

**MINUTES OF A MEETING OF THE GOVERNORS' PAY POLICY SUB-COMMITTEE HELD ON 20 NOVEMBER 2007**

**PRESENT:** Mr T Jones, Mr G Otley, Mr J Hancock, Mr D Isaacs, Mrs J Sayers.

**8/07 ELECTION OF CHAIR**

Mr Isaacs requested to stand down this year from position of chair. Mr Otley nominated Mrs Sayers to take over the chair of this group which was seconded by Mr Isaacs. Mrs Sayers accepted. Discussion ensued regarding a member of staff (teacher union rep) to be present at future meetings. Mr Jones recorded that either Mr Paul Quinn (NUT) or Mr Paul Bland (NASUWT) should be invited in the future. This was agreed by the group.

**9/07 APOLIGIES**

No apologies were taken.

**10/07 TERMS OF REFERENCE**

These points were read through and agreed that the points were still relevant and no change was needed. Mr Otley pointed out that the Vice Chair should be present at the pay policy meetings in line with the membership agreement for this group agreed December 2006. This would be followed up by Mr Otley.

**11/07 MINUTES OF THE LAST MEETING**

These were agreed by Mr Isaacs and seconded by Mrs Sayers.

**12/07 MATTERS ARISING**

Much discussion ensued regarding the ongoing county Pay and Benefits exercise as Mr Otley had received a response from Jim Harker (Leader of NCC) informing us that they are at present working on a communication exercise to inform schools of the current situation and hope to resolve any problems and delays offering us a completion date of autumn term 2008. The pay rises will be back dated to April 2007. This will, of course, as Mr Otley pointed out, have serious implications upon the school budget. The committee confirmed their frustration at the continued delay in this matter.

Mr Jones informed the committee that Mr Macsporrán had also been in contact with the NCC working group (Pay and Benefits) to discuss the position of 'school nurse' and 'senior librarian' as these roles either did not exist in other Northants schools in general. The school nurse was a new role for the county in particular. This was discussed by Mr Macsporrán with the NCC. The senior librarian would be discussed at a later date.

See Support staff re-grading for extended discussion relating to this point.

**13/07 PAY PROGRESSION: UPS, LT AST**

Mr Jones introduced to the committee that there were 11 applying to move from UPS2 to UPS3 and 4 applying for UPS1 to UPS2. The committee were informed of the depth of detail already carried out by Mr Jones and the senior members of staff for each individual case. Mr Jones informed us that he and his staff were recommending that 9 of the 11 be agreed for progression through from UPS2-3 and that 2 of the 4 were agreed for progression from UPS1-2.

Leadership – it was recommended that the eligible Dep HT should advance one point on the Leadership scale.

AST – it was recommended that the eligible AST should advance one point on the AST scale. It is hoped to appoint an AST for English from January 2008.

All recommendations were agreed.

**14/07 SUPPORT STAFF RE-GRADING**

Mr Jones proposed that three members of support staff salary grades needed to be reviewed: Senior Site Supervisor, Site Supervisor and Exams Officer.

After research by Mr Jones and the senior staff using the SWAN group support staff grading as a guideline, it appeared that Moulton School needed to bring the above mentioned roles in line with the guidelines as the level of responsibility of these positions had clearly qualified for it for some time. Much discussion ensued relating to individual roles of the three members of staff concerned, particularly as the committee had held off for some time waiting for the NCC Pay and Benefits exercise. However, Mr Jones proceeded to explain his reasoning for this move at this time which the committee agreed to.

In the case of the Senior Site Supervisor, it was agreed to upgrade the scale from 6 to 7, and for the Site Supervisor from 4 to 5.

In the case of the Exams Officer role, it was proposed by Mr Jones to upgrade from 4 to 6 (2 grades). Although an unconventional move, Mr Jones felt it necessary as the individual had been performing, with all the responsibilities that it entailed, at that level for some time. If we advertised today for someone for the post, a level 6 would be the level offered as this encompassed the role required. There was, therefore, no further discussion necessary. It was agreed unanimously.

The three increases were agreed to be implemented on 1 January 2008 at the headteacher's recommendation.

**15/07 DATE OF NEXT MEETING**

Tuesday, 22 April 2008 at 3.45 pm.