

The Federation of Abbey Schools Academy Trust

Pay Review Sub-Committee

Minutes

Date & Time: 5.30 pm on Monday 9th October 2017

Present Governors: Mr J Briggs, Mr M J Fryer and Mr P M Willson.

Also in Attendance: Mrs L Hawksby (Clerk to the Governing Body).

| <u>ITEM</u> | <u>DESCRIPTION OF DISCUSSION</u> | <u>ACTION BY</u> | | | | | | |
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| | <p><u>Mr P M Willson in the Chair for this meeting of the Pay Review Sub-Committee.</u></p> | | | | | | | |
| 1. | <p>Apologies for Absence</p> <p>Apologies of absence were received from Mrs D Leigh and Dr L Bryant.</p> | | | | | | | |
| 2. | <p>Notification of Items of Other Business</p> <p>There were two items of other business:</p> <ul style="list-style-type: none"> • Flexible working policy. • Head Teacher's performance Management review. | | | | | | | |
| 3. | <p>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</p> <p>There were no declarations of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.</p> | | | | | | | |
| 4. | <p>Pay Policy</p> <p>The Head Teacher reported on Abbey School's current pay policy and comparisons with Stockton Borough Council's Human Resources model pay policy 2017. He advised and circulated the main differences between the two policies which included :-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 35%; text-align: center;">SBC Model Pay Policy 2017</th> <th style="width: 35%; text-align: center;">Federation of Abbey Schools 2016 Pay Policy</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Applying to be paid on the upper pay range</td> <td>Evidence from the two most recent appraisals.</td> <td>Evidence from the three most recent appraisals.</td> </tr> </tbody> </table> | | SBC Model Pay Policy 2017 | Federation of Abbey Schools 2016 Pay Policy | Applying to be paid on the upper pay range | Evidence from the two most recent appraisals. | Evidence from the three most recent appraisals. | |
| | SBC Model Pay Policy 2017 | Federation of Abbey Schools 2016 Pay Policy | | | | | | |
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| | Progression on upper pay range | Exceptional performance can recommend progression from the min to the max of the upper pay range. | Not specified. |
| | TLR ranges – values are the same, allocated differently. | Highest to lowest value TLR D,C,B,A. | Highest to lowest value TLR A,B,C,D. |
| | Fixed term TLR's (TLR 3) | Recommended time period no less than one term and no longer than a maximum of 18 months. | Not specified. |
| | Responsibilities | Section 3.2 and 3.3 detailing Headteacher and Teachers responsibilities. | Not specified. |
| | Salary Statements | Where salary is determined at any other time, teachers should receive a pay statement within one month. | Not specified. |
| | Support Staff | Section 12. Governing body will comply with NJC (Green Book). | Not specified. |
| | Temporary Additional Responsibilities | Section 15.1.3 Gives details regarding additional temporary payments to Headteacher. | Not specified. |
| | Honoraria Payments | Section 24.1 Honoraria payments will not be paid to any member of the teaching staff. The Governing Body can consider the payment of an honorarium to a member of the support staff. | No specified. |
| <p>The Head Teacher advised that consultation must take place where Governors propose a different approach to the setting of teachers pay ranges and the application of the annual pay award to ensure proper consultation be undertaken.</p> <p>Annual pay increases were not included in Abbey's current pay policy and it was proposed that the 1% pay increase, as confirmed by the Department for Education, be made across the board. It</p> | | | |

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| 6. | <p>Report on Performance and Pay Awards</p> <p>The Head Teacher reported that performance reviews had now taken place for Teaching staff in the week beginning 25th September 2017. All teaching staff had been reviewed and new targets set. The senior leadership team reviews were currently being undertaken.</p> <p>In the Appraisal Policy the period for assessment is September 1st to August 31st and the former Head Teacher, Mrs E McCue and Human Resources had confirmed that all teachers were eligible for pay progression.</p> <p>Attached to the Head Teacher's report were performance management objectives for 2017-18. He advised that two layered measurable targets had been set in order to be eligible for pay progression and were detailed at appendix 1 of his report. If teachers were at risk of not making their targets they would be supported early in the academic year.</p> <p>RESOLVED:</p> <p>That pay progression for all teaching staff be approved for the current year, as all had reached their 2016-17 objectives.</p> | <p><i>Head Teacher/HR</i></p> |
| 7. | <p>Items of other Business:</p> <p>Flexible working policy</p> <p>With the permission of the Chairman, consideration was given to a flexible working policy which currently did not exist in the school and was circulated at the meeting. The policy was intended to provide advice on flexible working and what can be requested.</p> <p>RESOLVED:</p> <p>That the policy be approved.</p> <p>Head Teacher's performance Management review</p> <p>With the permission of the Chairman, consideration was given to the Head Teacher's performance management review for 2017/18. The Head Teacher's performance management is a key lever in school improvement. Consideration was given by the sub-committee as to an external adviser who would support Governors with the Head Teacher's appraisal.</p> <p>RESOLVED:</p> <p>That the Swaledale Alliance provide the Head Teacher's performance Management Review for 2017-18, by an external adviser not associated with the current Head Teacher.</p> | <p><i>Head Teacher/HR</i></p> <p><i>Governors</i></p> |

