



FULL GOVERNING BODY MINUTES

EXTRA MEETING CALLED

22 September 2015

1.05 – 1.50pm, Ellen Tinkham School, Purple Class

Attendees	Initials	
John Thorndyke	JT	Chair
Saxon Spence	SS	LA
Ernie Wingeatt	EW	Co-opted
Karen Osborn	KO	Co-opted
Jill Grainger	JG	Co-opted
Fen Yee Teng	FYT	Parent
Laura Puyal	LP	Parent
Sue Brindley-Crompton	SBC	Co-opted
Jacqui Warne	JW	Exec Head
Lesley Williams	LW	Clerk
Karen Trevelyan	KT	SLT (HR)

Agenda	Led By
Strategic Items	
1. New Teachers Pay Policy	JT
2. Election of Vice chairs	JT
3. Membership of Committees	All

Apologies	Initials	
Daisy Binnie	DJ	Staff
Catherine Monger	CM	Co-opted
Deborah Norman-Pawley	DNP	Co-opted
Kay Rosier	KR	Co-opted
Tony Johnson	TJ	Foundation

MINUTES

John Thorndyke 1.12.15

Ref	Item	Agreed/Action
1	<p>NEW TEACHERS PAY POLICY</p> <p>An extra Full Governors meeting was called to adopt the new teachers pay policy that comes into effect this September. This can only be done at a FG meeting and can not be passed to the Executive. SLT have been through the policy and KT asked the governors to consider the following:</p> <p>1. Pay Policy 7.75.11 Recruitment and Retention Incentive and Benefits</p> <p><i>"The Federation Governing Body will not consider making appropriate payment or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers"</i></p> <p>The Governors discussed the importance of not limiting options of the recruitment of new teachers, and proposed a wording change from 'will not' to 'may'. JT asked whether all Governors happy to accept this change. Unanimous agreement from all the governors.</p> <p>2. Pay Policy 6.15.1 Applications and Evidence</p>	<p>AGREED: Change wording under 7.75.11 from 'will not' to 'may'</p>

	<p>The Pay Policy mentioned a 'linking evidence' document. JW explained to Governors that teachers have to provide evidence as part of the appraisal process, and that there is a separate 'linking evidence' document for teachers and senior leaders, setting out details of targets. Teachers have had one year to use this current framework and feedback has been positive. For the governors' information, JW asked the clerk to forward the zip file to all governors that contained the UPS application process, linking evidence document for teachers etc.</p> <p>3. Pay Policy 6.15.1 Movement on to the Upper Pay Range 'Teachers who have been on long term absence will be considered for progression on to the upper pay range on the basis of the evidence that does exist, even though that may not be from consecutive review periods provided it is sufficient to meet the criteria above.'</p> <p>Governors discussed whether teachers, who had been on long term sick leave, could be advanced up the pay scale by using previous evidence of their teaching practice. It was concluded that there was a clear need for teachers to show that after returning to work, they could evidence that their current practice was of the same high standards as before, and that they should have at least one year of current good practice to justify moving to the upper pay scale (UPS). JW confirmed that all teachers have to provide 2 years of evidence before applying for the UPS. Governors questioned and then discussed the implications and possible disadvantage of a teacher going off on sick leave just before their two years, and then having to complete another full year on their return to justify moving to the UPS. Governors then unanimously agreed to keep the above wording as is, satisfied it sufficed.</p> <p>4. Pay Policy 6.25.2 The Assessment '<i>Highly competent</i>' needed to be defined- as there was a blank to insert the school definition. Governors discussed, agreeing to use the same wording as the UPS criteria document, which is as follows:</p> <ul style="list-style-type: none"> - To consistently meet all standards as listed in the Teachers Standards; - To drive up standards across the school by consistently demonstrating good and outstanding practice; - Have the ability to self-assess and manage their own performance; - To support others to improve their practice <p>JW informed Governors that there were 3 teachers considering to apply to move to the UPS (two at BB and one at ET) and that Governor involvement in the assessments would be required if they went ahead. Governors noted that this was on the agenda for the executive committee meeting next week. KT informed the Governors that the <i>teachers' pay scale in the pay policy was the same as the local authority guidelines</i> and recommendations for this.</p>	<p>ACTION: Clerk to send zip file to all governors as discussed.</p> <p>ACTION: Clerk to amend Pay Policy as discussed and then circulate to all.</p> <p>AGREED: All Governors agreed to adopt the Pay Policy as discussed.</p>
2	<p>ELECTION OF VICE CHAIRS</p> <p>JT asked for any nominations for vice chair, and discussed the need to work as a team, and reminded governors that the role of the vice would not automatically rise to being chair. With no nominations forthcoming,</p>	<p>ACTION: Clerk to put on agenda for next FG in December</p>

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	JT asked the governors to consider the role further and to inform him of any nominations. The clerk reminded the governors that this voting procedure can only be done at a FG meeting – which is next proposed for 1 st December 2015.	
3	<p>MEMBERSHIP OF COMMITTEES</p> <p>The governors discussed the membership of the committees and agreed the following membership:</p> <p>First Committee – JG, KO, SS, EW, SBC</p> <p>Appeals Committee – CM, KM, FYT, LP, JG, KO, SS, EW, SBC</p> <p>The Executive Committee (as is)– JW, JT, SBC, EW, FYT, SS, KO</p> <p>Pay & Performance Committee (as is) – SS, JT, EW, TJ</p> <p>Govs noted that the Chair would remain off the First and Appeals Committees, so that he may remain impartial, and available to the Head.</p>	<u>AGREED:</u> Membership of Committees as agreed under point 3.
4.	<p>Governor Monitoring</p> <p>JT briefly discussed the need to fix a date for the next governor monitoring in school, as discussed in the FG meeting 14 July 2015. Not all governors were present today, so it was agreed for proposed dates to be circulated via. email & a date to be agreed at the Executive Meeting.</p>	<u>ACTION:</u> JT to circulate proposed dates to governors, and monitoring date to be set at Executive Meeting.
5.	<p>Self Evaluation Tool</p> <p>JW briefly mentioned that will be introducing a new Governor Self Evaluation Tool that may be helpful at examining GB practice. This will be discussed in depth at the Executive meeting on 1st October 2015.</p>	<u>ACTION:</u> LW to circulate Self Evaluation Tool document with the Executive agenda

Justin
1.12.15

