

Leadership & Teachers' Pay Committee Minutes 21.11.22

ST MARTIN'S CE PRIMARY & NURSERY SCHOOL

GOVERNING BOARD MINUTES

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| <u>LEADERSHIP & TEACHERS PAY COMMITTEE</u> | | DATE: | 21st November 2022 |
| CHAired BY: Liz Kane (LK) | | CLERKED BY: Jacqueline Brooks (JB) | |
| GOVERNORS PRESENT: | | Also Present: | |
| John Clements (JC) Liz Kane (LK) Gemma Tozer-Howe (GTH) | | Amy Hardinge (AH) – Deputy Headteacher (part) | |
| APOLOGIES: | | | |
| Absent without apology: | | | |

Governor questions are highlighted in grey.

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| Agenda Items | |
| 1. | <u>Opening Prayer</u> 1. Taken by LK. |
| 2. | <u>Apologies</u> 1. Steph Harvey (SH) had sent apologies as unwell – AH attended in SH's place. |
| 3. | <u>Declarations of Interest & Correspondence</u> 1. None |
| 4. | <u>Minutes and update on actions from last meeting (29.6.22)</u> 1. Minutes (Parts 1 & 2) agreed as accurate. 2. There were no actions to update on. |
| 5. and 6. | <u>Feedback from Headteacher on staff performance management – ensure support plans are in place for teachers who are not on track to meet targets and Review teaching and leadership salaries</u> 1. SH had shared with AH the staff performance summaries and recommendations for pay decisions prior to the meeting. AH had also been involved in setting targets for staff and advised the Committee she agreed with SH's recommendations. It was noted that there is no change for a number of members of staff due to a variety of reasons. LK asked if there were any members of staff that were not meeting their targets or that there were concerns about. AH confirmed that there were not. The Committee agreed to enter Part 2 to discuss individual staff performance and salaries in detail. |

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The Committee agreed to return to Part 1.

Decision: The Committee agreed to approve all recommended pay decisions.

Action: LK to notify BT that pay decisions had been approved.

LK asked whether teachers have to make the application to move to the Upper Pay Scale (UPS). AH confirmed that teachers choose whether to apply or not.

The Committee discussed that the school's salary profile looks very expensive but as a result, the school has experienced and capable teachers. AH advised that the school is also supporting teachers to be equipped to seek leadership roles elsewhere.

JC asked whether St. Martin's has leadership opportunities available for staff given the current leadership structure. AH advised that holding Maths or English subject leadership often precedes headship. NPQs (National Performance Qualifications) are also available to staff. There are plans to develop incremental/increased coaching, and the school is also able to support external leadership roles.

JC noted that it appeared that staff were previously more ambitious than the current team. AH reflected that there has been a significant amount of change within the staff team recently, with a number of new members of staff joining the school. AH felt that there needs to be time to allow new staff to bed in, and for staff on maternity leave to return. This will allow the team to settle and for development opportunities to be considered.

The Committee noted that when the staff on maternity leave return there may be requests for moves to part-time hours or job shares which will need to be considered. Job-shares are expensive so it will be important to consider any requests carefully to ensure the right decisions are made in the best interests of children and staff.

JC asked if more could be done to develop the incremental coaching. AH informed the Committee that SH had elected not to add this to the current SIP (School Improvement Plan) to avoid adding to the number of changes already occurring this school year. There are plans to develop this further in the future.

(AH left the meeting)

7. and 8. Discuss briefing paper from Headteacher Appraisal Committee on outcomes of Headteacher Appraisal and Review Headteacher salary – receive recommendations from Headteacher Appraisal Committee

1. The briefing paper had been circulated prior to the meeting. It was noted that the same governors on the Headteacher Appraisal Panel made up the Leadership and Teachers' Pay Committee but that there had been no other option due to the current very low numbers of governors on the Board, and staff governors not being able to sit on the Panel or Committee. The GB will endeavour to ensure that different governors sit on the Panel to the Pay Committee next year, as in previous years.

The Committee agreed to enter Part 2 to discuss the outcomes of the appraisal in more detail and to confirm their decision on SH's salary.

The Committee agreed to return to Part 1.

Actions: LK to formally write to SH to confirm outcomes of her appraisal and the decision on her pay and to notify BT of the Committee's decision.

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| ACTIONS FROM THIS MEETING | | |
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| Action | Person responsible | Date to be completed by |
| 1. Notify BT that pay decisions had been approved. | LK | 22.11.22 |
| 2. Formally write to SH to confirm outcomes of her appraisal and the decision on her pay and to notify BT of the Committee's decision. | LK | 22.11.22 |

SUMMARY OF DECISIONS (To be noted by the Governing Board)

- The Committee approved the recommendations for leadership and teachers' pay decisions, including for the Headteacher.

Next meeting: Wednesday, 8th March 2023, 6-7pm

Signed by the Chair:

Name:

Date: