



**JFS School**

**Redacted Minutes of a Meeting of the Governors' Pay  
Committee Monday 24 November 2014**

**Present:** Richard Del Monte  
Michael Glass (*Chairman*)  
Neil Harris  
Jonathan Miller  
Steven Woolf

**In attendance for paragraphs 3(a) and 7:**

Lorraine Tomlinson

**1. Apologies**

No apologies were received.

**2. Declarations of Interests**

No interests were declared.

**3. Pay Report**

The Committee considered the Pay Report as follows:

**(a) Performance Related Pay Progression / Threshold / UPS**

Generally the teaching staff progressed up the scale. There was one exception below M6 point. No-one on U1 or U2 points for one year only was given progression. There were three examples of accelerated progression: two points up the scale, from M5 to U1. One teacher refused to accept progress up the U scale on account of the School's non-acceptance of their recommendation for others.

6 or 7 teachers requested consideration of enhanced progression, of whom 3 were successful, 1 after an appeal.

It was noted that the correlation between progression and performance was a matter which had been determined under the provisions in the Pay Policy.

**(b) Recruitment and Retention Allowances**

18 members of staff received special RRAs:

- (1) 10 (previously 8), as pegged to Unqualified Teachers payscale, or who qualified abroad;
- (2) 4 (previously 6), including 3 support staff, having responsibilities outside the traditional structures;
- (3) 2 having safeguarded cash sums;
- (4) 2 having various special supplements.

The Allowances total £77,000

**(c) TLR3 Allowances**

These are temporary allowances for temporary responsibility (£2,500), and do not apply to those having an acting role (which is dealt with separately). They were currently paid to 4 teachers.

The Committee approved the continuation of the 3 sets of progression scales and allowances mentioned in Sections 3b and 3c.

**4. Minutes**

The minutes of the previous meeting of the Committee were approved. There were no matters arising.

**5. Terms of reference**

These were considered and amended in draft, to be circulated for final comments. The draft amended version is attached.

**6. Workplan**

The Workplan for the Committee for 2014 /15 was agreed.

**7. School Response to the Internal Audit**

The Committee considered this and agreed to amend and update the response. Lorraine would re-draft and consult the Headteacher.

**8. Headteacher's Performance Management**

The Chairman and Vice-Chairman were asked by the committee to consider this with the Headteacher and report back at the next meeting.

**9. Any Other Business**

- (a) The Headteacher made recommendations about xxxxxxxx's contract, including the new contractual amount and part-time basis (4 days a week), which were approved.
- (b) If a recruitment allowance continues for 3 years, it should be converted into a retention allowance.
- (c) The new SLT structure has been under strain, especially with the demands arising out of the OFSTED report. It may be necessary to review the structure in the new term. The Chairman asked for any such recommendations to be circulated.

Signed\_\_\_\_\_ Date\_\_\_\_\_

*Chairman*



JFS SCHOOL

MINUTES OF PAY COMMITTEE MEETING HELD ON  
MONDAY 23<sup>RD</sup> FEBRUARY 2015

Chairman	Steven Woolf (SW)
Present:	Richard Del Monte Neil Harris Jonathan Miller (Headteacher)
Clerk	Alan Fox

**1. Apologies**

Apologies were received from Michael Glass and Steven Woolf acted as Chairman in his place

**2. Minutes**

The minutes of the previous meeting of the Committee held on 24<sup>th</sup> November 2014 were approved.

**3. Matters Arising**

**3.1 Headteacher's Performance Management**

SW said that he, Michael Glass and John Galligan as the external adviser had met and conducted the Annual Review. Performance against the current objectives had been reviewed and new ones objectives set.

Mr Harris said that he had no wish to breach the confidentiality of that meeting but wondered whether, without any further report, the process fully satisfied the GB's responsibilities. SW agreed to obtain advice on how best to ensure the GB fulfilled their responsibilities in this regard.

ACTION SW

**3.2 SLT Structure Review**

The Headteacher reported that following the retirement of David Harris as a Deputy Headteacher, a review had taken place and it had been decided to recruit three Assistant Headteachers.

The SLT currently consists of the Headteacher, the Director of Finance and Administration and six Deputy Headteachers. The new structure will be more balanced, consisting of the Headteacher, the Director of Finance and Administration, five Deputy and three Assistant Headteachers.

Advertising for the Assistant Headteacher posts will start at the end of the week.

#### **4. Industrial Action and Cover**

The Headteacher said that it was the invariable practice to deduct pay when staff took strike action. However, at the moment the NUT was mandating the lesser action of refusing to provide cover. Only one member of staff had currently taken action by refusing to attend an extended staff meeting. Previously it had been decided in similar circumstances not to exercise the School's discretion to take punitive action.

The Committee agreed that it was not currently necessary to react, but that the matter should be kept under review and that, should incidence grow, it would wish to reconsider its position.

#### **5. Confidential Staffing Matter**

The Headteacher reported that one member of staff was concerned that he had not been moved to a higher pay scale after the annual process, which he did not appear fully to understand. Although outside the formal appeal procedure, a discussion with Mrs Renton had satisfactorily allowed the matter to be discussed, with concerns being aired.

The Headteacher said that he was pleased that there had been only this one complaint to Governors with the operation of what was a completely new procedure. However, he would consult the recommendations from Mrs Renton about any lessons that might be learnt from this case for the benefit of the next annual round.

Signed\_\_\_\_\_ Date\_\_\_\_\_

Chairman



JFS SCHOOL

MINUTES OF PAY COMMITTEE MEETING HELD ON  
MONDAY 6<sup>TH</sup> JULY 2015

Chairman	Mr Steven Woolf
Present:	Mr Richard Del Monte Mr Jonathan Miller (Headteacher) Mrs Ruth Renton
Clerk:	Dr Alan Fox

**1. Apologies**

Apologies for absence were received from Neil Harris.

**Minutes**

The minutes of the previous meeting of the Committee held on 23<sup>rd</sup> February 2015 were approved.

**3. Matters Arising - Headteacher's Performance Management**

The Chairman said that at the previous meeting he had been asked to obtain confirmation that the process adopted for conducting the Annual Review fully satisfied the GB's responsibilities. He had, accordingly, sought advice from Mr John Galligan, the external assessor, and had received the following response which the Committee noted:

"The performance management process is confidential for all teaching staff (including headteachers). The details of Jonathan's PM must not be shared in any circumstances with anyone by me, you or Michael. The other governors must have trust in our competency as their appointed panel in accurately evaluate (*sic*) whether Jonathan met his targets which reflect the priorities of the school.

To discharge their duties effectively, the FGB need (*sic*) to be clear about the school's priorities, agree the whole school targets, monitor progress and challenge the headteacher as appropriate. If this is being carried out effectively, it will inform the headteacher's PM.

Please let me know if you need any further clarification.”

### **3. SLT Performance Management Objectives and Evaluation**

The Committee considered the Performance Management documentation prepared by members of the SLT, in which they had made their assessments of performance against their objectives for the year, together with the Headteacher's commentary in each case. The Headteacher explained how the leadership group pay spine works and, against this background, the Committee decided on the appropriate individual positions on the spine for the new academic year.

It was agreed that thought should be given to the paperwork to be used in future so as to assist the Pay Committee in assessing the scale of the appraisee's achievements.

### **4. Any Other Business - Confidential Staffing Matter**

The Headteacher reported on the arrangements made with a member of staff who had decided not to return after maternity leave. These had been recorded in a Termination Agreement and it was decided that for any future cases it would be preferable to use a Settlement Agreement.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Chairman)



## **JFS SCHOOL**

### **MINUTES OF PAY COMMITTEE MEETING HELD ON MONDAY 24<sup>TH</sup> NOVEMBER 2015**

Chairman	Mr Steven Woolf
Present:	Mr Richard Del Monte Mr Jonathan Miller (Headteacher) Mrs Ruth Renton
Clerk:	Dr Alan Fox

#### **1. Apologies**

Apologies for absence were received from Neil Harris, who sent comments on a number of Agenda items.

#### **2. Appointment of Chairman**

The Committee appointed Mrs Renton as Chairman from the succeeding meeting.

#### **3. Minutes**

The minutes of the previous meeting of the Committee held on 6<sup>th</sup> July 2015 were approved.

#### **4. Matters Arising - Headteacher's Performance Management**

The Committee noted the need to find a replacement for Mr Galligan as the external assessor and agreed that the arrangements for the Annual Review would be better considered in the Spring Term.

#### **5. Pay Thresholds UPS Report**

The Headteacher reported on the movement of unqualified teachers within their pay range, of qualified teachers within the main pay range and of qualified teachers from the main to the upper pay range. He said that the assessments leading to these decisions had been applied consistently and fairly and there had been no appeals against them. These decisions were not affected in any way by the budgetary position.

The Committee requested that, in future, to judge the standards being applied and the consistency of the outcomes, the Headteacher should provide a few anonymised appraisals as examples.

#### **6. SLT Performance Management Objectives and Evaluation**

The Committee considered the Performance Management documentation for those members of the SLT, not considered at its previous and meeting and decided on the appropriate individual positions on the spine for the new academic year.

#### **7. Workplan for the Year**

The Committee approved the circulated workplan, subject to the movement of the consideration of the Headteacher's Review to the Spring Term.

#### **8. Any Other Business - Staff Leave of Absence for Festivals**

The Committee recommended that, in the exercise of his discretion, the Headteacher should not grant paid or unpaid leave for religious reasons for members of staff prior to or following Jewish festivals a scale more generous than that extended to pupils, which would normally be up to one day.

Signed\_\_\_\_\_ Date\_\_\_\_\_

(Chairman)