To [Headteacher/Pay Committee]

The 2022 National Joint Council (NJC) Green Book pay award was agreed on 1 November 2022. The award is for a flat rate of £1,925 per point to all NJC pay scales. This equates to 10.5% on the lowest point reducing to less than 5% on the higher pay scales, in some cases less than 3%.

The result of this is that those employed in senior support staff roles such as School Business Managers/Leaders will receive a lower pay award than teaching colleagues in senior leadership roles and also than other support staff colleagues.

School Business Leaders play a crucial role in schools and Trusts, as has been particularly evident since the onset of the pandemic. It is incredibly unfair that they will be rewarded for this with the lowest pay award in a school or trust. ASCL are recommending that employers use the provision of an honorarium payment to go some way in addressing the unfairness and inequality of this year’s pay awards.

[NB – check that your pay policy allows for honorarium payments – if not, please amend this draft letter accordingly to reflect the language used – e.g. allowance, additional payment, etc]

This letter is to formally request that [\*I receive an honorarium payment/that an honorarium payment is made to [insert name] for the reasons stated above]\**delete as appropriate*. *(A list of names could be added by an employer to obtain governor approval for all staff receiving less than 5%)*. The honorarium amount requested is the difference between the percentage uplift that £1,925 equates to and a 5% pay award. In this instance that value is £[\_\_\_\_\_\_\_]. (Add any specific details from Pay Policy).

Annual Salary £\_\_\_\_\_\_\_\_\_\_ plus £1,925 represents an increase of \_\_\_%, leaving \_\_% to be paid via an honorarium of £\_\_\_\_\_

I hope that this request will be viewed favourably and an honorarium awarded to help redress the unique and unfair circumstances presented by this year’s pay awards.