# The Federation of Abbey Schools Academy Trust Pay Review Sub-Committee

## **Minutes**

**Date & Time:** 5.30 pm on Monday 9<sup>th</sup> 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>	DESCRIPTION OF DISCUSSION			ACTION BY	
	Mr P M Willson in the Sub-Committee.				
1.	Apologies for Absen				
	Apologies of absence Bryant.				
2.	Notification of Items of Other Business				
	There were two items				
	<ul> <li>Flexible working policy.</li> <li>Head Teacher's performance Management review.</li> </ul>				
3.	Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting				
	There were no declarations of personal or pecuniary interests in any matters arising from the Agenda of the current meeting.				
4.	Pay Policy				
	The Head Teacher rel and comparisons with Resources model pay main differences betw				
		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.		

Drogression on	Eventional	Not specified
Progression on	Exceptional	Not specified.
upper pay range	performance can	
	recommend	
	progression from the	
	min to the max of the	
	upper pay range.	
TLR ranges – values	Highest to lowest	Highest to lowest
are the same,	value TLR D,C,B,A.	value TLR A,B,C,D.
allocated differently.		
Fixed term TLR's	Recommended time	Not specified.
(TLR 3)	period no less than	
(12.1.0)	one term and no	
	longer than a	
	maximum of 18	
	months.	
Dognopoik!!:tica	Section 3.2 and 3.3	Not specified
Responsibilities		Not specified.
	detailing Headteacher	
	and Teachers	
	responsibilities.	
Salary Statements	Where salary is	Not specified.
	determined at any	
	other time, teachers	
	should receive a pay	
	statement within one	
	month.	
Support Staff	Section 12. Governing	Not specified.
	body will comply with	
	NJC (Green Book).	
Temporary	Section 15.1.3 Gives	Not specified.
Additional	details regarding	'
Responsibilities	additional temporary	
	payments to	
	Headteacher.	
Honoraria Payments	Section 24.1 Honoraria	No specified.
nonorana Payments	payments will not be	No specified.
	' <i>'</i>	
	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.	

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.

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

was also recommended by the Head Teacher that everyone on a main pay scale should receive a 2% increase and this should not only apply to Teachers at the bottom of pay ranges who would under current proposals receive automatic rises, with the remainder down to the discretion of schools. The 2% main pay scale increase for everyone on a main pay scale would be subject to consultation with staff and trade unions. It was noted that the 2% increase would be within the school's budget.

The Head Teacher also reported on new criteria to be reached by Teachers on the upper pay scale (UPS). This was circulated at the meeting for Governors' considerations. It was proposed that it be attached to the school's pay policy. Upper pay scale teachers would now have more criteria to fulfil in order to progress based upon best practise and whole school work.

#### **RESOLVED:**

- a) That the Stockton Borough Council's model 2017 pay policy amendments, as listed in the table above, be approved and incorporated into Abbey's pay policy.
- b) That the 1% pay increase for all pay ranges be added into the current pay policy.
- c) That the 2% increase for all Teachers on the main pay scale be approved subject to the relevant consultations having been undertaken.
- d) That the new criteria for Teachers to have achieved on the upper pay scale (UPS), be approved and attached to the School's pay policy.

# 5. Appraisal Policy

The Head Teacher reported on the Appraisal Policy which was considered by the sub-committee. He advised that two changes were required:

- Page 2 effective date of the policy be amended to 2017.
- Page 4 'drop ins' to be completed by any member of the Senior Leadership Team, not solely the Head Teacher.

#### **RESOLVED:**

That the Appraisal Policy be approved subject to the two minor amendments, as detailed above.

Head Teacher/HR

Head Teacher/HR

# 6. Report on Performance and Pay Awards

The Head Teacher reported that performance reviews had now taken place for Teaching staff in the week beginning 25<sup>th</sup> September 2017. All teaching staff had been reviewed and new targets set. The senior leadership team reviews were currently being undertaken.

In the Appraisal Policy the period for assessment is September 1<sup>st</sup> to August 31<sup>st</sup> and the former Head Teacher, Mrs E McCue and Human Resources had confirmed that all teachers were eligible for pay progression.

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.

#### **RESOLVED:**

That pay progression for all teaching staff be approved for the current year, as all had reached their 2016-17 objectives.

Head Teacher/HR

#### 7. Items of other Business:

## Flexible working policy

With the permission of the Chairman, consideration was given to a flexible working policy which currently did not exists in the school and was circulated at the meeting. The policy was intended to provide advice on flexible working and what can be requested.

#### **RESOLVED**:

That the policy be approved.

## Head Teacher/HR

#### Head Teacher's performance Management review

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.

# **RESOLVED:**

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.

**Governors** 

8.	Approval of Documents for Public Inspection	
	RESOLVED:	
	That the Agenda and approved Minutes be made available for public inspection.	Clerk
	The Meeting concluded at 6.00 pm	
	Approved :	
	Date:	
	Signature (Chair):	
	Name:	