

ST BARTHOLOMEW'S SCHOOL
MEETING OF THE GOVERNORS' PEOPLE & PERFORMANCE COMMITTEE
WEDNESDAY 1ST NOVEMBER, 2017 AT 6.15 PM

OPEN MINUTES

PRESENT: Jonathan Taylor (JT) Appointed Governor, Chair of meeting
Julia Mortimore (JAM) Headteacher
Keith Astill (KA) Foundation Nominated Governor
Kate Lefever (KL) Appointed Governor

IN ATTENDANCE: Ian Peddie (IP) Chair of Governors
Helen Sutherland (HLS) Clerk to the Governors

1. APOLOGIES Jeanette Clifford (JC) Chair of Committee, Vice-chair of Governors

2. DECLARATION OF AOB

JAM added Unpaid Absence and KA added Governors' Social to the agenda.

3. DECLARATION OF BUSINESS INTERESTS

KL declared that her daughter takes part in the Duke of Edinburgh's Award Scheme.

4. MINUTES OF THE MEETING HELD 21ST JUNE, 2017

The Minutes were agreed.

ACTION: JT to sign

5. MATTERS ARISING

Alan Patrick - CCF

JAM confirmed that Alan Patrick has served in the CCF for 47 years. He was presented with an award last year by the Lord Lieutenant recognising 46 years of service.

ACTION: JAM to check the details of the award as it may be possible to recommend Alan Patrick for another as his length of service is extraordinary.

Cyber-security Responsibility

JAM confirmed that Alan Wooldridge, ICT Network Manager, is responsible for cyber-security. It is constantly under review.

6. STAFFING MATTERS

Headteacher's Staffing Report

JAM's paper was circulated in advance.

The following were highlighted:

- Three new Associate Leadership Team Projects have been launched:
 - o Enhancing student outcomes through the development of data systems and training of staff;
 - o Boys' achievement;
 - o Students use of technology to enhance learning.

- Successful appointments have been made to lead the first two but the third was not filled. The plan is to offer further opportunities in the Spring.
- The role of Co-ordinator – Additional Learning Activities in Mathematics has been successfully renegotiated and changed to Co-ordinator: Numeracy.
- There are two outstanding TA vacancies; interviews are planned for later this week but it has again been difficult to attract candidates;
- There are strong Get into Teaching Candidates;
- School Experience Days have been successful and continue to run but funding is no longer available for them;
- Sickness absence is a growing problem;
- Appraisal reviews for 2016/17 have now taken place.
 - Using SIMS to record objectives for the first time has gone smoothly;
- Three training days have already taken place this term;
- Mike Hart has undertaken work with Support Staff to draw up a framework for further learning and development opportunities in response to feedback via Kirkland Rowell;
- Staff workload:
 - Is a focus of the SDP;
 - May use part of the January training day to disseminate information gained by Jes Sharpe and Leanne Devitt at a national conference and gain ideas from staff;
- Details of the long service awards were noted;
- Feedback from exit interviews was also noted.

TLR Structure Review

The details were noted by the committee.

7. BUSINESS DIRECTOR REPLACEMENT

Potential Business Directors were interviewed recently but it was decided not to appoint. JAM has been liaising with Navigate to identify interim candidates who can start in January, once Mike Hart's contract comes to an end. Two CVs have been received. It was agreed to interview both candidates via Skype.

8. DUKE OF EDINBURGH'S AWARD SCHEME

A proposal was circulated in advance for St Bart's to have their own licence and run their own scheme, as West Berkshire will no longer be offering this service.

The proposal was agreed.

9. PERFORMANCE MANAGEMENT & SALARY REVIEW

Papers were tabled at the meeting.

JAM's report was circulated in advance. Recommendations regarding pay progression were agreed by the Committee.

Equality Summary

JAM believes that the data shows that there are no issues of inequality in progression across the School.

JT asked about those on maternity leave – do they have the opportunity to provide evidence?

JAM explained that evidence can be drawn from a two year period of teaching, so often time from either side of maternity leave will be considered. Staff have progressed in the past following a return from maternity leave.

The recommendations are within the budget approved by Governors in July.

The Committee approved the recommendations.

Communication of outcomes to teachers

The next step is to meet all staff who have not been given progression when eligible and then outcomes will be notified to all in writing.

HLS asked if it could be made clear in the letters when the deadline for submitting an appeal is to avoid issues that have arisen previously. JAM asked HLS to speak to Karen Pollard.

ACTION: HLS

Support Staff Salary Profile

This was deferred to the next meeting.

ACTION: JAM

10. POST EXAMINATION INTERVENTION PLAN

The Plans were circulated in advance.

JAM reported that review meetings are underway and that most actions with a deadline of half-term have taken place.

11. TEACHING SCHOOL RECONSIDERATION

JAM explained that a number of local schools have submitted applications for teaching school status.

At this point, JT declared that, in consequence, his wife - as Headteacher of one of those schools - has been appointed to be a National Leader of Education and her school designated as a National Support School.

This proposal was previously considered during the Spring Term but it was not considered the right time for St Bart's. Looking ahead, a year later, this would provide an added benefit to any primaries that join us in a MAT in terms of school improvement as they are looking for support in this area. We already carry out a number of the roles required of a Teaching School.

JAM recommended that applying to become a teaching school should be reconsidered. JAM and David Fitter (DWF) will be visiting The Willink School to see how they operate in this respect. This proposal could go to the December FGB.

ACTION: JT to review JAM's earlier paper.

ACTION: HLS to add to the FGB agenda.

It was also noted that the School would be very interested in running the National Professional Qualification for Middle Leaders.

12. LEADERSHIP TEAM STRUCTURE

The structure of the Leadership Team was discussed but it was agreed that JAM and KA should discuss this item separately and report back.

ACTION: JAM & KA

13. GOVERNANCE

Governance Structure

KA tabled a draft populated structure for discussion. The following were highlighted:

- Transitional arrangements are included;
- JAM would not have to attend all committees;
- JC has been approached about this proposal and she supports it.

ACTIONS: Chair of the new C&E Committee to be considered;

**KL to look at skills required for each of the Committees and then identify the gaps;
HLS to arrange a meeting for KA, KL, Mike Hart and HLS for week beginning 13th
November.**

Governor Appointments

Karen Sadler has been appointed by the Members as an Appointed Governor. Her term of office will start on 19 November, 2017, immediately following the end of her term as a Parent Governor.

Steve Foyle has been re-nominated by the Foundation for another four year term to begin on 1st January, 2018. A meeting of the Members will need to confirm the appointment.

Governor Training

We need to agree a Whole Governing Body training session from Hampshire. In addition, we also need health & safety training for the FGB.

ACTION: HLS to bring list of training courses to meeting during week beginning 13 November

14. PAY RECOMMENDATIONS FOLLOWING SCHOOL TEACHERS' PAY AND CONDITIONS DOCUMENT 2017

A paper was tabled regarding the St Bart's position in relation to the School Teachers' Pay & Conditions Document (STPCD) recommendations that from 1 September 2017 a 2% uplift to the statutory minimum and maximum of the main pay range and 1% to all other pay ranges and points.

In September, P&P agreed to apply a 1% increase to all pay ranges and 2% to the bottom of the main scale with effect from 1st September 2017. The 1% rise was budgeted for and cost approximately £45,000 to implement. There have been no questions raised by staff and unions regarding this.

The Committee were asked to consider the following three options:

1. To accept the full recommendations of the STPCD and also add a further 1% (2% in total) to the maximum of the main pay range in addition to the increases already implemented.
2. Increase all the main pay range points by 2% in total, as recommended by teacher unions and West Berkshire.

3. Remain with the increases implemented in September.

It was agreed to proceed with Option 3.

15. POLICIES

Pay Policy for Teachers

This policy was agreed, including moving a paragraph relating to the leadership pay range on Page 4 to the beginning of that section.

The Policy was agreed.

ACTION: HLS to prepare for FGB.

16. ABOVE & BEYOND AWARDS

The report was circulated in advance and Governors noted the recipients of the awards.

17. ANNUAL WORK PLAN

The Annual Work Plan was agreed.

ACTION: HLS to prepare for FGB.

18. TERMS OF REFERENCE

There were no changes to the Terms of Reference.

19. AOB

Unpaid absence to care for dependents

JAM tabled details of time off to care for dependents.

It was noted that less time was taken in 2016/17 than 2015/16.

Governors' Social Event

It was agreed that an event should take place in January, rather than before Christmas. KL offered to organise and HLS is happy to collate responses.

It was also agreed to issue a survey monkey regarding inviting partners to the event.

ACTION: KL

These minutes are subject to final approval by the People & Performance Committee at its next meeting.

SignedDate

Chair