



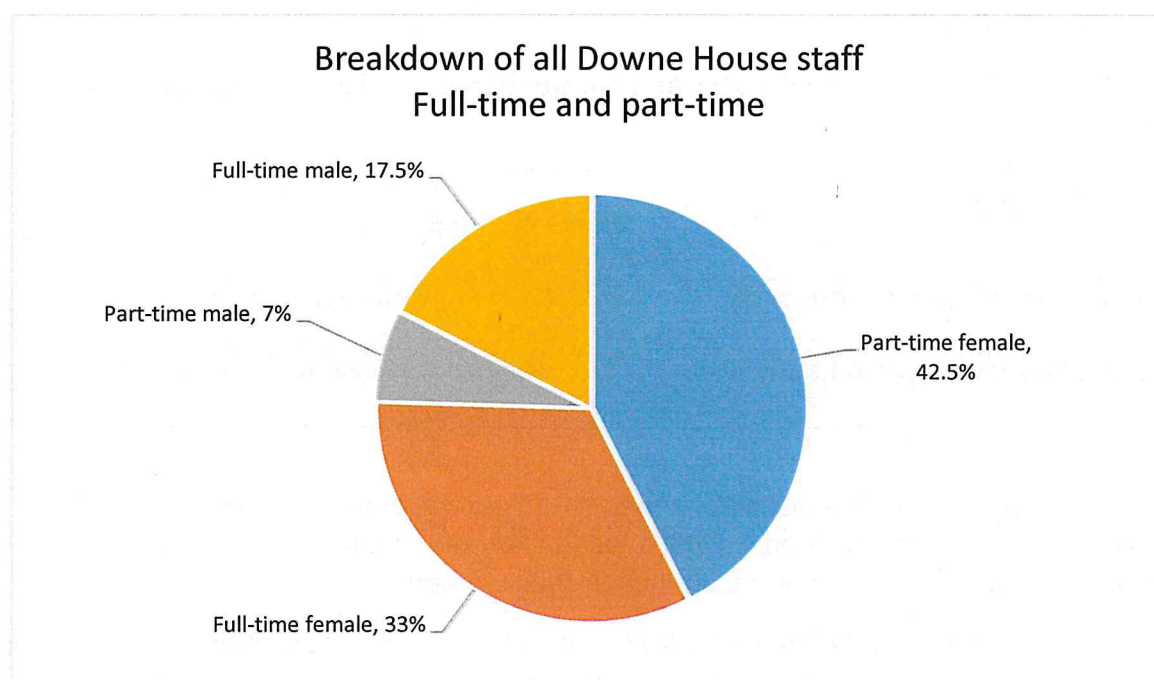
Downe House

## 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 340 female staff (75%) and 112 male staff (25%). 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 192 (42.5% 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 2019 was 17.3%. This was a slight drop on the previous year of 17.9%. (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 2019, 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

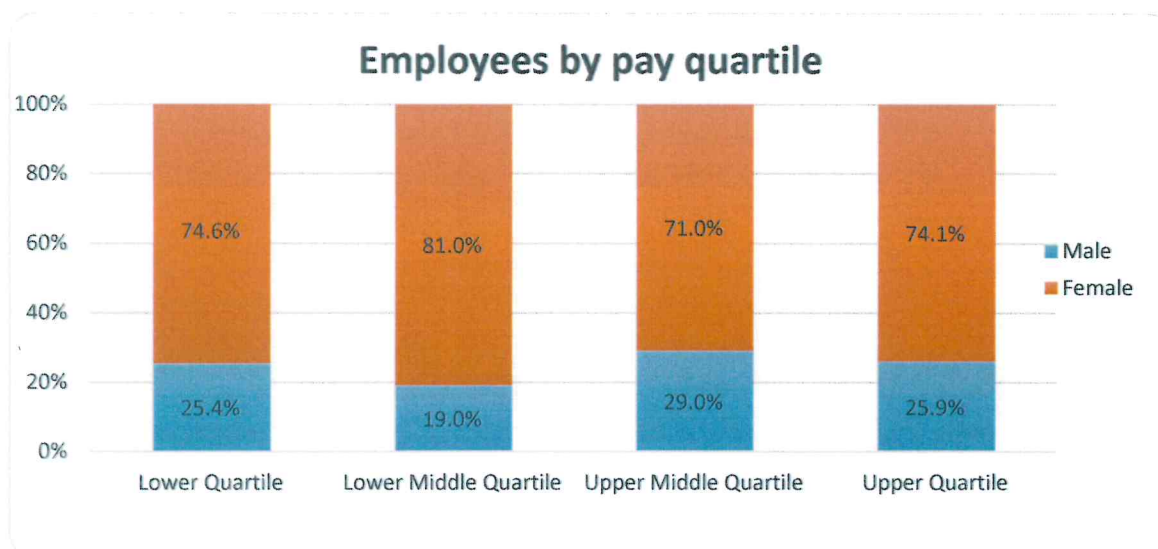
We collected data on the 5 April 2019, and our workforce consisted of 452 staff (340 female and 112 male).

Hourly Pay	Men's earnings are:
Mean gender pay gap in hourly pay	2.3% higher (compared to 6.32% in April 2018)
Median gender pay gap in hourly pay	14.4% higher (compared to 17.37% in April 2018)

It is encouraging to note that our median and mean pay gaps have reduced from last year. However it is important 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 (75%) and we are pleased that women are employed at all levels in the organisation. The gender pay gap has closed slightly this year as we have addressed some of our lower pay issues in the housekeeping and catering departments (which are predominantly female departments). There are also slightly more men in the lower quartiles compared with previous years.

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 14 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 2 (20%) were male.

When looking at the percentage of staff in each gender group that received a bonus, there are 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	1.8% received a bonus (2 employees)
Of all female staff employed in the School	3.5% received a bonus (12 employees)

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 continue to be higher than men. 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	54.8 % lower
Difference in <b>median</b> bonus payments	6.3% 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.
- We will continue to review and where possible improve salaries for staff in the lower quartile.
- Where bonus pay applies, we will ensure that any payment is closely aligned to the achievement of specific objectives and targets.

  
Matthew Kirk  
Chairman