



Blessed Holy Family Catholic Academy Trust

Executive Pay Policy

‘Christ at our centre, inspiring our pursuit of excellence

Introduction

The Board takes seriously the responsibilities for determining executive pay and understands the need to set executive salaries at a level sufficient to attract and retain high quality staff but that inappropriately high pay levels can be challenged by the DFE. The Board will need to demonstrate value for money in its pay decisions for the Executive Team.

The Trust Board determines executive leadership salary levels prior to any new appointments being made.

The Trust Board uses nationally recognised benchmarking for executive salaries. Factors such as market forces, issues relating to recruitment and retention, the context and challenge arising from pupil needs/numbers, the degree of complexity, challenge and specific demands of the role and the experience required will all be taken into account when determining pay levels on appointment.

Implementation

Any conflict of interest when considering executive pay will be avoided. Any decisions made in setting or amending executive pay will be documented, including the rationale and whether the level of pay is in line with sector benchmarks.

Members of the Blessed Holy Family Executive Team will be appointed on 'spot' salaries. These will be uplifted every year in line with the percentage cost of living increase recommended annually for school leaders in the School Teachers' Pay and Conditions document (STCP) or Local Authority. This annual increase will be applied from 1st September every year as it is not linked to staff performance. The increases will be reported to the BHFCAT Finance and Risk Committee.

In addition, the Board will review Executive Team salaries every two years to ensure that they are still in line with national benchmarking. These reviews will normally take place in the autumn term each year.

Where a member of the BHFCAT Executive Team is newly appointed to a 'spot' salary on 1st September or at a later point during the academic year, they shall not be entitled to receive a pay uplift until the following September within the 12-month period and this will also be subject to the completion of a satisfactory probationary period.

Members of the BHFCAT Executive Team can appeal the pay decisions made by following the procedures outlined in this policy.

In addition, all Trust staff will undergo a performance review meeting. This will be undertaken by the relevant line manager. For the CEO this process will replicate that of a Headteacher performance review process. An external adviser will facilitate the review of the year and progress towards meeting the agreed objectives.

Any pay recommendations arising from the outcomes of the performance review process other than the annual uplift will be agreed by the Trust board or the pay panel to whom this responsibility has been delegated.

BHFCAT Central Team support staff.

Posts within the BHFCAT Central Team staff will be advertised on a range within the BHFCAT Pay Scales which are in line with the Harrow LA scheme.

Appeals against Pay Determination

An employee may appeal against a decision relating to their pay and the Trust has outlined a procedure for dealing with pay appeals, which is attached as Appendix 1.

Monitor and Review of the Policy

BHFCAT is committed to monitoring and reviewing the effectiveness of the pay policy on an annual basis. As the employer, the Trust will monitor salary decisions and take appropriate remedial action if it feels there is a potential equal pay issue. There is also a commitment to monitor the workload impact of the policy through regular professional dialogue with staff.

APPENDIX 1

Appeals against pay decisions

Where an employee is unhappy with a pay decision, they should initially inform the Chief Executive Officer and will be offered a meeting with them to discuss their case within 10 working days of the decision. If the issue is not resolved at this meeting, the formal process below will be used.

The Trust has adopted the following procedure for dealing with appeals against pay decisions where the issue cannot be resolved informally. The grounds for appeal are that the nominated officer making the decision:

- Incorrectly applied the BHFCAT Pay Policy
- Failed to have proper regard for statutory guidance that BHFCAT has committed to following
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased
- Unlawfully discriminated against the member of staff

Procedure for Pay appeals

These will be heard by a panel of two directors from the Trust Board who have not previously been involved in making relevant pay decisions.

Employees will be able to appeal if they are not satisfied with the decision of the nominated officer for any of the reasons outlined above and they wish to advance their case for consideration. Upon receipt of the decision of the nominated officer, the member of staff should give written notice of the intention to appeal and the grounds for the appeal within 10 working days of the review meeting discussed in the first paragraph of this section. The more senior member of staff will then arrange for the appeal to be heard within 20 working days following receipt of the written notice of appeal. The appellant will be given at least 5 working days' notice of the appeal hearing and will be required to submit their case in writing at least 3 working days before the hearing

The appellant has the right to be accompanied by a work colleague or a trade union representative. The nominated officer who made the original decision on pay will be required to submit the case in writing at least 3 working days before the appeal hearing and will attend the

appeal hearing. The respective cases submitted by both the appellant and the nominated officer will be shared with all parties once submitted.

The Appeal decision will be given to the appellant in writing within 5 working days of the appeal hearing. Where an appeal is rejected, the person hearing the appeal will inform the appellant in writing of the evidence considered and the reasons for the decision. The nominated officer who made the original decision will also be notified of the outcome of the hearing. The decision of the Appeal Hearing will be final and binding on both parties.

Process for the appeal hearing

1. The Chair will begin by introducing those present.
2. The appellant* will be given an opportunity to make representations to the Chair on their appeal (copies of the formal appeal documents having been given to the Chair). Witnesses may be called, as notified at least 2 days in advance and at the discretion of the committee.
3. The nominated officer who made the original decision shall be given an opportunity to ask questions of the appellant.
4. The Chair shall be given an opportunity to ask questions of the appellant.
5. The nominated officer who made the original decision shall be given an opportunity to respond, calling any witnesses as notified at least 3 days in advance and at the discretion of the Committee.
6. The appellant* shall be given an opportunity to ask questions of the nominated officer.
7. The Chair shall be given an opportunity to ask questions of the nominated officer.
8. The appellant shall have an opportunity to sum up their case.
9. The nominated officer to sum up their response.
10. The appellant, their representative and the nominated officer to withdraw from the meeting.
11. The Chair to consider the appeal, the nominated officer's and appellant's responses and any advice and guidance provided by HR to reach a decision on the matter.
12. The decision to be notified to the appellant and the nominated officer within 5 working days.

The Trust panel Chair may be supported by a HR representative

Ratified:

Signed:



Name:

James Coyle, Chair of the Trust Board

Date:

5th February 2026

Date for

Renewal:

Spring 2027