

Cardinal Newman Catholic School  
 Minutes of the Pay Committee  
 Meeting Date: Monday 14 December 2015 in the Headteacher's office  
 Meeting Time: 07.30 hours

Attendees	Initials	Role	Attendees	Initials	Role
Domenica Maxted	DM	Foundation Governor	Cathy Hoar	CH	Chair & Foundation Governors
Ian Keating	IK	Foundation Governor	Annette Kelly	AK	Deputy Head; Co-opted staff
James Kilmartin	JK	Staff Governor & Headteacher			
Apologies			In attendance		
Caroline Shinn	CShi	Parent Governor	David Harvey	DH	Temporary Clerk
Carolyn Sheehan	CShe	Co-opted Governor	Jennie Tew	JT	Staff (Human Resources Manager)

**The agreed quorum for this committee is 3 governors of whom  
 2 are not employed by the school - the meeting was quorate**

Agenda Item	Discussion and Decisions	Action
1.	<b>Opening prayer</b> The meeting was opened in prayer by JK.	
2.	<b>Apologies</b> Apologies were received from Caroline Shinn and Carolyn Sheehan. These were accepted.	
3.	<b>Freedom of Information reminder</b> Governors were reminded that business should be conducted in an open way which stands up to public scrutiny and that all non-confidential minutes would be published on the school's website.	
4.	<b>Declarations of pecuniary and other interest</b> There were no declarations of interest, other than the presence	

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	noted by the Committee of members of staff (JT, AK and JK).	
<b>5.</b>	<p><b>Terms of Reference (ToR) 2015-2016</b></p> <p>JK spoke of the Committee operating in new territory, given this was its first meeting. There was a clear division between governor responsible, namely matters that were strategic and operational, the boundaries of which should be settled by the Committee.</p> <p>In terms of looking at what might constitute ToR for this Committee, the Chair drew members' attention to Appendix 1 of the model pay policy. Governors noted requirements to approve a policy, progression and pay awards being in line with objectives being met. With regard to the last point, governors felt they did not need to approve individual ones.</p> <p>The Chair agreed that governors needed to be sure pay issues were being carried out according to agreed policy. Governors added that they needed to be aware of the possibility of panel and appeals proceedings.</p> <p>The Chair recommended reviewing the pay policy annually, which set out the headteacher's and governors' responsibilities (the latter acting on the former's advice). The Chair noted too the Committee's obligation to report to the FBG.</p>	<p><b>Action –</b>          adaptation of Appendix 1 into a Committee ToR document - DH</p>
<b>6.</b>	<p><b>Pay Policy review</b></p> <p>The Chair invited the Committee to examine the local authority (LA) schools' model pay policy document, with its amendments, with a view to approving its adoption. Members of the Committee highlighted the following areas:-</p> <p><i>Basic pay determination on appointment</i></p> <p>JT explained the issue of pay portability, in that this allowed the school to pay a new member of staff an equivalent rate, commensurate with their different scale at their previous place of employment.</p> <p><i>Eligibility for pay progression</i></p>	<p><b>Action –</b>          Advice to be sought from LA on certain sections (e.g. additional payments &amp; unqualified teachers' payments) - CH</p>

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	<p>JK stated that this reflected policy on overall performance criteria and how accelerated increments could be awarded. Such cases were only agreed on an exceptional basis.</p> <p><i>Processes and Procedures</i></p> <p>JK confirmed that he would give feedback on unsuccessful cases; also that in his absence, this duty would be delegated to AK (in her role as Deputy HT).</p> <p><i>Pay increases</i></p> <p>JK explained that the 1% raise was a reflection of the pay award agreed for teachers, on a national basis.</p> <p><i>Leadership pay</i></p> <p>JK noted that the governing board had a degree of autonomy, given the school's voluntary aided status; in terms of the decisions it could take. JK also drew attention to the governing body's responsibility to ensure that money was available to fund pay progression. There was a need to ensure that budgetary pressures did not prevent progression payments.</p> <p><i>Special Educational Needs allowances</i></p> <p>JT stated that there was no system in place at the school which allowed for payment of these specific allowances. JK added that there were already staff members in this role, i.e. an executive SEN Co-ordinator (SENCo); a SENCo and a SEN teacher – pay increments were built into their roles.</p> <p><i>Additional payments</i></p> <p>JK believed that the Committee needed advice on the wording contained in the policy on Continuing Professional Development (CPD), given that additional payments were not made in these cases. In addition, for out of school activities, it was the case that teachers volunteered to take on these duties; so introducing a rate of pay would prove awkward. JK felt it would be useful to have the power to pay in certain circumstances (e.g. ski trip leaders), but not to be obliged to do so.</p>	

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	<p><i>Unqualified teachers</i></p> <p>JK commented that it was useful for the school to have this payment authority discretion. There were certainly cases where it was difficult to recruit in certain subject areas and suitable candidates came forward for consideration, who were qualified in other areas. The Chair agreed to seek further advice on this section.</p> <p><i>Conclusion</i></p> <p>The Chair acknowledged that it had not been possible for the Committee to agree a final version of the pay policy, even though some sections had been approved. She undertook to contact the LA for further guidance.</p>	
7.	<p><b>Staff Pay – consideration of headteacher's recommendations.</b></p> <p>JK drew the Committee's attention to his recommendations (contained in JT's report) for teaching staff pay awards on the main scale. All were recommended for increases, unless there had been concerns or capability procedures instigated – here increment decisions had been postponed. JK added that all Upper Pay Scale (UPS) increases were performance related.</p> <p>JT explained the process leading up to these recommendations being made. Recommendations had been made by line managers (in some cases, additional information had been requested, e.g. exam results data). JK had reviewed all the information supplied, met with line managers, then accepted or declined their recommendations.</p> <p>Governors asked why some teachers asked not to be considered for increment payments. JK explained that some objected to the performance related system, some did not want to take on extra responsibilities and other felt they might not qualify.</p> <p>Governors questioned the automaticity of increment payments and whether teachers should be achieving targets to qualify for raises. JT stated that the current system did tie this principle more closely to teachers meeting their appraisal targets. If any teacher was not achieving his or her objectives, then this would lead to an interim appraisal, with the possibility of a follow up letter and consideration</p>	

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	<p>of a move to capability procedures.            JT added that there were provisions in last year's policy that required teachers to be alerted in good time if there was concern they would not meet their targets.            Governors emphasised the importance of checking to see there was sufficient rigour on this point within the appraisal process on staff who were on the main scale, in terms of measures being in place to ensure standards were being met.            Governors noted that it was evident in any case from the report that the system was working. Some cases put forward for increment awards had been accepted and other declined; clear evidence that JK had consulted line managers.            The Chair noted the Committee's formal approval of JK's recommendations on staff pay awards.</p>	
8.	<p><b>Headteacher's pay – recommendation (following governors' performance review of 1 December 2015)</b></p> <p>JK notified the Committee of his request not to be considered for a pay increment this year, given that he had been awarded one last year. JK added that he had recommended three members of the Senior Leadership Team for increments, all of whom had met challenging targets. This was done in line with current school practice of awarding such increments once every two years.</p> <p>Governors commented that this practice, although not an issue this year, would have to be reviewed in the next. There was a risk that it could be challenged, if it was not in the agreed policy. JK stated that all SLT members were subject to an appraisal process, where their targets were reviewed. A two year performance review period was necessary in these cases, given the long term nature of some of the objectives set.</p> <p><b>(Note - JK &amp; JT left the meeting at 08.50 hours)</b></p> <p><i>Confidential - starts</i></p> <p>DM informed governors that she and CH had held a separate meeting on 1 December to review JK's performance and objectives. Both agreed that JK had met these and he would be eligible for a</p>	<p><b>Action –</b>            check with LA on school two year SLT increment award process - CH</p>

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	<p>pay increase. Both had also agreed his new objectives for the next year. However, as JK had declined his pay award, governors agreed to accept his decision in this regard.</p> <p><i>Confidential - ends</i></p> <p>(Note - JK &amp; JT re-entered the meeting at 08.55 hours)</p>	
9.	<b>AOB</b>	
10.	<p><b>Date of next meeting</b> – The Chair thought this was contingent on arranging a meeting to decide on support and administrative staff pay awards. JK acknowledged that awards to these staff were promulgated on a more automatic basis and not subject to performance review (although there was scope to have this introduced). However, although all were subject to an appraisal process, there were some historical anomalies in terms of how some were paid in comparison to others.</p> <p>Governors agreed to meet in April 2016 to discuss these awards and also address the disparity issue.</p> <p>Governors also agreed to meet at the end of September or beginning of October 2016 to review the pay policy. JK agreed this proposal, but warned that staff pay recommendations would not be available at this time.</p>	

Signed ..... Chair

Date.....

Papers attached to the minutes

1. B&H CC Schools' model pay policy

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