



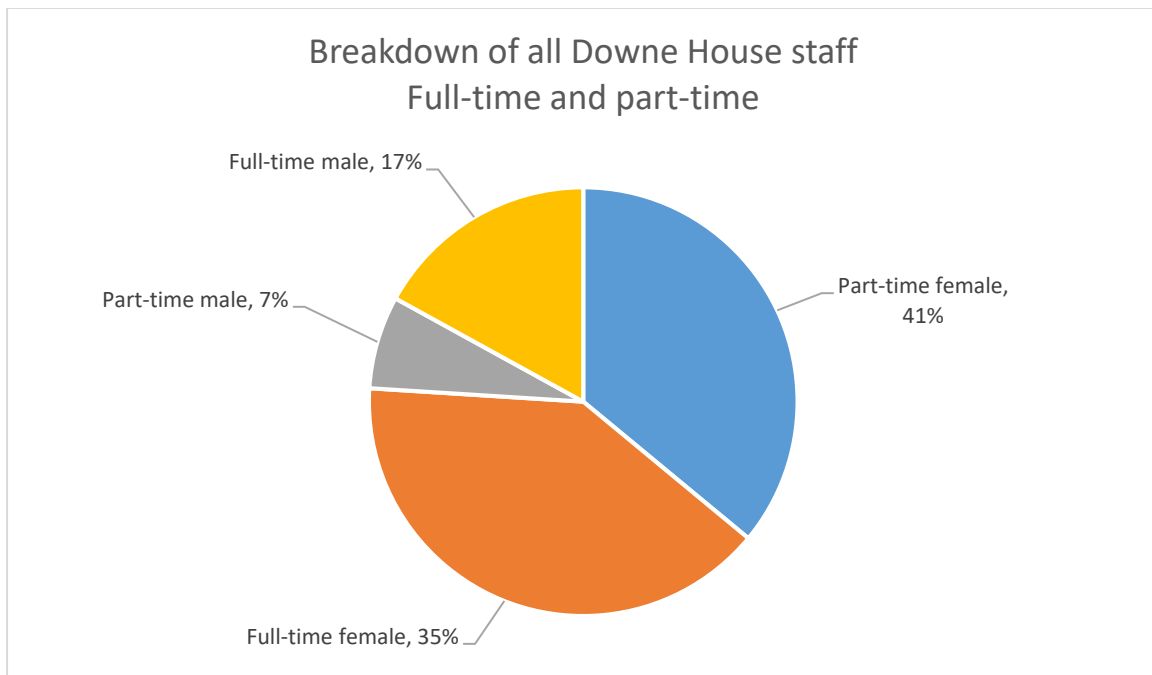
Downe House

## Gender Pay Report 2019

### Introduction

At Downe House we are committed to ensuring that all our staff are rewarded fairly for the work that they do, and that staff no matter what their gender, have the same access to all opportunities.

As an all-girls boarding school, we tend to attract more female employees than male and our gender split across all staff groups is 339 female staff (76%) and 106 male staff (24%). We have both genders working in every department of the School in a wide range of roles. We also have a high number of staff working in part time positions, particularly females (41% of our workforce).



### Measuring the Gender Pay GAP

The gender pay gap measures the difference between men and women's average earnings and is expressed as a percentage of men's pay. According to the Office of National Statistics, the overall median gender pay gap in the UK as reported in April 2018 was 17.9%. This was a slight drop on the previous year of 18.4%. (using the Annual Survey of Hours and Earnings figures)

From 2017 onwards, private and voluntary sector employers in England, Scotland and Wales with 250 or more employees must calculate their gender pay and gender bonus

gaps as they are on the 5 April each year. The findings must then be published in a prescribed format. The details in this report are at the ‘snapshot’ date of 5 April 2018, and we are required by legislation to report and publish on six key metrics.

- The difference in the **mean** pay of full-pay men and women, expressed as a percentage.
- The difference in the **median** pay of full-pay men and women, expressed as a percentage.
- The difference in **mean bonus pay** of men and women, expressed as a percentage.
- The difference in the **median bonus pay** of men and women, expressed as a percentage.
- The proportion of men and women who received bonus pay.
- The proportion of full-pay men and women in each of the four-quartile bands.

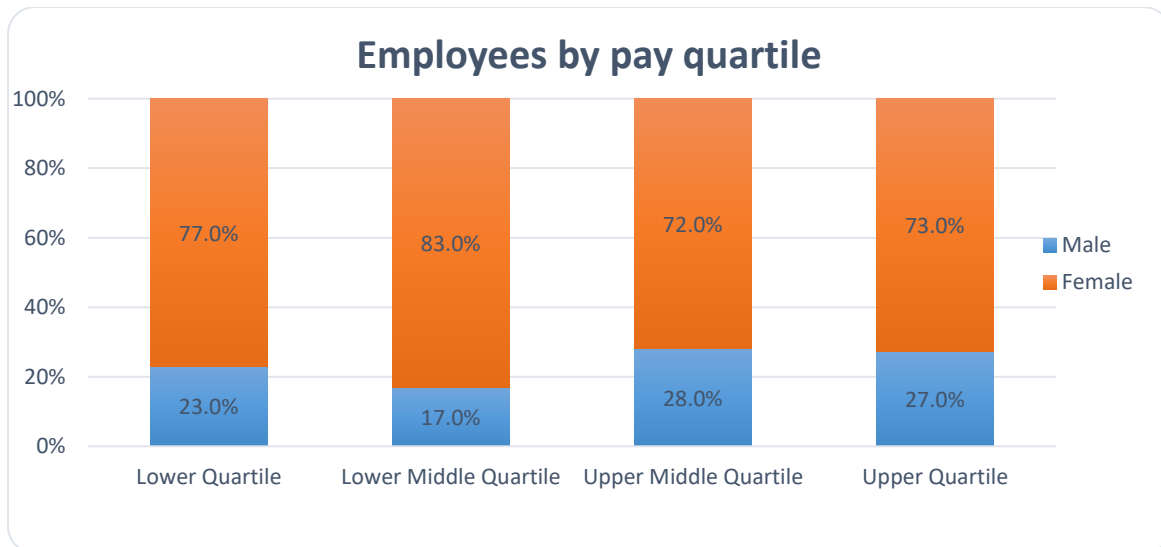
### Our Gender Pay Gap Data

We collected data on the 5<sup>th</sup> April 2018, and our workforce consisted of 445 staff (339 female and 106 male).

Hourly Pay	Men’s earnings are:
Mean gender pay gap in hourly pay	6.32% higher
Median gender pay gap in hourly pay	17.37% higher

It is encouraging to note that our median and mean pay gaps have reduced from last year. However it is important that that we still question why the mean and median earnings for men at Downe House continue to be higher than women.

Our School is predominantly female (76%) and we are pleased that women are employed at all levels in the organisation. However there is a greater proportion of women in the lower pay quartiles compared with the upper pay quartiles and this has an impact on our gender pay gap.



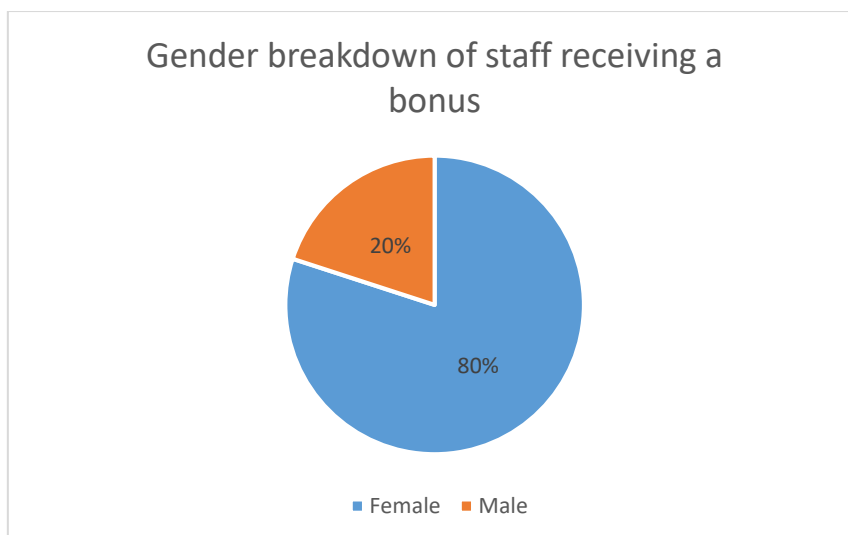
When we look at why this is, we can see that unlike many employers we do not contract out services like catering and housekeeping and we directly employ a high number of staff in these support functions. These posts traditionally tend to be in the lower pay quartiles. Many of these positions are part-time and some are 'term time' only. The roles consequently often appeal to working parents and we know from experience that women are more likely to apply than men are. The personal choices that some of our staff make around their working pattern and career seems to therefore be a key driver to our gender pay gap.

Looking at the upper quartiles, females are well represented, although from the quartile data it is clear that our male employees are more likely to be paid in the Upper Middle or the Upper Quartile than at the lower end.

It is important to also note that a gender pay gap does not necessarily mean that women are not getting equal pay for equal work, as the gender pay gap and equal pay are entirely different concepts. At Downe House, we utilise clear pay scales for most of our roles. This means that the level of pay is standard for the role whatever the gender of the employee.

### Bonus Pay

At Downe House we believe that everyone should be rewarded fairly for the work that they do through their basic salary and we do not have a strong culture of offering bonus pay or performance related pay other than in exceptional circumstances. The number of staff receiving bonus pay is very small and in the reference period, only 15 staff (3.4% of our total workforce) received such a payment. When looking at the gender of all the staff receiving a bonus payment, 12 were female (80%) and 3 (20%) were male.



When looking at the percentage of staff in each gender group that received a bonus, there are slightly more women than men receiving a bonus in the period.

Percentage of employees who received bonus pay	
Of all male staff employed in the School	2.8% received a bonus
Of all female staff employed in the School	3.5% received a bonus

We have also looked at the size of the bonuses that staff of both genders have received, and the figures show that both the mean and the median bonus payments for women are higher than men. This is in contrast to last year when men were significantly higher. However as the group of staff is so small, it is clear that only one or two larger bonus payments for specific projects or achievements can affect the figures quite significantly.

Bonus Pay	Men's earnings are:
Difference in <b>mean</b> bonus payments	6.5% lower
Difference in <b>median</b> bonus payments	20% lower

### Action Points

The requirement for Gender Pay Gap reporting will help us to see where action to help close the gender pay gap is most needed.

- We will be reporting on our gender pay gap on an annual basis so will be tracking trends carefully, and discussing the data at Board and Leadership Team meetings.

- We will continue to monitor pay and ensure that there is no bias towards either gender from the point of recruitment through to progression opportunities.
- Our employee's salary and benefits packages will be compared to the external market and reviewed where necessary.
- We will continue to offer flexible working opportunities where feasible to staff at all levels in the organisation, and monitor take-up and effectiveness in the various pay quartiles.
- We will continue to provide access to coaching support for managers or potential managers in the School with a particular focus on supporting women who wish to develop in a management / leadership role.
- Where bonus pay applies, we will ensure that any payment is closely aligned to the achievement of specific objectives and targets.

**Kate Tuttle - Director of HR**

**Colin Cockburn - Finance Bursar**