



Pay Policy

This Policy has been adopted and approved by Oxlip Learning Partnership and is to be used by all members of the Trust.

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I. Introduction

September 2024 Pay Award

- 1.1 The minimum and maximum of the pay ranges and allowances for the September 2024 pay award are set out in the School Teachers' Pay and Conditions (STPC) Document 2024. Pay ranges are being increased by 5.5% which will be implemented in November pay and back dated to September 2024. New Pay Scales are shown in Appendix 5.
- 1.2 The increase for Support Staff is yet to be agreed, however we agreed to increase salaries by £1,290 for each pay point up to SCP43, and 2.5% for anyone on SCP44 or above, from 1st April 2024. Revised Pay Scales are shown at Appendix 8. If an increase of more than this is approved, the Trust will honour this. Decisions about pay progression will be linked to performance.
- 1.3 The Trust will operate a whole Trust Pay Policy as the 'relevant body', as defined in the School Teachers' Pay and Conditions Document 2024, and for the pay arrangements agreed for all the support staff which will:
- grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff of the Academy Trust School
 - take into account pay relativities between posts within the Academy Trust School
 - ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the CEO's/Principals' salaries are fairly and properly conducted by 31st October or as soon as possible thereafter, 31st December for the CEO/Principal/s.
 - where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.

- ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- give recognition to assigned increased responsibility for Teaching and Learning Responsibilities, whether for a permanent post, temporary projects or acting post basis.
- ensure that an approved evaluation process is used to determine the appropriate salary range for members of support staff.

1.4 The normal expectation is that any progression within pay ranges will be one point at a time.

1.5 This policy statement will be available to the staff of the Trust.

2. Delegation of Decision Making

2.1 CEO and Principal/s

2.1.1 Except where otherwise stated, the Trust, having determined the policy as set out below, will delegate the day to day management of the policy to the CEO and the Principal/s. The CEO will report to the Trust HR Committee those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

2.1.2 The CEO, in accordance with this policy, shall make annual recommendations on the salary of all staff to the Trust HR Committee.

2.1.3 The Trust requires that the CEO and Principal/s, in exercising the delegated responsibilities, have appropriate regard to the budget approved by the Trust and the requirements of employment legislation, particularly The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2.1.4 The Trust expects the CEO and Principal/s to seek appropriate advice from persons engaged by the Trust to provide such advice.

2.2 An appropriate committee structure

2.2.1 The Trust will delegate to a committee of Trustees, hereafter referred to as the "Trust HR Committee", decisions arising out of this policy or the appraisal policy. The number of Trustees on the committee for the purposes of this policy shall normally be three. No member of the Appeals Committee, referred to below, will be a member of the HR Committee. No Trustee who is employed at the school may be a member of the HR Committee for the purposes of this policy or the Appeals Committee.

2.2.2 The Trustees will delegate to a committee of Trustees, hereafter referred to as the 'Trust Appeals Committee', any appeals by individual members of staff against decisions of the committee in 2.2.1 arising out of this policy or the appraisal policy. The number of Trustees on the committee for the purposes of this policy shall normally be three. Any appeal will be dealt with before a final decision is reported to the Trustees.

2.3 Review of decisions

2.3.1 If an employee, including the CEO/Principal/s, wishes to have a review of any decision that affects their performance review and/or their pay they shall, within 5 working days of being given the written statement of the assessment, make a written request to the decision maker for a formal written statement of reasons for the decision which they wish to have reviewed.

2.3.2 The written statement of reason will be provided to the employee within 5 further working days by the Scrutiny Committee on behalf of the decision maker. If, having considered the statement of reason the employee still wishes for a review of the decision they shall submit written grounds for

seeking a review to the Trust HR Committee (via the HR office) within 5 working days of receipt of the written statement of reasons. The reason for a review will be one or more of the following:

That the decision

- incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for contractual provision or guidance of the STPC Document;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

- 2.3.3 The HR Department on behalf of the Chair of the Trust HR Committee will, normally within 10 working days of receipt of the written application for a review, make arrangements for the employee to make representations in person to the Trust HR Committee regarding the reasons for the written application. The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union. The Trust HR Committee will also have an adviser present to advise the committee. The Trust HR Committee may also ask the CEO or a representative of the Scrutiny Committee/ Principal/s (or in the case of the request for a review coming from the CEO/Principal/s, the Chair of Trustees or a representative of the Trustees referred to in 2.8.1 below) to be present and to comment on the reasons for the application for the review.

The decision of the Trust HR Committee will be provided to the employee in writing as soon after the review as possible. The employee will be advised that they have the right of appeal against the review decision.

- 2.3.4 The procedure to be followed for the review hearing is attached at Appendix 1 of this policy.

2.4 Appeals Against Salary or Appraisal Decisions

If the employee decides to appeal against the reviewed determination as defined in 2.3 above then the employee shall, within 5 days of receipt of the reviewed determination, notify the Appeals Committee (via the HR Office) in writing of the appeal and the reasons for it. The HR Department on behalf of the Chair of the Appeals Committee will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least 5 working days' notice, a meeting of the Appeals Committee of the Trustees. The employee will be entitled to attend and to be accompanied as in 2.3.3. above. The Appeal Committee may also ask the CEO and/or the Chair of the Trust HR Committee (or in the case of the request for a review coming from the CEO/Principal/s, the Chair of Trustees or a representative of the Trustees referred to in 2.8.1 below) to be present and to comment on the reasons for the decision of the Review panel.

The procedure to be followed for the appeal is attached at Appendix 2 of this policy. The decision of the Appeal Committee delegated to deal with appeals shall be final. Once any appeal has been resolved the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Trustees.

2.5 Threshold Application

- 2.5.1 From September 2022 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' range may apply to the Principal to be paid on the upper pay range. An application must be made by the last Friday in September. A successful applicant will progress to point 1 on the Upper Pay Range determined by the Principal from 1st September in the academic year to which the application deadline date applies.

A successful applicant will have demonstrated:

- that as a teacher they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions to the Academy Trust School are substantial and sustained

(See Appendix C for the Academy Trust School's definition of "substantial progress towards the maximum of the main classroom teachers range", "highly competent" and "substantial and sustained".)

- 2.5.2 The CEO shall inform the Trust HR Committee of the recommendations for the threshold application as soon as possible after the closing date has passed and inform the teacher of the outcome. The teacher shall be given a salary assessment form indicating their salary position following the outcome of the application. The CEO and/or member of the Scrutiny Committee/Principal/s shall provide oral feedback on the relevant criteria indicated. Feedback shall also include advice on aspects of performance that would benefit from further development.
- 2.5.3 Any decision regarding successful placement on the upper pay range will only apply to posts in this Trust.

2.6 Reviews and Appeals against any Threshold Application Decision

- 2.6.1 A teacher may seek a formal review of the decision by the Trust HR Committee by submitting a request in writing together with reasons for a review as identified in clause 2.3 of this policy. The HR Department on behalf of the Chair of the HR Committee will make arrangements, normally within 10 working dates of the written application for a review, to meet with the employee who may be accompanied by a workplace colleague or representative of their trade union. The outcome of the review shall be provided in writing together with notification of the right of appeal.
- 2.6.2 If the employee decides to exercise their right to have the Threshold determination reviewed or to appeal against the determination it shall be in accordance with clause 2.3. and 2.4 of this policy.

2.7 The Chair of Trustees

- 2.7.1 The Chair of Trustees will be available to the CEO/Principal/s for consultation on those matters of this policy delegated to the CEO/Principal/s. In this instance the Chair of Trustees may not be a member of review or appeals panels.

2.8 The Appraisal Review Trustees for the CEO/Principal's Review

- 2.8.1 The Trustees will delegate 3 Trustees, none of whom shall be employees of the Academy Trust School, to carry out the appraisal review for the CEO/Principal/s as set out in this policy and the Trust's appraisal policy.
- 2.8.2 The Review Body for the CEO will be the Chair of Trustees, The Chair of the Trust HR Committee and one other Trustee. The delegated Trustees will be advised by an external adviser appointed by the Trustees.
- 2.8.3 The Review Body for the Principal/s will be the Chair of the Local Governing Body, The Chair of the Trust HR Committee (or Member where the Chair is not available) and the CEO. The delegated Trustees will be advised by an external adviser appointed by the Trustees.
- 2.8.4 It is the stated wish of the Trustees that the delegated Trustees shall avail themselves of appropriate training.

3. Exercise of Discretion Under the STPC Document

3.1 Starting salary of new classroom teacher appointments.

- 3.1.1 When advertising a teaching post, the Trust will identify the range of salaries the Trust is prepared to pay subject to qualifications and experience. The Trust will not normally agree to match the salary on which the applicant is/was paid in their last school without first considering the merits of the application and its relationship to the salary of teachers employed at the Trust.

Where the Principal/s or selection panel regards a teacher has relevant teaching or other experience, which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range. Any such decision will be agreed with the CEO before being offered.

When considering the correct salary to pay a supply teacher after they become eligible under Agency Workers' Rights to be considered against the Trust's pay range, the Trust will consider their qualifications and experience and determine an appropriate point on the Main or Unqualified Pay Range subject to a maximum of MPR 6. Supply Teachers will not be paid on the Trust's Upper Pay Range as they have not met the Trust's threshold requirements.

3.2 Calculation of Part Time Teachers' salaries

- 3.2.1 The Trust will ensure that all part time teachers employed in the school will have their salaries calculated in accordance with the STPC Document and the "pro rata principle" except where a part time teacher is awarded a TLR3.
- 3.2.2 The Trust will ensure that the total amount of time for which a part time teacher may be directed by the Principal/s is calculated in accordance with the STPC Document and the "pro rata principle".
- 3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/Retention Incentives

- 3.3.1 The Trustees will make careful use of any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document 2024.
- 3.3.2 The arrangements adopted by the Trustees will be made known to the staff and are set out as Appendix D to this policy.

3.4 Staffing Structure

- 3.4.1 The CEO/ Principal/s will annually recommend to the Trustees a staffing structure for the Trust/schools that:
- take account of any financial limits determined by the Trustees;
 - identifies the posts to which allowances will be allocated for Teaching and Learning Responsibilities (TLR) and Special Educational Needs (SEN) in accordance with the requirements of the STPC Document, on a permanent basis;
 - will determine the value of any TLR post that is to be paid for a short term period. A structure identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the HR Committee of the Trustees. A TLR3 paid to a part time teacher will be paid in full without reference to the "pro-rata principle";
 - identifies the level of allowance to be allocated to each permanent TLR post between the maximum and minimum limits set out for each TLR in the STPC Document 2024, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
 - identifies the level of allowance to be allocated to each permanent SEN post between the maximum and minimum limits set out in the STPC Document 2024. The value of any allowance should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post;
 - identifies the level of salary to be allocated to any leading practitioner posts, together with the salary ranges to be assigned to each post;
 - identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
 - identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post
- 3.4.2 In the event that the recommendation contains significant changes in the staffing structure the recognised trade unions will be informed and consulted before the final salary structure is published.

3.4.5 The current TLR ranges are shown in Appendix 7.

3.5 Awards for performance progression to teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range

(Pay progression will be linked to assessment of performance only).

- 3.5.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Trust HR Committee will consider written recommendations from the CEO/Scrutiny Committee that a teacher be paid a higher salary on the main classroom teachers' pay range, the upper pay range or the unqualified pay range for the school, depending on which range the teacher is currently paid. The CEO/Scrutiny Committee will also provide written reasons why any teacher should not progress on a pay range.
- 3.5.2 Any recommendations for progression to a higher salary made by the CEO/Scrutiny Committee shall be in respect of the quality of the teacher's performance during the previous year (two years for UPR) across all aspects of the teacher's professional duties as measured against the Teachers' Standards, and also having regard to their performance review under the Trust's Appraisal policy with particular reference to the achievement of objectives, classroom performance and pupil progress. In the case of teachers beyond the threshold the CEO/Scrutiny Committee/Principals will also have regard to the teacher's overall and wider contribution to the Trust/school. In coming to the recommendation, due consideration will be given to individual circumstances e.g. split classes or circumstances of individual students.
- 3.5.3 Before the CEO/Scrutiny Committee decide whether or not to make a written recommendation to the Trust HR Committee, the Trustees will expect that the CEO/Scrutiny Committee and Principal/s will have had due regard to the appropriate level of performance expected of a teacher against the Trust's criteria for the relevant level of the Teachers' Standards according to the salary range on which the teacher is paid. The Trust's criteria for determining whether or not a teacher shall progress are set out in Appendix 5 of this policy together with the salary points on the Main and Upper Pay ranges adopted by the Trust and shall be made available to all teachers on the main classroom teacher pay range and the upper pay range.
- 3.5.4 Recommendations for increases in pay will be differentiated such that the amount of any increase is clearly attributable to the performance of the teacher in question. Continued good performance over a number of years should give a classroom teacher a reasonable expectation of progressing to the top of the appropriate pay range.
- 3.5.5 A teacher on the main classroom teachers' pay range whose performance meets the criteria set out in Appendix 5 could reasonably expect to reach the maximum of the range in about six years and may be able to apply to go through the threshold after five years. The CEO/Scrutiny Committee and Principal/s may recommend that there will be no progression on the range in a given year where the performance of the teacher does not warrant progression. A newly qualified teacher who achieves the required standards at the end of their induction will normally progress to the next point on the main classroom teachers' range.
- 3.5.6 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave), the CEO/Scrutiny Committee and Principal/s will ensure that the requirements of the STPC Document are complied with by ensuring that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to school the Principal will conduct a review at such time following the teacher's return to school to enable a proper and reasonable assessment to be made and make an appropriate recommendation to the Scrutiny Committee who in turn will make recommendations to the Trust HR Committee. In the event that the decision is to pay the teacher on a higher salary on the appropriate pay range the award may be back dated to the appropriate date on which the award would normally have been paid. Time may be given for staff to gather evidence (e.g. some Keep in Touch (KIT) days could be used in the case of maternity).

4. Leading Practitioner Posts

- 4.1.1 Any leading practitioner post/s must comply with the requirements of the STPC Document.
- 4.1.2 Where a leading practitioner is appointed the Trustees shall select a point range of salaries from the range designated for leading practitioners. A newly appointed leading practitioner shall be appointed to the minimum of the chosen range.
- 4.1.3 The primary purpose of a leading practitioner post is for the modelling and leading improvement of teaching skills. In addition, the leading practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to school improvement. Performance objectives will be set with the leading practitioner and performance reviewed against those objectives in accordance with the school's Appraisal policy.
- 4.1.4 At the time of the annual assessment of teachers' salaries referred to in Section 6 of this policy, the Trust HR Committee will consider recommendations from the CEO/Principal/s that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Appendix 6 of this policy those objectives in accordance with the school's Appraisal policy.

5. The Leadership Group

5.1 Vice and Assistant Principals

- 5.1.1 The Trustees, following consideration of the relevant criteria set out in the STPC Document, will determine the individual range for a newly appointed Vice Principal or Assistant Principal's salary as recommended by the CEO
- 5.1.2 At the time of appointing a new Vice Principal or Assistant Principal the selection panel of the Trustees making the new appointment shall determine the salary point on the individual range to be paid. The point to which the teacher is appointed on the individual range shall not exceed the third point.

5.2 Awards for performance to Vice and Assistant Principal

- 5.2.1 At the time of the annual assessment of teachers' salaries referred to in Section 6 of this policy, the Trust HR Committee will consider recommendations from the Principal/s that any Vice or Assistant Principal be paid up to two additional points (for exceptional performance) in any one annual review, subject to the maximum of the individual range. The usual recommendation for movement up the pay range will be one point. The Trustees expect that the objectives which are set for a Vice or Assistant Principal under the appraisal policy will have become progressively more challenging as the teacher has gained experience in their current role.
- 5.2.2 Where it considers it has substantial difficulties in retaining the services of a current Vice or Assistant Principal the Trustees may decide to change the salary range of a Vice or Assistant Principal in accordance with the STPC Document in order to retain their services. Only in exceptional circumstances may the Vice or Assistant Principal's range overlap the Principal's Pay Range. The Vice or Assistant Principal's salary cannot be placed on a new range, except at their current point or the minimum point, whichever is greater, until the September following the determination of a changed range.

6. Annual Assessment of the Salary of Teachers

6.1 Annual assessments

- 6.1.1 During September of each year, or as soon as possible thereafter, the Principal/s will carry out an annual assessment of salary for each teacher, including Vice and Assistant Principals, leading practitioners and unqualified teachers employed in the school in accordance with the Trust's

appraisal policy and this policy. The Principal/s will make recommendations to the Scrutiny Committee who will make recommendations to the Trust HR Committee.

- 6.1.2 When the HR Committee has considered the recommendations from the CEO/Scrutiny Committee for all teachers employed at the Trust its decision will be provided in writing, by 31st October or as soon as possible thereafter, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Governing Body has discretion under this policy.

7. Determination of Leadership Group Salaries

7.1 Group of the School; Principals Pay Range (PPR) and salary ranges for other members of the leadership group

- 7.1.1 For the purposes of determining the group of the school by which the PPR for the Principal is identified, the Trustees will re-calculate annually the appropriate unit total of the school.
- 7.1.2 The Trustees will assign the school to the appropriate Headteacher Group (HTG), (as described in the STPC Document), whenever a new Principal is to be appointed and on such occasions as the Trustees see fit. The Principal may make representations to the Trust HR Committee to consider assigning the school to a new HTG.
- 7.1.3 If Trustees see fit to change the group of the school having re-calculated the unit total of the school in accordance with the STPC Document and the school is entitled to be in a different HTG, the Trustees will identify a PPR which will ensure that the minimum of the PPR is not below the minimum of the salary range for the HTG.
- 7.1.4 When a new Principal is appointed; when the HTG is changed as in 7.1.3 above; or when a Vice or Assistant Principal range is set which equals or exceeds the minimum of the current PPR the Trustees, in accordance with the STPC Document, will re-determine a PPR on which the Principal's salary will be paid, according to the size and circumstances of the school. The PPR of the school shall be a range of 7 consecutive salary points within the HTG range for the school.
- 7.1.5 The selection committee, set up to appoint a new Principal, shall determine the salary point on the PPR to be paid. The selection committee will ensure that there is room for salary progression to be determined by subsequent performance. The selection panel shall have regard to advice available from persons engaged by the Trustees.
- 7.1.6 In the event that the Trustees agree to a school's Principal also being made the Principal of another school on a permanent basis, the Principal's salary will be determined in accordance with STPC Document 2021 (paragraph 6.6).
- 7.1.7 Where such a decision is made then the Trustees will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.1.8 The salary ranges for a Vice or Assistant Principal shall be determined with reference to the school's HTG as defined by the STPC Document.
- 7.1.9 The current range for Leadership roles can be viewed in Appendix 9.

7.2 Annual Review of Principal's salary

- 7.2.1 At the beginning of each academic year, or at any such time as the Trustees, in consultation with the Principal/s may decide, the reviewer Trustees referred to in 2.8 will agree with the Principal/s, or, in the absence of agreement, set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the Trust/School's development plan.

- 7.2.2 An external adviser appointed by the school will support the reviewer Trustees in carrying out the annual performance review of the Principal/s. The performance review and review statement will be conducted in accordance with the Trust's Appraisal policy.
- 7.2.3 In the autumn term of each year, (or where determined differently by the Trustees as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the reviewer Trustees will consider the salary of the Principal/s. The recommendation shall reflect the reviewer Trustees views based on the outcomes of the annual performance review which includes the Chair of the Local Governing Body's view of the Principal's overall performance during the year. Any recommendation for movement up the PPR, on which the Principal is currently paid, may be by up to two points (for exceptional performance) in any one annual review. The usual recommendation for movement up the pay range will be one point.
- 7.2.4 The recommendation for the Principal/s will be made by the CEO on behalf of the Review Panel who are detailed in 2.8 above. This will either be at the current point on the PPR or up to two points higher subject to the maximum of the PPR. The Review Trustees will make their decision known to the Principal/s in writing on the salary assessment form by 31st December at the latest, to be backdated to 1st September. The Principal/s will not be entitled to attend the meeting (or part of the meeting) of the Review Panel where the decision is made.
- 7.2.5 If the Principal/s wish to seek a review of the decision of the Review Panel regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Principal/s will have the right of appeal against the decision of the Trust HR Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3 Determination of Discretionary payments to Principals

- 7.3.1 The Trustees may decide to pay additional payments to the Principal/s in accordance with paragraph 10 of the STPC Document.
- 7.3.2 Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Principal referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in exceptional circumstances, which will be approved by the Trustees.
- 7.3.3 In the event that it is considered there are wholly exceptional circumstances which make it necessary to exceed the provision set out in 7.3.2 above then the Trustees will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

7.4 Acting allowances for an Acting Principal, Acting Vice Principal, Acting Assistant Principal or a teacher Acting up in a TLR post

- 7.4.1 In the prolonged absence of the Principal, a Vice Principal, an Assistant Principal or a TLR post holder, the Trustees may appoint a teacher to act up during the absence of the post holder. From the date that the Trustees consider it necessary to make an acting appointment, the Trustees will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Trustees on the PPR for the Principal or the range of salaries for the Vice or Assistant Principal or the level of TLR in question. The STPC conditions of employment for a Principal, Vice or Assistant Principal will also apply to any person in receipt of such an acting allowance.
- 7.4.2 If, during any absence of the Principal, Vice or Assistant Vice Principal or a TLR post holder, the acting appointment is made and maintained for a period then the Trustees will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.1 above. If no allowance is paid the Trustees may reconsider the position at any time.

8. Additional Payments for Teaching Staff

8.1 In the event that the Principal/s, following consultation with the teacher(s) affected, decides to request staff to undertake

- CPD undertaken outside of the school day
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day, or
- Out of school hours learning activities,

then payments as below will be made to teachers agreeing to participate in such activities. This will be on a voluntary basis and outside of directed time.

8.2 The daily rate payable to each individual teacher undertaking such CPD or ITT activities and entitled to such a payment will be determined by the Trustees. Periods of less than a day will be paid pro rata.

8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Principal/s having responsibility for more than one school, as provided for in paragraph 7.1.6 of this policy, the Trust HR Committee of the Trustees will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Trust HR Committee will be reported to the next meeting of the Trustees.

9. Unqualified Teachers

9.1 The Trustees will aim to employ qualified teachers wherever possible and may also employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.

9.2 The point on the school's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Principal/s, and will take account of the qualifications and experience considered to be relevant to the post to which the person is appointed.

9.3 In addition to the appropriate point on the unqualified teachers' pay range the CEO/ Principal/s, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who they believe has additional qualifications and/or experience to warrant such an award. The CEO/ Principal/s will report any award of such an allowance to the Trust HR Committee.

9.4 The same arrangements for salary progression for teachers will also apply to unqualified teachers.

9.5 The same safeguarding arrangements will apply to an unqualified teacher as to other teachers, i.e. if as a result of changes to the STPC Document, the Trust/School's pay policy or staffing structure of the Trust/School an unqualified teacher would be paid a lower salary their salary will be protected for a period up to 3 years from the date of the change subject to the provisions of the STPC Document.

10. Salaries of Support Staff

10.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Trustees to advise on an approved evaluation process.

10.2 The CEO/ Principal/s, will determine the appropriate point on the evaluated range having regard to

- relevant qualifications and/or competencies
- recruitment/retention needs of the school in respect of the post

The decision of the CEO/ Principal/s will be reported to the Trust HR committee.

- 10.3** If at any time the CEO/ Principal/s consider that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, they shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the CEO/ Principal/s and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the Trust's policy. The new salary level will be reported to the Trust HR Committee at its next meeting.
- 10.4** At the time of making the annual assessment of the teachers' salaries the CEO may also make any recommendation to the Trust HR Committee in respect of the salary of any member of the support staff. Where the CEO consider it appropriate they may recommend to the Trust HR Committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Trust HR Committee's decision, or as a 1/12 increase in monthly salary over the next year.
- 10.5** If any member of the support staff wishes to appeal against their salary level they may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the Trust HR Committee under paragraph 2.4 above, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Appeal Committee referred to in paragraph 2.2.2 above.

11. Salary Sacrifice Scheme

- 11.1** The Trust will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Trust, from which teachers or support staff employed in the school benefit where there is no additional cost to the Trust's budget.

12. Review of The Policy

- 12.1** The Trust will review this policy annually or on any occasion when it is requested to do so by the Principal/s.
- 12.2** The Trust will consult with the staff and the recognised trade unions at the time of the annual or any other significant review of the policy, where changes are made that affect the application of the policy.
- 12.3** However, 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.

APPENDIX A

Procedure for a Review of a Salary Determination or a Performance Management Decision by the Trust HR Committee of the Trustees

(This procedure complies with the guidance of the Secretary of State and has been amended to reflect best practice)

1. Case for the employee

The employee or representative:

- a) presents the employee's written application for the review.
- b) the members of the Trust HR Committee may ask questions of the employee

2. The CEO/ Member of the Scrutiny Committee (or Trustees – see note 3 below):

- a) explains the process and evidence used to come to the decision under review with reference to the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee.
- b) the members of the Trust HR Committee may ask questions of the CEO/ Member of the Scrutiny Committee as may the employee or representative.

3. Summing up and withdrawal

- a) the employee, or representative, has the opportunity to sum up their case if they so wish.
- b) all persons other than the members of the Trust HR Committee and the adviser (See Note 5 below), are then required to withdraw.

4. Trust HR Committee decision

- a) The Trust HR Committee and the person who is advising, are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve all persons involved in the earlier hearing.
- b) The Chair of the Trust HR Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

Notes:

1. *For the purposes of the review, the Trust HR Committee and the employee will have the following documents:*
 - *the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee*
 - *the written statement of reasons for the application for the review from the employee. (The grounds for the review must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the review hearing which must be provided to the other party at least 2 working days before the commencement of the hearing.*
2. *For the purposes of the review, the Trust HR Committee may ask the CEO/ Member of the Scrutiny Committee (or in accordance with note 3 below, a Trustee) to be present. In that event the CEO/ Member of the Scrutiny Committee (or Trustee) may also be asked questions by the members of the HR Committee and by the employee or their representative. The CEO/ Member of the Scrutiny Committee (or Trustee) may not be involved in the decision of the Trust HR Committee.*
3. *Where the Principal has asked for the review the Trust HR Committee may ask the CEO or a representative of the Trustees referred to in 2.8.1 above to be present.*
4. *The employee may be represented by a representative of their trade union or a workplace colleague.*
5. *The Trust HR Committee will have an adviser present to advise on fact and the law.*
6. *The review is not an appeal against the decision.*

APPENDIX B

Procedure for an Appeal against a Salary or Performance Management Determination to the Appeal Committee of the Trustees

(This procedure complies with the guidance of the Secretary of State and has been amended to reflect best practice)

1. The Appeal of the employee

The employee or representative:

- a) introduces the employee's written reasons for the appeal and the representative/s of the Trust HR Committee/ CEO and then members of the Appeal Committee may ask questions of the employee
- b) may call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative/s of the Trust HR Committee/ CEO and then by the Appeal Committee

2. The response of the Trust HR Committee/ CEO

The representative/s of the Trust HR Committee/ CEO

- a) explain the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Trust HR Committee previously provided to the employee, and the employee or representative and then members of the Appeal Committee may ask questions of the representative/s of the Trust HR Committee/ CEO
- b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Appeal Committee

3. Summing up and withdrawal

- a) the representative/s of the Trust HR Committee/ CEO has the opportunity to sum up if they so wish.
- b) the employee, or representative, has the opportunity to sum up their case if they so wish.
- c) all persons other than the Appeal Committee and its adviser are then required to withdraw.

4. Review Appeal Committee decision

- a) the Appeal Committee and the person who is advising on law, procedure, and merits of the case (See Note 4 below) are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties
- b) the Chair of the Appeal Committee will announce the decision to the employee, which will be confirmed in writing

Notes:

1. *For the purposes of the appeal, the Appeal Committee will have the following documents:*
 - *the written statement of reasons for the Trust HR Committee decision previously provided to the employee*
 - *the written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).*
 - *any additional documents to be used at the appeal hearing which must be provided to the other party at least 2 working days before the commencement of the hearing.*
2. *For the purposes of the appeal, the Trust HR Committee representatives/CEO may call the Principal/s (or in accordance with note 3 below, a Trustee) as a witness for the Trust HR Committee. In that event the Principal/s (or Trustee) may be questioned as a witness.*
3. *Where the Principal/s have asked for the review, the representative/s of the Trust HR Committee/ CEO may call the Chair of Trustees and/or one of the Trustees referred to in paragraph 2.8.1 of the policy above as a witness.*
4. *The Appeal Committee will appoint an adviser to advise on the law, procedure, and merits of the case.*
5. *The employee may be represented by a representative of his/her trade union or a workplace colleague.*

APPENDIX C

Access to and Remaining on the Teachers' Upper Pay Range

From September 2014 any qualified teacher who has made substantial progress towards the maximum of the main classroom teachers' range may apply to the Principal/s to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made by the last Friday in September. The Trust will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- That as a teacher they are highly competent in all elements of the relevant standards; and
- That their achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

- **Substantial progress towards the maximum of the main classroom teachers' range** normally means having successfully completed their ECT (Early Career Teacher) and having shown substantial and sustained good or better performance, which is properly rooted in evidence, for at least the last three out of a further four years (five years in total).
- **Highly competent** means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Trust in order to help them meet the relevant standards and develop their teaching practice.
- **Substantial** means of real importance, validity and value to the Trust; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards, including results where the progress of pupils exceeds expectations; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.
- **Sustained** means maintained continuously over a period of 2 years.

Crossing The Threshold

The application shall be in the form of the annual appraisal document and two previous appraisal reports which meet the criteria with supplementary evidence to be considered which reflects the applicant's achievements over a two-year period. All applications will be assessed robustly transparently and equitably by the Principal/s with advice from the Professional Adviser for Performance Management. A recommendation will be made to the Scrutiny Committee who will make the final recommendation to the HR Committee.

Where the application is unsuccessful, the employee will be seen by the Professional Adviser for Performance Management and Principal to explain the reasons why the application does not satisfy the assessment criteria. A successful applicant will progress to point 1 of the Upper Pay Range where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Range will be dependent on additional evidence that the application has developed further and taken on further responsibilities across the Trust.

Maintaining Performance on the Upper Pay Range:

Further progression on the Upper Pay Range will be dependent upon meeting the criteria above, maintaining good/ outstanding performance and making a wider contribution to teaching and learning in the Trust which is having an impact upon pupils. This will include evidence that the applicant has developed further and has taken on further responsibilities across the Trust. The application shall be in the form of the annual appraisal document (and two previous appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a two-year period. All applications will be assessed robustly transparently and equitably by the Principal/s and a decision will be made and communicated in writing within 15 working days.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria. A successful applicant will progress to the next point on the Upper Pay Range (UPR) where it is expected that the level of performance assessed will fully meet the criteria of substantial and sustained and highly competent. This will require additional evidence that the application has developed further and taken on further responsibilities across the school.

APPENDIX D

Teachers: Recruitment and Retention Allowances or Benefits

This Appendix identifies the circumstances under which the Trust will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the Trust would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Principal/s following consultation with the CEO

Prior to consultation the Principal/s will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not exceed (15%)

The Principal must make the Chief Executive Officer aware of any Recruitment and Retention Allowances, and have these approved by the CEO before they are paid to the employees. The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance.

APPENDIX E

Progression on the Main and Upper Pay Ranges for Qualified Teachers and The Unqualified Teachers Range

This Appendix, referred to in paragraph 3.6 of the Pay Policy sets out the Trust's policy regarding progression on the Main and Upper Pay ranges and on the unqualified teachers' range.

MPR	Main	UPR	Upper	Unq.	Unqualified
1	£31,650	1	£45,646	1	£21,731
2	£33,483	2	£47,338	2	£24,224
3	£35,674	3	£49,084	3	£26,716
4	£38,034			4	£28,914
5	£40,439			5	£31,410
6	£43,607			6	£33,902

Teachers on the Main, Upper and Unqualified teachers' pay ranges will have their salary reviewed annually in accordance with section 6 of the Pay Policy. To move up the Main pay range or the Unqualified teachers' pay range one point at a time, teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good.

The following evidence will be taken into account in making a judgment:

MAIN PAY RANGE

- Impact on pupil achievement (outcomes across groups)
- Outcome of lesson observations
- Appraisal targets and how successfully these have been met
- Competency in all elements of the Teachers Standards (including self-assessment against the standards)
- Fulfilling the Main Pay Range Job Description

UPPER PAY RANGE

- 1 – 4 above
- Fulfilling the Upper Pay Range Job Description
- Contributions to whole Trust/School development
- Wider outcomes for pupils and colleagues
- Performance which is highly competent, substantial and sustained as defined in Appendix 3

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Principal/s as to a teacher's overall grade.

Teachers will be advised of pay decisions once recommendations have been moderated. Final decisions about whether or not to accept a pay recommendation will be made by the Trustees, having regard to the appraisal report and taking into account advice from the senior leadership team. The Trustees will consider its approach in the light of the Trust's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX F

Teachers: The Appointment of Leading Practitioners

For former GCET teaching staff, the following pay points have been uplifted by 5.5%:

LPR	Leading Practitioner Range
1	£55,207
2	£56,591
3	£58,115
4	£59,457
5	£60,942

The Trust may decide to appoint Leading Practitioners as indicated in section 4 of the Pay policy and in accordance with the provisions of paragraph 16 of the STPC document. The pay range will be determined as appropriate.

Specific job requirements will include:

- A leadership role in developing implementing and evaluating policies and practices in the school which contribute to school improvement
- The improvement of teaching at Oxlip Learning Partnership which impacts significantly on pupil progress
- Improving the effectiveness of staff and colleagues through coaching and mentoring

Criteria for progression on the Leading Practitioner range will be based on evidence that the leading Practitioner:

- Has made good progress towards their performance management objectives
- Is an exemplar of teaching skills which must impact significantly on pupil progress within Trust and within the wider school community, if relevant
- Has made substantial impact on the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as in need of improvement
- Is highly competent in all elements of the teachers' standards
- Has shown strong leadership in developing implementing and evaluating policies and practices in the workplace which contribute to Trust/school improvement.

Highly competent, substantial and sustained are defined in APPENDIX C

APPENDIX G

TLR Ranges (full time rates)

For former GCET teaching staff the following allowances have been uplifted by 5.5%.

The TLR 2C should lessen the need for Recruitment and Retention (R&R) payments in future, however, where we need to award them they will be in the range as listed:

TLR 1		TLR 2		TLR 3		R&R
1A	£9,782	2A	£3,390	3A	£674	£500
1B	£12,034	2B	£5,641	3B	£1,272	£1,000
1C	£14,290	2C	£6,778	3C	£1,906	£1,500
		2D	£8,279	3D	£2,543	£2,000
				3E	£3,178	£2,500

For former JMAT teaching staff the following allowances have been uplifted by 5.5%.

TLR 1		TLR 2		TLR 3 (for a time related project)
1A	1A £9,782	2A	2A £3,391	£675 - £3,344
1B	1B £12,347	2AB	2AB £4,518	
		2B	2B £5,644	
		2BC	2BC £6,775	
		2C	2C £7,901	
		2CA	2CA £8,279	£2,679 - £5,285

Special Educational Needs Allowances

An SEN Allowance will be awarded to a classroom teacher in the circumstances below. This allowance does not apply to the SEND Co-ordinator. Where the SENDCo is not on the Leadership scale they will receive an appropriate TLR.

The Trust must award a SEN allowance to a classroom teacher:

- a. In any SEN post that requires a mandatory SEN qualification and involves exclusive teaching of pupils with SEN;
- b. In a special school;
- c. Who teaches pupils in one or more designated special classes or units in a School, or in the case of an unattached teacher, in a local authority unit or service;
- d. In any non-designated setting (including any short stay school in England) that is similar to a designated special class or unit, where the post:
 - i. Involves a substantial element of working directly with children with special educational needs;
 - ii. Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - iii. Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the Trust must determine the spot value of the allowance, taking into account the structure of the School's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post;
- The qualifications or expertise of the teacher relevant to the post;
- The relative demands of the post.

APPENDIX H

Support Staff Pay Award: 1st April 2024

Grades		Scale Point	Annual Amount	Hourly Rate	Grades		Scale Point	Annual Amount	Hourly Rate
Key:					Grade 5		26	£36,124	£18.72
Below the Bar							27	£37,035	£19.20
Above the Bar							28	£37,938	£19.66
					Grade 6		29	£38,626	£20.02
Junior Rate		Junior 1	£13,876	£7.19			30	£39,513	£20.48
Junior Rate 18-20		Junior 2	£16,592	£8.60			31	£40,476	£20.98
							32	£41,511	£21.52
Grade 1	Grade 2	2	£23,656	£12.26		Grade 6	33	£42,708	£22.14
		3	£24,027	£12.45			34	£43,693	£22.65
Grade 3		4	£24,404	£12.65	Grade 7		35	£44,711	£23.17
		5	£24,790	£12.85			36	£45,718	£23.70
		6	£25,183	£13.05			37	£46,731	£24.22
Grade 3		7	£25,584	£13.26			38	£47,754	£24.75
		8	£25,992	£13.47			39	£48,710	£25.25
	Grade 4	9	£26,409	£13.69			40	£49,764	£25.79
		10	£26,835	£13.91	Grade 7		41	£50,788	£26.32
		11	£27,269	£14.13			42	£51,802	£26.85
		12	£27,711	£14.36			43	£52,805	£27.37
		13	£28,163	£14.60			44	£54,556	£28.28
		14	£28,624	£14.84		Grade 8	45	£55,790	£28.92
	Grade 4	15	£29,093	£15.08			46	£57,027	£29.56
		16	£29,572	£15.33			47	£58,271	£30.20
		17	£30,060	£15.58			48	£59,509	£30.85
		18	£30,559	£15.84			49	£60,745	£31.49
		19	£31,067	£16.10			50	£61,983	£32.13
Grade 5		20	£31,586	£16.37		Grade 8	51	£63,210	£32.76
		21	£32,115	£16.65			52	£64,455	£33.41
		22	£32,654	£16.93			53	£65,695	£34.05
		23	£33,366	£17.29			54	£66,931	£34.69
		24	£34,314	£17.79			55	£68,175	£35.34
		25	£35,235	£18.26			56	£69,414	£35.98

Please note: the pay grades 7-8 and scale points 44-56 applies across the Trust from 1st September 2024

APPENDIX I

The Leadership Group Pay Ranges

SPINE POINT	Sep-24
L1	£49,781
L2	£51,027
L3	£52,301
L4	£53,602
L5	£54,939
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919
L14	£68,586

SPINE POINT	Sep-24
L15	£70,293
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552
L20	£79,475
L21	£81,441
L22	£83,464
L23	£85,529
L24	£87,651
L25	£89,830
L26	£92,052
L27	£94,332
L28	£96,673

SPINE POINT	Sep-24
L29	£99,067
L30	£101,533
L31	£104,040
L32	£106,626
L33	£109,275
L34	£111,976
L35	£114,759
L36	£117,601
L37	£120,524
L38	£123,506
L39	£126,517
L40	£129,673
L41	£132,913
L42	£136,243
L43	£138,265

APPENDIX J

COO and CFO PAY RANGE

Both the COO and CFO are paid on spot rate salaries agreed by the Trust.