

## Meeting of the South Bank Academies Remuneration Committee

11.00 am on Thursday, 23 July 2020  
in

### Agenda

<i>No.</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.	Welcome and apologies		HM
2.	Declarations of interest		DDSP
3.	Minutes of previous meeting	3 - 6	HM
4.	Matters arising	7 - 8	HM
	<b>Items to discuss</b>		
5.	Updated pay policy	9 - 20	JC
	<b>Items to note</b>		
6.	Committee terms of reference	21 - 24	HM

**Date of next meeting**  
**2.00 pm on Wednesday, 30 September 2020**

**Members:** Hilary McCallion (Chair) and Lesley Morrison

**Apologies:** David Phoenix

**In attendance:** Michael Broadway

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**Minutes of the meeting of the South Bank Academies Remuneration  
Committee  
held at 3.30 pm on Thursday, 5 December 2019  
South Bank Engineering UTC, 56 Brixton Hill SW2 1QS**

**Present**

Richard Flatman (Chair)  
Hilary McCallion  
Lesley Morrison  
David Phoenix  
Hitesh Tailor

**Apologies**

**In attendance**

Michael Broadway  
Alexander Enibe  
Fiona Morey

**1. Welcome and apologies**

The Chair welcomed members to the meeting, including Hilary McCallion, Hitesh Tailor (Chair of the Board) and Fiona Morey (SBA CEO), to their first meeting.

**2. Declarations of interest**

No member declared an interest in any item on the agenda.

**3. Minutes of previous meeting**

The committee approved the minutes of the meeting held on 14 December 2018.

**4. School Principal's year end appraisal outcomes and remuneration recommendation**

The committee noted an update from the CEO on the Principal's year end appraisal outcomes.

The committee noted that the UAE and UTC Principals are on the main pay scale and had received the 2.75% pay award for all staff.

The committee requested the CEO to bring the Principals' pay, appraisal outcomes and objectives to its meeting in March 2020.

**5. Business Manager's remuneration and objectives 2019/20**

The committee noted an update from the CEO on the newly appointed Business Manager's remuneration and objectives 2019/20.

The committee requested the CEO to bring the Business Manager's remuneration and objectives 2019/20 to its meeting in March 2020.

**6. Executive Principal and Principals' Appraisal - performance and objectives 2019/20**

The committee reviewed the report on Dan Cundy's performance report for 2018/19 following appraisal by the former CEO.

The committee noted that during the year Mr Cundy was promoted from the role of Principal of the UTC to Executive Principal (EP).

After detailed discussion, the committee agreed that although Ofsted graded the UTC as "requires improvement", Mr Cundy has performed well in his role as EP. The committee agreed that the EP partially fulfilled his objectives of 2018/19.

Based on this performance, the committee agreed to award the EP a 1.5% one-off non-consolidated bonus.

The committee approved the recommended 2.75% increase in annual salary for 2019/20. This increase is in line with the national pay award agreed for other staff.

The committee requested the parameters of the bonus scheme to its next meeting on 26 March 2020.

The committee requested the CEO circulate the salary of the EP and benchmark data to the committee.

The committee noted the EP's targets for 2019/20, which were in line with the Principal's objectives. The priority for the year is improving the quality of education and student achievement.

The committee requested the CEO to update the targets based on discussions at the meeting.

The committee noted the targets for the CEO.

**7. Committee Terms of reference - to note**

The committee noted its terms of reference.

The committee agreed to have additional remuneration committee meeting in March 2020.

The committee requested the CEO to provide reports on staff pay policy and staff engagement at the SBA Board meeting on 26 March 2020.

**Date of next meeting**  
**3.30 pm, on Tuesday, 15 December 2020**

**Confirmed as a true record**

..... (Chair)

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## SOUTH BANK ACADEMIES REMUNERATION COMMITTEE - THURSDAY, 5 DECEMBER 2019 ACTION SHEET

Agenda No	Agenda/Decision Item	Action	Date Due	Officer	Action Status
4.	School Principal's year end appraisal outcomes and remuneration recommendation	Principal's pay, appraisal outcomes and objectives to its meeting in March 2020.	March 2020.	Fiona Morey	Update at meeting
5.	Business Manager's remuneration and objectives 2019/20	Business Manager's remuneration and objectives 2019/20 to its meeting in March 2020.	March 2020.	Fiona Morey	Update at meeting
6.	Executive Principal and Principals' Appraisal - performance and objectives 2019/20	<p>The parameters of the bonus scheme to its next meeting in March 2020.</p> <p>Circulate the salary of the Executive Principal and benchmark data to the committee via email.</p> <p>Update the Executive Principal's targets based on discussions at the meeting.</p>	<p>March 2020.</p> <p>March 2020.</p> <p>March 2020.</p>	<p>Fiona Morey</p> <p>Fiona Morey</p> <p>Fiona Morey</p>	Update at meeting
7.	Committee Terms of reference - to note	Staff pay policy and staff engagement to the Board meeting on 26 March 2020.	Board meeting on 26 March 2020	Fiona Morey	In pack

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	CONFIDENTIAL
Paper title:	Teachers' Pay Policy
Board/Committee:	Remuneration Committee/SBA Board
Date of meeting:	23 July 2020 27 July 2020
Author(s):	Jacqui Collins, Trust HR Manager
Sponsor(s):	Dan Cundy, Executive Principal
Purpose:	For Approval
Recommendation:	To ratify the proposed teachers' pay policy in time for 1st September 2020 deployment.

## Executive summary

Following a request at the meeting of the Board on 6<sup>th</sup> July, amendments to the original policy were requested and followed up in detail with two trustees. Having incorporated these changes, an amended document has been included with this paper. In addition, there remain the following action points.

1. A special meeting of the Remuneration Committee is to consider the policy and pay scales.
2. Have the requested amendments brought the policy in line with the expectations of the Trustees?
3. The areas for decision making around pay progression and the appeal process, and where these sit across the Remuneration Committee and the Board itself, need to be considered and finalised.
4. The process for decision making around Principal and Executive Principal pay and the appeal process, which is included in the teachers' pay policy, should be considered and finalised.
5. The Board is asked to agree and ratify the policy in time for 1<sup>st</sup> September 2020 deployment.

In consideration of the above, the following documents have been provided:

1. Teachers' pay policy – final document.
2. Teachers' pay scales (including re-benchmarked leadership scales, Summer 2020).

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# Teachers' Pay Policy

## Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation. Whilst South Bank Academies operates pay and conditions which are broadly in line with the School Teachers' Pay and Conditions Document (STPCD), we are not bound by it (including national pay award) nor the Burgundy Book. South Bank Academies operates its own pay scales and terms and conditions and, in setting its budget, will set its own annual pay award.

Pay decisions are made by the SBA Board, remuneration committee, CEO, Executive Principal and Principals, as set out in this policy.

## Aims

In adopting this policy the aim is to:

- maximise the quality of teaching and learning, and the wider student experience.
- support the recruitment and retention of a high quality teacher workforce.
- enable the Trust to recognise and reward teachers appropriately for their contribution.
- ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

Whilst 1265 hours of 'directed time' is recognised as a significant benchmark, and work-life balance will be an important consideration, the school will not be bound by the 1265 hour limit. Teachers are expected to take part in the school's enrichment programme and work such hours as may be needed to enable the effective discharge of the teacher's professional duties and to meet the educational needs of our students.

All teaching staff will be paid in accordance with the qualified, unqualified or leadership scales dependent upon qualifications and experience. We will ensure all teachers in middle leadership posts receive a clear pay differential for their additional leadership responsibilities by way of an addendum to the main contract of employment.

Those staff on the senior leadership scale will receive a leadership contract and are entitled to an annual holiday entitlement as described in their contract of employment.

South Bank Academies will not expect employees to cover for long-term employee absence. In these circumstances the school may choose at its discretion to rewrite part of, or the entire, timetable or employ additional teaching staff. The school endeavours to work towards a rarely cover situation by using a range of strategies to cover short-term absences. However, the school reserves the right to use teaching staff for cover where it believes they can employ their professional skills effectively to deliver a worth-while learning experience for students in the absence of their usual teacher.

The school will ensure PPA (planning, preparation and assessment time) is preserved and that distribution of such teaching as outlined above is applied fairly and monitored so as not to over-burden individual employees.

The school reserves the right to restructure the timetable during periods of gained time or to use gained time for the use of cover where it believes teaching staff can employ their professional skills effectively to deliver a worthwhile learning experience for students.

### **Minimising workload through the appraisal and pay process**

We are committed to minimising the impact on workload for all parties involved. Our processes will be proportionate, facilitating robust evidence based decisions which are readily available from day to day practice. Our teaching staff will be treated fairly and objectives will be challenging and achievable, based on success criteria which are within their control. Furthermore, the wellbeing of our teaching staff will be considered when setting objectives and when making performance related pay arrangements and decisions. Whilst each school will organise its own distinct performance management and appraisal arrangements, these processes will be in line with this commitment.

### **Pay Reviews**

Teachers' salaries will be reviewed annually and not later than 31<sup>st</sup> October. Any changes in salary will take effect from 1<sup>st</sup> September. A written statement setting out salary and any other financial benefit will be provided to all employees.

Reviews may take place at other times of the year to reflect changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after review and where applicable will give information about the basis on which it was made.

Where pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required notification as soon as possible and no later than one month after the date of the determination. We will adopt a safeguarding period of two years in those circumstances.

### **Basic pay determination on appointment**

The Principal will determine the starting salary of a teacher, within the appropriate prescribed range. In the case of determining the starting salary of the Executive Principal or Principal, the CEO will make the decision regarding the pay range for these posts. In making such determinations, the decision makers may take into account a range of factors, including:

- the nature of the post (ie. shortage subject);
- the level of qualifications, skills and experience (including number of years' experience) required (ie. A-level teaching experience);
- market conditions;
- the wider school context.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

### **Pay progression based on performance**

At South Bank Academies, all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal which recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Decisions regarding pay progression will be made with reference to appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence whilst being proportionate to be able to support robust decisions. At South Bank Academies, we will ensure fairness by ensuring objectives are set in line with teachers' standards. We will minimise the impact on workload for individual teachers, line managers and Principals throughout the process. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.

The evidence we will use will be proportionate and include: regular dialogue through line management meetings and other such communications; quality assurance of marking and assessment; and observations of teaching.

Teachers' appraisal reports will contain pay recommendations from the appraiser. The decision about whether to accept a pay recommendation will be made by the Principal, having regard to the appraisal report and in taking into account other factors as listed below. An overview of the process each year, will be reported to the remuneration committee, who will make recommendations to the SBA Board.

In the case of the Principal, the Executive Principal will carry out the appraisal and will make recommendation about pay. The decision about whether to accept pay recommendation will be made by a panel comprising the Chair of the School Advisory Board, the CEO and the School Improvement Partner, having regard to the appraisal report and in taking into account other factors as listed below. The Remuneration Committee, in considering a report from this panel, will make recommendations to the SBA Board in terms of ratification of the decision making process.

In the case of the Executive Principal, the CEO will carry out the appraisal and will make recommendation about pay. The decision about whether to accept pay recommendation will be made by a panel comprising the Chair of the SBA Board, one other trustee and the School Improvement Partner, having regard to the appraisal report and in taking into account other factors as listed below. The Remuneration Committee, in considering a report from this panel, will make recommendations to the SBA Board in terms of ratification of the decision making process.

In setting the school's budget, the SBA Board will ensure appropriate funding is allocated for pay progression at all levels, subject to affordability.

Judgments of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to:

- impact on pupil progress;
- impact on wider outcomes for pupils;
- improvements in specific elements of practice, such as behaviour management or lesson planning;
- impact on effectiveness of teachers or other staff; and
- wider contribution to the work of the school.

In the case of the Principal or Executive Principal, judgments of performance will also be considered against the school's development plan.

The rate of progression may be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria. Ordinarily, a teacher meeting their performance management targets may expect to move one increment point (unless at the top of the scale) unless their performance has been assessed to be exceptional, i.e. by exceeding the relevant standards, all teaching being exceptional, showing a strong commitment to the school, being prepared to go above and beyond the call of duty, acting as an exemplar for others and showing a commitment to improving their own performance and to continuing professional development.

There is however no obligation to increase an individual's pay unless it is warranted by performance. There are other considerations at large such as attendance and punctuality, warnings on file, and these will be factored into the final decision. Where an employee has a live warning on file, pay progression will not be granted during the first year of such a warning, but may be granted in year 2. For any employees with a live investigation in progress during pay review, pay progression will be suspended until the outcome of the investigation is known. In the case that there is no further action, and if the employee was eligible for pay progression, this would be awarded retrospectively with backpay. In such circumstances, it may be considered that such a level of performance will result in no pay progression that year.

### **Pay progression timeline**

In order to be eligible for consideration of pay progression on 1<sup>st</sup> September, an employee must have been in post for six months, ie. have commenced employment with South Bank Academies before 1<sup>st</sup> March of that appraisal cycle. Employees who join the school after 1<sup>st</sup> March will be considered in the pay progression round in the following academic year.

### **Appraisal Pay and Determination Cycle**

South Bank Academies undertakes to manage its pay and determination cycle as follows (the appraisal policy should be considered alongside this section).

#### Autumn term

- All objectives and success criteria to be finalised.
- Performance is monitored as set out in the appraisal policy (such as through ongoing professional dialogue between the relevant parties, mid-year reviews and observation).

#### Spring/Summer terms

- Performance continues to be monitored as set out in the school's appraisal policy.

#### Autumn term

- Appraisal cycles should be completed by 31<sup>st</sup> October.
- Teachers will attend an appraisal meeting with their appraiser and receive a report which includes an assessment against their objectives and success criteria, the relevant standards and a recommendation on pay progression.
- The Principal will consider recommendations and make decisions regarding pay progression for individual teachers (relevant panels for Principal and Executive Principal).
- The Principal (or panels) will present a report to the Remuneration Committee for consideration around the decision making process.
- The SBA Board shall consider the recommendations of the Remuneration Committee in ratifying the decision making processes.
- Teachers will receive an annual pay statement and a copy of the Trust's pay policy by 1<sup>st</sup> November, including the appeals procedure.
- South Bank Academies' pay and appraisal policies will be reviewed in the light of any changes to STPCD or other such considerations, including annual pay award.
- Appraisal objectives and success criteria, linked to pay progression are set for the next appraisal period.

## **Movement to the Expert Teacher Scale (ETS)**

### Application and Evidence

There are three scales within the South Bank Academies' Expert Teacher Scale. Teachers who are situated on scale M6 on the qualified teacher scale will be eligible for the expert teacher scale after two years on M6 (application should be made during year 2). Any such application must be assessed in line with this policy and it is the responsibility of the teacher to decide whether they wish to pursue an application to this scale. Applications may be made at least once a year within the following timeline:

- 31<sup>st</sup> May – Expert Teacher Pay Range application window opens – it is advised that teachers who are about to enter this process inform their department lead and associated senior leader.
- 10<sup>th</sup> July – Expert Teacher Pay Range application window closes – submissions after this date will not be considered.

If a teacher is simultaneously employed at (an)other school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. South Bank Academies will not be bound by any pay decision made by another school.

All applications will likely include the results of reviews or appraisals, references or testimonials from the head of department and attached senior leader, and evidence from the duration of a teacher's continuous service with South Bank Academies amounting to two years or more. If an employee's tenure is less than two years, evidence should be sought from the previous school which should include performance management/appraisal reports, and a reference from the Principal of that institution. Further information regarding this process will be published by 1<sup>st</sup> April each year.

### The Assessment

An application will be successful where the Principal is satisfied: (a) that the teacher is highly competent in all elements of the relevant standards; and (b) with the teacher's achievements and contribution. For the purposes of this pay policy:

- 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice in the wider school context. We expect our expert teachers to take on the role of developing the skills of others.
- 'substantial' means of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning). We expect our expert teachers to contribute to wider school life and the success of the school.
- 'sustained' means maintained continuously over a long period (two years or more). Progression through ETS2 and ETS3 is dependent upon the teacher being routinely exceptional and contributing to the school and profession at a local and/or national level.

The application will be assessed by the Principal. The SBA Board reserves the right to limit the number of applications to the Expert Teacher Scale in any given year, subject to affordability. Information regarding the number of places, if limited, will be published by 1<sup>st</sup> April each year.

### Processes and procedures

The assessment will be considered by the Principal and applicants will be informed of the outcome by 31<sup>st</sup> October. If successful, applicants will move to the expert teacher scale with effect from 1<sup>st</sup> September (the September immediately following application). Successful applicants will be

automatically placed on ETS1. A teacher will be eligible for the next scale on the expert teacher scale after two years, if they pass the appraisal process. There is no further movement after a teacher has reached ETS3.

Feedback will be provided by the Principal within 20 working days of the decision.

Any appeal will be heard under the school's general appeals arrangements.

### **Allowances and other payments**

#### Teaching and Learning, and SEND Responsibilities

South Bank Academies will award Teaching and Learning and SEND points for responsibility roles for teachers across its schools. These roles will be advertised, with allowance values weighted and differentiated at the time according to the responsibilities and accountabilities of the posts.

The national pay award will be taken into account in relation to any potential uplift of these values each year.

#### Additional Responsibility Allowances

South Bank Academies will award points for responsibility roles for teachers and support staff across its schools. These roles will be advertised, with allowance values weighted and differentiated at the time according to the responsibilities and accountabilities of the posts, and will be open to support staff as well as teaching staff where the person specification of the role does not require that the postholder is a teacher or holds a teaching qualification.

The national pay award will be taken into account in relation to any potential uplift of these values each year.

#### Recruitment and Retention Allowances

In order to recruit or retain teachers, in particular in shortage subject areas or in the case of sustained outstanding performance, we will consider the payment of a one-off recruitment or retention payment, not exceeding 5% of a teacher's salary. This payment may also be used in recruiting teachers to roles where relocation is necessary.

The Executive Principal will make any decision in agreeing the payment of such an allowance (the CEO in the case of the Executive Principal or Principal). Any teacher receiving such a payment would receive it in monthly instalments over the first term of employment and, if leaving SBA after less than two full years of employment, would be liable to repay the entirety of its value.

### **Part time Teachers**

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. South Bank Academies will provide a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a fulltime teacher in an equivalent post.

### **Short notice/Supply Teachers**

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.



## Appeals

If a teacher wishes to appeal a decision regarding pay determination, they would be advised to give initial consideration to the following criteria as to the validity of such an appeal.

- Was any provision of this policy incorrectly applied?
- Did the school fail to have proper regard for statutory guidance?
- Did the school fail to take proper account of relevant evidence?
- Did the school take account of irrelevant or inaccurate evidence;
- Did the school show bias; or
- otherwise unlawfully discriminate against the teacher.

They should seek to resolve this firstly by writing to the Principal within ten working days of the decision (the CEO in the case of the Principal or Executive Principal). A meeting will be arranged with the employee within twenty working days of receipt of the written grounds to consider their representations. The decision will be given in writing within ten working days and, where the appeal is rejected, will include reasons for the decision.

Following this process, where the employee continues to be dissatisfied, they may follow a formal appeal process.

- The employee should set down in writing the grounds for questioning the pay decision and send it to the CEO (Remuneration Committee in the case of the Principal or Executive Principal) via the HR department, within ten working days of the outcome of the discussion with the Principal (or panel).
- A hearing shall be convened within twenty working days of receipt of the written grounds.
- The employee shall be given the opportunity to make representations and is entitled to be accompanied by a colleague or union representative.
- The decision of the appeal panel will be given in writing, within ten working days and, where the appeal is rejected, will include a note of the evidence considered and the reasons for the decision.
- The appeal panel's decision is final.

## Monitoring, Review and National Framework

This policy shall be reviewed annually by the South Bank Academies Board, at which time consideration shall be given to the national framework. We will review our pay and appraisal policies annually to clarify our approach to making performance-based pay decisions and to set out the extent to which any uplift to the national framework will be taken into account when making any pay decisions.

Policy ratified: ..... (date)

Next review: ..... (date)

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# Teachers' Pay Scales

## Current SBA Scales 2019/20

(alongside current NJC equivalent)

NJC EQUIVALENT	SBA ROLE TYPE	PAY GRADE	SALARY	
UQ1	Teacher	TS1	£ 22,229	
UQ2	Teacher	TS2	£ 24,346	
UQ3	Teacher	TS3	£ 26,463	
UQ4	Teacher	TS4	£ 28,580	
UQ5	M1	Teacher	TS5	£ 30,504
	M2	Teacher	TS6	£ 31,756
UQ6		Teacher	TS7	£ 33,344
	M3	Teacher	TS8	£ 34,932
	M4	Teacher	TS9	£ 35,990
		Teacher	TS10	£ 37,314
	M5	Lead Teacher	TS11	£ 39,166
		Lead Teacher	TS12	£ 40,753
	M6	Lead Teacher	TS13	£ 42,341
		Lead Teacher	TS14	£ 43,929
UPS1	Lead Teacher	TS15	£ 45,517	
UPS2	Lead Teacher	TS16	£ 47,105	
UPS3	Lead Teacher	TS17	£ 49,222	
		Lead Teacher	TS18	£ 50,598
		Lead Teacher	TS19	£ 51,868
		Lead Teacher	TS20	£ 52,927
		Lead Teacher	TS21	£ 53,985
	Director	TS22	£ 56,896	
	Director	TS23	£ 58,219	
	Director	TS24	£ 59,542	
	Director	TS25	£ 60,866	
	Director	TS26	£ 62,453	
	Director	TS27	£ 64,041	
	AVP	TS29	£ 67,217	
	AVP	TS30	£ 68,275	
	AVP	TS31	£ 69,863	
	AVP	TS32	£ 71,451	
	AVP	TS32B	£ 73,039	
	VP	TS33	£ 76,214	
	VP	TS34	£ 77,802	
	VP	TS35	£ 79,390	
	VP	TS36	£ 81,507	
	VP	TS37	£ 83,624	
	Principal	TS38	£ 86,800	
	Principal	TS39	£ 89,975	
	Principal	TS40	£ 93,151	
	Principal	TS41	£ 96,326	
	Principal	TS42	£ 99,502	
	Principal	TS43	£ 102,677	
EP	Principal	TS44	£ 105,853	
EP	Principal	TS45	£ 110,087	
EP	Principal	TS46	£ 114,321	
	Exec Principal	TS47	£ 118,430	
	Exec Principal	TS48	£ 123,670	
	Exec Principal	TS49	£ 128,910	
	Exec Principal	TS50	£ 134,150	
	Exec Principal	TS51	£ 139,391	
	Exec Principal	TS52	£ 144,631	
	Exec Principal	TS53	£ 149,871	

## Proposed SBA Scales Sep 2020

(Values are subject to pay award which has not yet been announced)

### UNQUALIFIED

UQ1	£ 22,237
UQ2	£ 24,293
UQ3	£ 26,350
UQ4	£ 28,405
UQ5	£ 30,460
UQ6	£ 32,515

### MAIN PAY SCALE (MPS)

M1	£ 30,480
M2	£ 32,070
M3	£ 33,741
M4	£ 35,499
M5	£ 38,230
M6	£ 41,483

### EXPERT TEACHER SCALE (ETS)

ETS1 Min	£ 45,713
ETS2	£ 47,960
ETS3 Max	£ 49,571

### TEACHING & LEARNING

#### RESPONSIBILITY ALLOWANCES (TLRs)

TLR1	£ 10,000
	£ 8,069
TLR2	£ 5,000
TLR3	£ 2,500

#### ADDITIONAL RESPONSIBILITY

##### ALLOWANCES (ARAs)

Minimum	£ 1,000
Maximum	£ 3,500

##### SEND ALLOWANCES

Minimum	£ 2,209
Maximum	£ 4,359

### LEADERSHIP SCALE

AVP	L14	£64,344
	L15	£65,747
	L16	£67,295
	L17	£68,663
	L18	£70,194
	L19	£71,742
	L20	£73,328
VP	L21	£74,949
	L22	£76,618
	L23	£78,318
	L24	£80,074
	L25	£81,867
	L26	£83,699
P	L27	£85,579
	L28	£87,512
	L29	£89,491
	L30	£91,522
	L31	£93,594
	L32	£95,722
	L33	£97,911
	L34	£100,140
	L35	£102,436
EP	L36	£104,776
	L37	£107,194
	L38	£109,648
	L39	£112,131
	L40	£114,742
	L41	£117,416
	L42	£120,156
	L43	£121,749

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	INTERNAL
Paper title:	Committee terms of reference
Board/Committee:	SBA remuneration committee
Date of meeting:	23 July 2020
Author(s):	Michael Broadway, Company Secretary
Sponsor(s):	Hilary McCallion, Chair of the Committee
Purpose:	For Information
Recommendation:	The Committee is requested to note its terms of reference

## **Executive summary**

The committee's terms of reference are attached for information. These terms of reference need to be formally reviewed following a recommendation ('Continued focus on finalising 'Group' governance arrangements and structure') from the recent LSBU Board effectiveness review. Committee members will be consulted on any proposed changes before recommendations are made to the SBA Board and the LSBU Remuneration Committee.

The committee is requested to note its current terms of reference.

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## **Remuneration Committee Terms of Reference**

### **1. Constitution**

- 1.1 The Board of Directors has established a committee of the Board known as the Remuneration Committee.

### **2. Membership**

- 2.1 Membership shall consist of three directors.
- 2.2 A quorum shall consist of at least 2 directors, at least one of whom should be independent of South Bank Academies or London South Bank University.
- 2.3 The committee may, if it considers it necessary or desirable, co-opt members with particular expertise.
- 2.4 An HR advisor will usually attend meetings.
- 2.5 The Chair of the Committee, in consultation with the Chair of the Board, may nominate additional directors to join the committee.

### **3. Frequency of meetings**

- 3.1 Meetings shall normally be held annually after the approval of the Company Accounts.

### **4. Secretary**

- 4.1 The secretary to the Remuneration Committee will be the Company Secretary or other appropriate person nominated by the Company Secretary.

### **5. Duties**

- 5.1 The duties of the committee shall be to:
- 5.1.1 note the objectives and performance of the CEO, Business Manager / CFO and Principals (together the Key Management Personnel);
  - 5.1.2 set the pay and approve bonuses of the Key Management Personnel; and
  - 5.1.3 recommend the Company pay policy to the Board for approval.

### **6. Reporting Procedures**

- 6.1 The minutes (or a report) of meetings of the Remuneration Committee will be circulated to all members of the Board.

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