

**MINUTES OF THE PAY POLICY SUB-COMMITTEE  
TUESDAY, 27 NOVEMBER 2008**

**Present: T Jones, A Jeffrey, J Hancock, P Bland (teacher union rep)**

1. Election of Chair: This was deferred due to the small number of elected governors.
2. Apologies : G. Otley, R Lucas.
3. Terms of Reference: Deferred.
4. Review of performance management: A written review by the HT had been circulated. In addition to continued compliance with national expectations for teachers, renewed emphasis had been put on appraisal for support staff. The school would be re-assessed for Investors in People before autumn 2009.
5. The pay policy was reviewed, with some minor changes. In particular, the new support staff structure was included, with its increased emphasis on support staff having key leadership roles within a work rational structure.
6. It was agreed to make the following alteration to the pay and conditions of support staff (ICT and science technicians, and site supervisory staff) on 52 week contracts, to the effect that these staff may take up to 10 days annual leave, with a maximum of 5 days at any one time, within term time. This would be subject to the agreement of the line manager and headteacher, and dependant upon due notice, and being able to meet school needs.
7. Threshold: The HT indicated that 7 teachers had progressed through threshold, and outlined the system for validating performance to support these decisions.

Paul Bland was thanked for his attendance and withdrew.

8. UPS/AST/LT: The HT outlined the process for review and recommendation. 6 of 7 eligible teachers were recommended for progression from UPS 1 to 2. 2 of 3 eligible teachers were recommended for progression from UPS2 to UPS3. 1 of 1 eligible member of the Leadership Team was recommended for progression up the LT spine. 1 of 1 eligible AST was recommended for progression up the AST spine. These recommendations were approved by the sub-committee. The HT agreed to research the amount of individual detail that should be shared with the sub-committee. It was agreed that the HT's pay progression should be determined by the HT's performance management group.

Due to the limited number of elected governors present, it was agreed that the decisions of the sub-committee should be validated by the Chair of Governors before being actioned.