

**MINUTES OF A MEETING OF THE SALARY & RECRUITMENT COMMITTEE OF EDLESTON
PRIMARY SCHOOL ON 5 NOVEMBER 2021 AT 9.30AM**

Governors Present:	Mr Len Simm	Chair
	Mrs Emma Humphries	
	Mrs Sue Worthington	
	Mrs Rachael Bagni	Headteacher
Also in attendance:	Mrs Hilary Cummings	Clerk to Governors
	Mrs Cheryl Jackson	Observer

THE PRESS AND MEMBERS OF THE PUBLIC TO BE EXCLUDED FROM THE MEETING AT THIS POINT UNDER 2003 (SCHOOL GOVERNANCE PROCEDURES) (EDUCATION) REGULATIONS BECAUSE OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED.

MINUTES OF MATTERS DISCUSSED IN PART TWO ARE NOT FOR PUBLICATION

ALL PAPERS RELATING TO THE PAY COMMITTEE ARE STRICTLY CONFIDENTIAL AND ONLY AVAILABLE TO GOVERNORS WHO SIT ON THE COMMITTEE

Len Simm had been elected Chair of Committee at the Full Governing Board meeting held on 16th September 2021.

1. Apologies

Apologies were received and accepted from Talia Sykes.

Governors agreed that Sue Worthington should be added to the committee for 2021/22 and SW attended the meeting to ensure quoracy.

The clerk recommended that membership of the committee be increased in future years to ensure that a quorum could be achieved if a governor was unable to attend.

ACTION: Clerk to add ratification of S&R membership and review of ToR to FGB agenda.

2. Declarations of Pecuniary Interests

There were no declarations made.

3. Acceptance of minutes of the previous meeting held 6th November 2020

Governors reviewed the minutes of 6th November 2020 and **agreed** they were a true and correct record.

Due to the virtual nature of the meeting a copy would be signed and retained by the school once face to face meetings had resumed.

4. Approval of Terms of Reference for 2021/22

The terms of reference had been reviewed and agreed at the FGB meeting held on the 16th September 2021.

UNCLASSIFIED

5. Approval of staffing structure for 2021/22 academic year

The staffing structure had been shared on GovernorHub as Appendix A of the Pay Policy for Teaching Staff 2021/22.

Governor question: There are 2 Teaching Assistant roles where no grade is shown. Can you confirm what they are?

Response: They are both Grade 4.

Governors **approved** the staffing structure for 2021/22 as presented.

6. Approval of teachers pay policy for 2020/21

The pay policy had been reviewed on GovernorHub prior to the meeting.

Governors **approved** the pay policy for 2021/22 as presented. The policy would be ratified by the Full Governing Board at the meeting on 25th November 2021.

ACTION: Clerk add to agenda

7. Recommendations of pay progressions from Headteacher

The Headteacher reported that no teachers were eligible for pay progression from September 2021.

8. Anonymised appraisal documents

As there were no recommendations on pay progression, there was no supporting appraisal documentation to consider.

9. Headteachers Performance Management Panel recommendation

Governors **approved** the recommendation from the HTPMP that the existing retention payment should be retained by the Headteacher.

10. Any other business

TA Grades

The Headteacher asked governors to consider the re-grading of 2 TA positions.

In the first case, the TA had covered classes during staff absence, and had increasingly taken on responsibilities beyond those of grade 5. The Headteacher wished for the role to be made grade 6, so that this work could continue and the member of staff was appropriately rewarded.

In the second case, the member of staff was undertaking a lot of extra-curricular work in response to the needs of a particular child with SEND. This was felt to be beyond the scope of the current grade 4.

The Headteacher noted that the school had achieved a carry-forward of approximately £64K in the previous financial year and could therefore afford to cover the additional cost of the regrading.

Governors agreed that staff grades should accurately reflect the work they were doing, and noted that the higher grades gave the school greater flexibility and potentially reduced the need for supply cover.

Governors approved the regrading to Grades 6 and 5 respectively, with effect from 1st September 2021.

ACTION: EH to sign necessary paperwork to enable processing of payroll requests.

Appointment of SEN TA

Interviews had taken place on Monday 1st November, and the Headteacher was pleased to report that an experienced and well-qualified SEN TA, Lucy Bough, had been appointed and would start on Monday 8th November.

11. Date of next meeting

The date for the next meeting would be agreed at the summer term FGB meeting when setting the 2122/23 meeting dates.

To conclude the meeting, the Chair noted that whilst governors were not able to offer financial recognition to staff, due to the pay freeze, they nevertheless wished to offer their sincere thanks to the Headteacher and staff for their exceptional work over the last year. Governors recognised the intense pressure on staff throughout the Pandemic, on both a professional and personal level, and were grateful to all staff for their continued efforts and their commitment to the children at Edleston.

There being no further business for discussion, the meeting closed at 10:00am.

Chair:

Date: