

## Colyton Grammar School

### Minutes of the Staffing Committee – Part One

Date of Meeting: Wednesday 3 June 2015

Venue: Headteacher's Office

**Present:**

Governors	Mr P Anderson, Mr P W Evans, Mrs L Linnell, Mr M Marsh, Mr B Salter and Mrs V Wells
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Staff	Mr R Bush and Mrs J Wainwright
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Visitors	None
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Secretary	Mr S R Cook
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**1. Disclosure of Interest**

Mr Bush, Mr Evans, Mrs Wainwright and Mr Cook declared an interest in Item 7. There were no other disclosures of interest.

**2. Apologies**

Apologies were received from Dr C J Bastin, Mr A Eaton-Hart, Mr G Hayne, Mrs S Hopkins, Mr B Merrett and Mrs F H Wilkinson.

**3. Approval of Minutes of Meeting held on 11 February 2015**

These were approved and signed.

**4. Matters Arising**

(a) Item 7: Design and Technology Technician Proposal

Taken under Part Two Minutes.

There were no other matters arising.

**5. Staff Changes Report**

Mrs Linnell drew the attention of the Committee to the paper circulated at the beginning of the meeting. Mr Evans drew particular attention to the following:

- Mr Tim Love's retirement as Head of Modern Foreign Languages in August, and associated changes within the Modern Languages department
- The successful appointment of a D&T Technician
- A number of other changes to teaching and support staff

In response to Mr Salter, Mr Cook outlined the costs associated with employing agency supply staff and the steps taken to control these.

In response to Mrs Wells, Mr Evans outlined some of the wider issues relating to teacher recruitment and training.

**6. Staffing Structure for 2015/16**

Mr Evans and Mrs Wainwright confirmed that there is no requirement for any changes apart from those already discussed under Item 5. Mr Evans outlined the benefits of consolidating the large number of part-time contracts where this is possible.

**7. Teaching and Support Staff Salaries 2015/16**

Mrs Linnell drew attention to the discussion paper which had been circulated prior to the meeting, together with proposed salary scales for teaching and support staff for 2015/16. Mr Cook outlined the proposal already discussed at the Finance and Resources

Committee for applying a straight 1% award across both teaching and support staff scales, rather than the more complex proposals contained in the STRB report. Mr Evans outlined the requirement for any pay increase (either incremental or cost-of-living related) for teaching staff to be subject to satisfactory performance. He also indicated that as this proposal moves outside the STRB proposals, he will need to consult teaching staff on this change.

Proposed by Mr Marsh, seconded by Mrs Wells and unanimously agreed to recommend that a 1% increase should be applied to teaching staff scales and allowances from 1 September 2015 and a 1% increase to support staff scales and allowances be backdated to 1 April 2015. It was also agreed that Mrs Linnell and Mr Marsh should be delegated to make a final proposal on the basis of the outcome of the consultation with staff, to be ratified by the Board meeting in July.

#### **8. Supply Rates**

Mrs Linnell drew attention to the paper which had been circulated prior to the meeting. Mr Cook briefed the Committee on the methods used for calculating payments to teaching supply staff.

Proposed by Mr Marsh, seconded by Mr Salter and unanimously agreed that

(a) The existing standard method for calculating an hourly supply rate be retained

(b) Staff providing supply cover for part of a day should be paid as follows:

- 1 hours 30 minutes for each teaching period on a normal day

- 1 hour 25 minutes for each teaching period on a tutor day

- 50 minutes for a tutor period

(c) That staff providing supply cover for a full day should be paid a daily rate calculated by dividing the relevant annual salary by 195 days, and that these staff should be expected to cover registration, tutor periods and other duties as part of this full daily rate.

#### **9. Teaching Staff Performance Management Decisions**

Mr Evans briefed the Committee on the requirement for all pay increases for teaching staff to be made on the basis of performance management outcomes and for these decisions to be made by the Staffing Committee. The decisions can only be made after the deadline for the completion of performance management appraisals on 31 October 2015.

It was agreed that these decisions should be delegated to the same sub-group of Staffing Committee governors which deals with the Headteacher's performance management (currently Chair and Vice Chair of the Staffing Committee) in order that pay increases can be paid in a timely manner. The decisions will then be reported to the next meeting of the Staffing Committee.

#### **10. Headteacher Update**

Mrs Linnell drew attention to the minutes of the Chairs Committee meeting held on 14 May 2015. She also reported that Mr Sindall has identified three possible strong potential candidates who would be interested in applying for the post when it is next advertised. The School Futures Group will consider how best to take this forward.

#### **11. Support Staff Proposal**

Taken under Part Two Minutes.

#### **12. Alumni Development Post**

Mrs Linnell reported on the recent discussions at the Finance and Resources Committee regarding the appointment of a database assistant to develop the Alumni and Friends database for 15 hours per week for 8 weeks over the summer period, at a cost of

approximately £1,000. He drew the attention of the Committee to the Job Description which had been circulated prior to the meeting.

Mr Evans confirmed that the post will be advertised to current Year 13 leavers. The advantages of a job share with two people for a shorter period within the same overall cost was agreed as a viable option.

### **13. Governor Training Report**

Mrs Linnell drew the attention of the Committee to the report on Governor Training for 2013/14 which had been circulated prior to the meeting.

Mrs Linnell thanked senior staff for their input to making these evenings a success.

Mr Bush invited all governors to attend a training evening for staff on mental health issues, led by Dr Pooky Knightsmith at 3.45pm on Monday 13 July 2015.

### **14. Long Service Award for Support Staff 2015/16**

Mr Cook reported that no Support Staff are eligible for a Long Service Award during 2015/16.

### **15. Policies for Review:**

Proposed by Mr Marsh, seconded by Mr Anderson and unanimously agreed that the following policies which had been circulated prior to the meeting should be approved, subject to the details noted below:

#### **(a) Public Sector Equality Duty**

The following objectives were identified from the list of suggestions. They will be addressed in the order in which they are listed and incorporated into the relevant School Development Plan:

- To undertake a review of the new admissions arrangements to ensure that testing and other arrangements provide for equal access on the basis of the relevant protected characteristics.
- To review the tutor/PSHE programme to ensure that equality issues are addressed appropriately.
- To review examination results at Key Stage 4 and 5 to ensure that changes in national examination specifications and arrangements are implemented within school in such a way as to minimise any inequalities in performance.
- To review arrangements for Careers Education, Advice and Guidance (CEAG) and Work Experience to ensure equal access.

#### **(b) Grievance Policy**

- A number of minor changes and updates were noted.

### **16. Any Other Business**

#### **(a) Long Service Awards**

In response to a suggestion from Mr Salter, Mr Cook was asked to investigate the cost and implications of granting a permanent additional day's holiday to Support Staff receiving Long Service Awards. Mrs Linnell also asked for information about the typical profile of lengths of service to be made available.

#### **(b) Student Mental Health Issues**

In response to Mrs Wells, Mrs Wainwright outlined strategies for dealing with student mental health issues.

### **17. Next Meeting**

To be confirmed.

Signed:	<i>Manuel</i>	(Chairman of Committee)
Date:	14.10.15	