

*Leadership & Teachers' Pay Committee Minutes 21.11.18*

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL**

**GOVERNING BOARD MINUTES**

<b><u>LEADERSHIP &amp; TEACHERS PAY COMMITTEE</u></b>		<b>DATE:</b>	<b>21<sup>st</sup> November 2018</b>
<b>CHAired BY:</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
Danielle Hamilton (DH) John Clements (JC) Craig Jamieson (CJ)		Tania Beard (TB)	
<b>APOLOGIES:</b> Vicky Keating (VK)			
<b>Absent without apology:</b>			

**Governor questions are highlighted in grey.**

<b>Agenda Items</b>	
<b>1.</b>	<b><u>Opening Prayer</u></b>  1. Taken at Resources Committee meeting directly before.
<b>2</b>	<b><u>Apologies</u></b>  1. Apologies had been received from VK, which were sanctioned by the Committee.
<b>3</b>	<b><u>Declarations of Interest &amp; Correspondence</u></b>  1. None
<b>4.</b>	<b><u>Minutes and update on actions from last meeting (20.6.18)</u></b>  1. Minutes (Parts 1 & 2) agreed as accurate and signed by the Chair.  2. Update on actions in Part 1 minutes: <ul style="list-style-type: none"> <li>• Action 1 – complete</li> <li>• Action 2 – to be completed. <b>Action: CJ and DH to meet with Learning Ambassadors on 7.12.18.</b></li> </ul> 3. No actions in Part 2.

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<b>5.</b>	<p><b><u>Feedback from Headteacher on staff appraisals – ensure support plans are in place for teachers who are not on track to meet targets.</u></b></p> <p>1. Governors received an anonymised document detailing TB’s recommendations regarding pay decisions for all teachers and TB’s evidence and reasoning for making these. TB talked the governors through her recommendations and the outcomes of each of the appraisals.</p> <p>Governors noted that the school does not set targets for NQTs, but they are required to meet their development points and would not pass their NQT year if they did not. Governors also noted that some teachers are at the top of the main pay scale (MPS) so there is no room for further progression without moving to the upper pay scale (UPS). The criteria for moving to the UPS is now that teachers have to evidence having had two years of whole school impact. TB advised that there may be some movement to the UPS next year.</p> <p>The Committee agreed to enter Part 2 to discuss TB’s recommendations in more detail. The Committee then agreed to return to Part 1.</p> <p>CJ asked if these pay recommendations had already been budgeted for. TB confirmed they had been.</p> <p>DH asked if any teachers were on support plans. TB confirmed that there were not.</p>
<b>6.</b>	<p><b><u>Review staff salaries.</u></b></p> <p>1. The Committee agreed to approve all of TB’s recommendations. <b>Action: JB to advise BT of these pay decisions so that they can be implemented.</b></p> <p><i>(TB left the room)</i></p>
<b>7.</b>	<p><b><u>Discuss briefing paper from Headteacher Appraisal Committee on outcomes of Headteacher Appraisal</u></b></p> <p>1. JC, on behalf of the Headteacher Appraisal Committee, outlined the process involved for the appraisal. Governors noted that TB’s targets for 2017-18 had been related to the following:</p> <ul style="list-style-type: none"><li>• Data</li><li>• Developing the school and promoting SEND performance</li><li>• Working with other schools</li></ul> <p>The Committee agreed to enter Part 2 to discuss TB’s performance during 2017-18 in relation to her targets.</p> <p>The Committee then agreed to return to Part 1.</p> <p>DH asked if the panel had discussed supporting TB’s work-life balance. JC advised that these will be reviewed during the year, at the scheduled Headteacher Appraisal Review meetings, and the panel will report back to Full GB.</p> <p>JC advised that he felt confident that the process had provided rigorous challenge. Governors agreed that this was an appropriate approach to take as this would ensure that process would hold up to any potential external scrutiny.</p>

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<b>8.</b>	<p><b><u>Review Headteacher salary – receive recommendations from Headteacher Appraisal Committee.</u></b></p> <p>1. Governors discussed the recommendation made and agreed to approve it. <b>Action: JB to inform BT to that she can implement this decision. DH to write as Chair of the Committee to TB to formally inform her of this decision.</b></p> <p><i>(TB rejoined the meeting)</i></p> <p>JC advised TB of the Committee's decision. Governors gave their sincere thanks to TB for everything she does and stated how much the Governing Board appreciate all her work. JC advised that as a parent he continually hears positive comments from others about the strength of the leadership at St. Martin's and the great teaching the children receive. St. Martin's is considered a magical place of learning by many.</p>
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<b>ACTIONS FROM THIS MEETING</b>		
<b>Action</b>	<b>Person responsible</b>	<b>Date to be completed by</b>
<b>1. Meet with Learning Ambassadors.</b>	<b>CJ and DH</b>	<b>7.12.18</b>
<b>2. Notify BT of pay decisions made.</b>	<b>JB</b>	<b>22.11.18</b>
<b>3. Formally inform TB of pay decision in writing.</b>	<b>DH</b>	<b>14.12.18</b>

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

- The Committee agreed to approve TB's pay recommendations for the teaching staff.
- The Committee agreed to approve the Headteacher Appraisal Panel's pay recommendation for TB.

**Next meeting: Wednesday, 13<sup>th</sup> March 2019, 7.30pm – 8.30pm.**

**Signed by the Chair:** .....

**Name:** .....

**Date:** .....