

## The Federation of Abbey Schools Academy Trust

### Pay Review Sub-Committee

#### Minutes

**Date & Time:** 10.30 am on Monday 19<sup>th</sup> October 2020

**Present Governors:** Dr L Bryant, Mr M J Fryer and Mr P M Willson.

**Also in Attendance:** Mr J Briggs (Head Teacher) and Mr Doug Lowes (External Adviser)

| <u>ITEM</u> | <u>DESCRIPTION OF DISCUSSION</u>                                                                                                                                                                                                                                           | <u>ACTION BY</u>               |
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|             | <p><b><u>Dr L Bryant was in the Chair for this meeting of the Pay Review Sub-Committee.</u></b></p> <p>The meeting was held virtually due to due to the Covid 19 current social distancing considerations.</p>                                                             |                                |
| 1.          | <p><b>Apologies for Absence</b></p> <p>There were no apologies for absence.</p>                                                                                                                                                                                            |                                |
| 2.          | <p><b>Notification of Items of Other Business</b></p> <p>There was one item of any other business – Financial Procedures (Please see Minute 8 below.)</p>                                                                                                                  |                                |
| 3.          | <p><b>Declaration of personal and pecuniary interests in any matters arising from the Agenda of the current meeting</b></p> <p><i>The Head Teacher was not present or took any part in discussions in the meeting relating to his performance review or pay award.</i></p> |                                |
| 4.          | <p><b>Pay Policy</b></p> <p>Consideration was given to the Pay Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Pay Policy be approved.</p>                                                                                                                                 | <p><i>Head<br/>Teacher</i></p> |

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| <p><b>5.</b></p> | <p><b>Appraisal Policy</b></p> <p>Consideration was given to the Appraisal Policy.</p> <p><b>RESOLVED:</b></p> <p>That the Appraisal Policy be approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <p><i>Head<br/>Teacher</i></p>                                       |
| <p><b>6.</b></p> | <p><b>Head Teacher’s Performance Management</b></p> <p>The Directors present at the meeting reviewed Head Teacher’s overall performance, including progress towards achieving the objectives for 2019/2020 and considered the Head Teacher’s objectives for 2020/2021.</p> <p>They were assisted by the external adviser, Mr Doug Lowes who did not take any part in discussions relating to recommendations of a pay award for the Head Teacher.</p> <p><b>RESOLVED:</b></p> <p>a) That the Head Teacher had achieved his 2019/20 objectives and on this basis the Head Teacher’s eligibility for pay progression, in line with the 2020 School Teachers’ Pay and Conditions Document, be approved.</p> <p>b) That the Head Teacher’s 2020/21 objectives be approved.</p> | <p><i>HR</i></p> <p><i>Pay<br/>Review<br/>Sub-<br/>Committee</i></p> |
| <p><b>7.</b></p> | <p><b>Item of Other Business:</b></p> <p><b>Financial Procedures</b></p> <p>The Directors gave consideration to the Financial Procedures Manual.</p> <p><b>RESOLVED:</b></p> <p>That the Financial Procedures Manual be approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                      |
| <p><b>8.</b></p> | <p><b>Approval of Documents for Public Inspection</b></p> <p><b>RESOLVED:</b></p> <p>That the Agenda and approved Minutes be made available for public inspection. Papers relating to the Head Teacher’s performance review and pay award be excluded in accordance with Article 125 a.) as they contain reference to a named teacher at the Academy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><i>Clerk</i></p>                                                  |

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|  | <p><b>The Meeting concluded at 12 noon.</b></p> <p>Approved :</p> <p>Date: _____</p> <p>Signature (Chair): _____</p> <p>Name: _____</p> |  |
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