

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Pay Committee
Date and time: Monday 11th July, 2016 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs E. Miller (chair)
Ms J. Marshall
A Mrs H. Craik
Mrs H. Williams
Mr A. Nash (Headteacher)

In attendance

Mrs L. Wilson (observer)
Mr H. Jones (minuting secretary)

PC/01/16 Apologies for absence Action

An apology for absence was received, and accepted, from Mrs Craik (work commitments).

PC/02/16 Statement of Pecuniary of Interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

PC/03/16 Minutes of the last meeting

The minutes of the meeting held on Tuesday 13th October, 2015, having been previously circulated, were approved as a true record.

It was agreed all matters arising from the meeting on 13/10/15 had been completed.

PC/04/16 Staff structure including TLR payments

Mr Nash shared with governors an updated staff structure (September 2016) document which showed spinal ranges including TLR payments, but did not identify staff names.

In the future, governors felt it would be useful for clarity to put Pay Ranges on this document.

AN

Mr Nash stated he would include a narrative in his report to the Pay Committee about pay implications for TAs and any other staff exceptions.

AN

PC/05/16 Staff pay decisions

Prior to the meeting, governors had received Mr Nash's report 'Recommendations to the Pay Committee regarding teaching staff pay progression July 2016'. Mr Nash explained the report was written using the model LA template.

The pay recommendations were made on the basis the school had fully complied with the relevant policies, and summarised the appraisal and pay recommendation processes used.

Governors also discussed in detail the supporting document 'Pay Recommendations for Teachers Appraisal Cycle: 2015-2016'.

Mr Nash referred to 2 amendments needed on the document, which were acknowledged by governors. Mr Nash agreed to make these amendments.

AN

Governors

approved

all teaching staff's eligibility for Pay Uplift (% to be confirmed).

Q. Were any staff borderline on being eligible for the Pay Uplift?

A. Mr Nash stated there were no borderline cases on performance. The consistency of paper evidence in the teacher's 'Professional Portfolios' was something the school needs to work on next year.

Governors looked at the teacher's 'Professional Portfolios' (not their own child's teacher). Governors wished it noting how detailed and thorough they felt the 'Professional Portfolios' were and thanked all staff for making their portfolios available for this meeting. Governors then discussed what they observed,

- The evidence/content in the files was commented on and governors questioned the need for such a large volume of paperwork. It was acknowledged that evidence is needed to show how teachers have achieved their objectives. However, the compilation of the portfolios should not be a big, onerous task.
- An issue to consider for next year would be the amount of paperwork/evidence expected in the 'Professional Portfolios'.
- Mr Nash explained the expectations of the portfolios for MPR, UPR and LPR staff would be different. Also, the files and expectations for any NQTs would be different.
- It was noted the objectives for UPR and TLR staff were on pupil progress, leadership and management, and professional development. The objectives for MPR staff were on teacher standards, pupil progress and school/team improvement plan.

Governors stated, evidently, from their reading of the portfolios the appraisal process at Round Hill was working well.

Governors added SLT and appraisers should consider, in the future, the amount of evidence needed in the portfolios in order to not make it too onerous a task.

The consistency of content would also be important to agree on as it was evident that one folder contained less paperwork/evidence than others. Mr Nash assured governors this member of staff had completed all objectives, but acknowledged that consistency of content was an area to be worked on.

Governors

approved

the incremental pay progression for staff.

Mrs Miller shared with governors the document she had produced entitled 'Pay Progression/Pay Award and Equalities Analysis 2013- 2015'. Governors interrogated the data in the document and agreed there were no equality issues and, therefore, no corrective action was required.

PC/06/16 Planning for next year

- Staff payment increases should take effect from September 2016 after Mrs Miller has signed the relevant forms for Pay Roll. If Pay Roll are unable to complete by September 2016 then increases will be paid in October 2016 and back-dated.
- Governors agreed, in the future, two Pay Committee meetings should take place each year. The Autumn Term meeting would relate to the headteacher and SLT. The Summer Term meeting would relate to other staff. (The Autumn 2016 meeting would only relate to the headteacher as the SLT pay awards had been covered on 11/7/16).

PC/07/16 Determination of confidentiality of business

Governors

agreed

that because no staff names had been used there was nothing on the agenda that should be deemed confidential.

PC/08/16 Date of next meeting

The next meeting will be held on at Tuesday 18th October at 5.00pm.

The meeting closed at 7.45pm.

Signed(chair) Date

HJ/IY