an enthusiastic commitment to helping them overcome professional challenges</p>	

<p><i>Professional Development</i> Proactively leads the professional development of others in a way which leads to improved outcomes for students</p>	
<p><i>Professional Conduct</i> Meets the standards for professional conduct as set out in the Teachers' Standards and contributes to the wider life of the school in a substantial and sustained manner.</p>	

**Statement by Subject Leader to verify above evidence**

<b>Subject Leader Name:</b>			
<b>Signature:</b>		<b>Date:</b>	

**Application outcome**

Application outcome <i>(please tick appropriate box)</i>	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>
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**Signature** (Head of School):

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**Date:**

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**APPENDIX D – Teachers salary statement template**

**LAURUS TRUST**

**Teacher's Salary Statement as at 1st September XXXX**

Name	
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Payroll Number		FTE	
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Leadership Scale Point		
Upper Pay Range Point		
Main Pay Range Point		
Unqualified Teacher Point		
End of fixed term contract		
TLR Point		
TLR 3 end date		
Any other allowances		

Please Note: The salary information below is the pro rata value and is calculated based on the FTE above

Annual Salary (Leadership Pay Spine Teacher)	£
Annual Salary (Upper Pay Range Teacher)	£
Annual Salary (Main Pay Range Teacher)	£

Annual Salary (Unqualified Teacher) £

TLR Amount £

Other Allowances

**TOTAL SALARY PAYABLE** £

Statement Prepared by .....

Statement Agreed by .....  
On behalf of Laurus Trust

## APPENDIX E – TEACHER PAYSCALES AND TLR VALUES (W/e 1<sup>st</sup> Sep 2020)

Main Pay Range	
M1	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6	£36,961

Upper Pay Range	
UPS1	£38,690
UPS2	£40,124
UPS3	£41,604

TLR Values	
TLR1a	£8,291
TLR1b	10,205
TLR1c	£12,117
TLR1d	£14,030
TLR2a	£2,873
TLR2b	£4,911
TLR2c	£7,017
TLR 3 Range	Minima £571 – Maxima £2,883

Unqualified Teacher Range	
UQ1	£18,169
UQ2	£20,282
UQ3	£22,394
UQ4	£24,507
UQ5	£26,622
UQ6	£28,735

**APPENDIX F – LEADERSHIP PAYSCALES (W/e 1<sup>st</sup> Sep 2020)**

<b>Leadership Point</b>	<b>Salary</b>
L1	£42,195
L2	£43,251
L3	£44,331
L4	£45,434
L5	£46,566
L6	£47,735
L7	£49,019
L8	£50,151
L9	£51,402
L10	£52,723
L11	£54,091
L12	£55,338
L13	£56,721
L14	£58,135
L15	£59,581
L16	£61,166
L17	£62,570
L18	£64,143
L19	£65,735
L20	£67,364
L21	£69,031
L22	£70,745
L23	£72,497
L24	£74,295
L25	£76,141
L26	£78,025
L27	£79,958
L28	£81,942
L29	£83,971
L30	£86,061
L31	£88,187

L32	£90,379
L33	£92,624
L34	£94,914
L35	£97,273
L36	£99,681
L37	£102,159
L38	£104,687
L39	£107,239
L40	£109,914
L41	£112,660
L42	£115,483
L43	£117,197

<b>Proposed Indicative Salary Range</b>	<b>Executive Head</b>	<b>Head of school</b>	<b>Deputy Head</b>	<b>Assistant Head</b>	<b>Trust Director</b>	<b>School Director</b>	<b>Substantive Specialist Leader of Education</b>
Secondary	L37-43	L28-42	L18-28	L11-24	L8-26	L6-12	L3 - 16
Primary	L25-36	L10-22	L6-13	L2-9			



**APPENDIX G – LAURUS TRUST SUPPORT STAFF PAYSCALES (NJC)  
(W/e 1<sup>st</sup> April 2020)**

SCP	Per Annum £	Hourly Rate £	Scale	
1	17,842	9.25	Scale 1	
2	18,198	9.43		
3	18,562	9.62		Scale 2
4	18,933	9.81		
5	19,312	10.01	Scale 3	
6	19,698	10.21	Scale 4	
7	20,092	10.41		
8	20,493	10.62		
9	20,903	10.83		
10	21,322	11.05		
11	21,748	11.27		
12	22,183	11.50	Scale 5	
13	22,627	11.73		
14	23,080	11.96		
15	23,541	12.20		
16	24,012	12.45		
17	24,491	12.69		
18	24,982	12.95		
19	25,481	13.21	Scale 6	
20	25,991	13.47		
21	26,511	13.74		
22	27,041	14.02		

\*\* (Hourly rate is calculated by dividing the annual salary by 52.143 weeks divided by 37 hours per week)

Band	SCP	Per Annum £		Band	SCP	Per Annum £
LTA 1	24	28,672		LTD 1	42	45,859
LTA 2	25	29,577		LTD 2	43	46,845
LTA 3	26	30,451		LTD 3	44	47,957
LTA 4	27	31,346		LTD 4	45	49,038
LTA 5	28	32,234		LTD 5	46	50,130
LTB (1) 1	28	32,234		LTE 1	48	52,334
LTB (1) 2	29	32,910		LTE 2	49	53,431
LTB (1) 3	30	33,782		LTE 3	50	54,529
LTB (1) 4	31	34,728		LTE 4	51	55,624
LTB 1	30	33,782		LTE 5	52	56,728
LTB 2	31	34,728		LTF 1	54	58,918
LTB 3	32	35,745		LTF 2	55	60,071
LTB 4	33	36,922		LTF 3	56	61,213
LTB 5	34	37,890		LTF 4	57	62,371
LTC 1	36	39,880		LTF 5	58	63,522
LTC 2	37	40,876				
LTC 3	38	41,881				
LTC 4	39	42,821				
LTC 5	40	43,857				

## APPENDIX H – LAURUS TRUST EXECUTIVE PAY SCALE

With Effect 1<sup>st</sup> April 2020

Executive Point (EXP)	£ Per Annum
1.	65,862
2.	67,481
3.	69,100
4.	70,721
5.	72,339
6.	73,958
7.	75,579
8.	77,198
9.	78,817
10.	80,437
11.	82,057
12.	83,677
13.	85,296
14.	86,916
15.	88,536
16.	90,154
17.	91,774
18.	93,394
19.	95,013
20.	96,632
21.	98,253
22.	99,872
23.	101,491
24.	103,112
25.	104,731

**Appendix I – Gorsey Bank Primary School  
(Cheshire East Contracted Employees Only) (NJC)**

**w/e 1st April 2020**

<b>GRADE</b>	<b>SCP</b>	<b>Per Annum £</b>	<b>Hourly Rate £</b>
Grade 1	1	17,842	9.25
Grade 2	1	17,842	9.25
	2	18,198	9.43
Grade 3	2	18,198	9.43
	3	18,562	9.62
	4	18,933	9.81
Grade 4	4	18,933	9.81
	5	19,312	10.01
	6	19,698	10.21
Grade 5	6	19,698	10.21
	7	20,092	10.41
	8	20,493	10.62
	9	20,903	10.83
	10	21,322	11.05
	11	21,748	11.27
Grade 6	11	21,748	11.27
	12	22,183	11.50
	13	22,627	11.73
	14	23,080	11.96
	15	23,541	12.20
	16	24,012	12.45
	17	24,491	12.69
Grade 7	17	24,491	12.69
	18	24,982	12.95
	19	25,481	13.21
	20	25,991	13.47
	21	26,511	13.74
	22	27,041	14.02
	23	27,741	14.38

GRADE	SCP	Per Annum £		GRADE	SCP	Per Annum £
Grade 8	23	27,741		Grade 11	35	38,890
	24	28,672			36	39,880
	25	29,577			37	40,876
	26	30,451			38	41,881
	27	31,346			39	42,821
	28	32,234			40	43,857
Grade 9	27	31,346		Grade 12	40	43,857
	28	32,234			41	44,863
	29	32,910			42	45,859
	30	33,782			43	46,845
	31	34,728			44	47,957
Grade 10	31	34,728			45	49,038
	32	35,745				
	33	36,922				
	34	37,890				
	35	38,890				

## **APPENDIX J – SENIOR OFFICER PAY POLICY**

### **STATEMENT OF INTENT**

The Trustees of the Laurus Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the Trust; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested and appropriate people. Its procedure for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

### **EQUALITIES LEGISLATION**

The Trustees will comply with all the relevant equalities legislation:

### **PROCEDURES FOR CEO AND CFO PAY**

The Trustees maintain a rigorous control of pay progressions for the CEO and CFO in accordance with the following approach:

- **CEO**  
The CEO has a separate PM process overseen by the Chair and Vice Chair of the Laurus Trust. This group sets the PM objectives for each calendar year and reviews them on a termly basis. If the objectives have been achieved, then the recommendation for a salary increase is communicated to the Remuneration Panel.
- **CFO**  
The CEO sets the objectives of and undertakes the PM process of the CFO. The objectives set for the calendar year and are reviewed on a termly basis. If the objectives have been achieved, then the recommendation for a salary increase is communicated to the Remuneration Panel.

### **REMUNERATION PANEL**

This panel meets annually.

The Terms of Reference of this Committee are attached as **Appendix K** to this Policy.



## **APPENDIX K – REMUNERATION COMMITTEE – Terms of Reference**

The Trustees shall establish a Remuneration Committee to set the pay level for the CEO and CFO. The Remuneration Committee shall consist of two Board Trustees neither of whom shall be involved in reviewing the PM Objectives of either the CEO or CFO. A quorum will consist of two Trustees.

### **Duties**

- To consider the recommendations of pay for the CEO and CFO and set the level for the calendar year.