

**MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE OF ST MATTHEW'S GOVERNING BODY, HELD AT SCHOOL ON THURSDAY, 12<sup>TH</sup> SEPTEMBER, 2013 AT 5.00 P.M.**

**Present:** Kevin Blencowe (Acting Chair), Martin Smart, Joanna Dean, Lucy Walker, Zoe Thorn, Ruth Platt, Tony Davies (Headteacher), Adrian Strowger (School Business Manager), Anne Maskell (Clerk to Governing Body)

As a Chair for this committee has yet to be appointed, Kevin agreed to step in as Acting Chair. Tony introduced Adrian, who has joined the staff as School Business and Administration Manager this term.

**1. Apologies for absence**

**ACTION**

None received.

**2. Declaration of pecuniary interests**

Governors present had no interests to declare.

**3. Minutes of the last meeting and matters arising**

The minutes of the last meeting, held on 1<sup>st</sup> May, 2013, were agreed as an accurate record. There were no matters arising which would not be addressed later in the agenda.

**4. Premises update**

There had been a smooth transition into Phase 2 of the building after a busy summer. Some furniture has still to be delivered and a temporary entrance to the Nursery is in place until the new gates arrive. The new community room is very effective and the Kids Club has been running childcare to link with the staggered start for new Reception children. This area will offer us good scope for a variety of lettings in the future. The playground should be completely finished next week with some landscaping to take place over the half term holiday. Additional items to be ordered in due course will include additional furniture and furnishings and items for the roof terrace. Designs and quotes for the Library area are being obtained at the moment.

Ideas for playground equipment will be shared with the children and their views obtained. One piece of equipment is being funded as part of the Premises Redevelopment budget by the Local Authority. This was designed by MUD who have drawn up plans for other bespoke items, and these will be shared with staff and children in due course. They have sourced manufacturers and installers and there will also be some involvement from Cambridge Regional College. The total cost may be as much as £100K so we will have to be selective and actively fundraise.

Wojciech is moving back into the caretaker's house next week. It is likely that we may need to increase the hours the caretaker is on duty in due course. Some keypads are still to be installed for security purposes. Extensive work on the ventilation system has been undertaken during the holidays and the installation of automatic night time purging will be completed tomorrow.

## 5. New Staff Pay Policy

Copies of the new Model Pay Policy from EPM with areas where we now have discretion highlighted, a Draft Pay Policy for St Matthew's (assuming proposed changes agreed), a checklist from the unions and a copy of Tony's Powerpoint presentation were all circulated prior to today's meeting, with a covering letter. As recommended, Tony has discussed each area of discretion with staff and invited comments or suggestions - staff were happy with the proposals and the Draft Policy therefore meets all statutory requirements, reflects advice from EPM and has the support of staff.

Tony presented his Powerpoint summary – the main areas for governors to note are as follows:

- teachers pay progression is no longer automatic on the Main Pay Scale but is performance based. To move up the Main Pay Scale or Unqualified Teachers Pay Scale teachers will have to demonstrate they have made good progress towards set objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least 'good' as defined by OFSTED. We have set criteria to aid assessors in making these judgements. The process will be ongoing throughout the year with observations, appraisals and development opportunities and judgements will be moderated.
- we can set our own criteria for moving teachers to UPS. The main change we are proposing is that teachers on MPS 5 can be accelerated onto the Upper Pay Spine (instead of having to wait until they are MPS 6). Performance must be judged to be 'highly competent, substantial and sustained'.
- there is an option to reward exceptional performance by a two point progression but this has been discussed and felt to be beset with difficulties in terms of equity, so we will not be adopting this option.
- the current Advanced Skills Teacher and Excellent Teacher are to be discontinued.
- schools now have more freedom to determine salaries of teachers new to the school and the obligation to match a teacher's existing salary is removed. Our policy will state that we will generally try to match an existing salary as closely as possible unless we have specifically advertised a post to start at a particular starting point (in practice this is only likely to be invoked if there are pressing budgetary concerns).
- additional payments for staff – we may look into agreeing nominal payments for teachers or TAs running clubs outside normal school hours, but we will not be following one of the options to pay staff additionally for other activities (e.g. running after school clubs) on their normal rates of pay.

The three Assistant Headteachers will appraise teachers in their own area of responsibility. Additional training for them will be offered, and teachers will have the right of appeal during the process and following the Salary Committee's decisions. A governor raised the question as to whether this would put additional pressure on the budget, Tony explained that there was not expected to be any additional pressure on the budget resulting from these changes as the size of progressions up the pay scales was as before, the main change was that this was linked to performance and not automatic.

Governors formally approved the proposed Pay Policy for St Matthew's. The policy has to be revisited annually so that it will be possible to consider amendments in due course if felt to be advisable.

**6. Headteacher's performance management review**

EPM's recommendation is that two or three governors take part in the appraisal panel – in the past this has been the three committee chairs, which has given a good overview of the Head's performance in different areas. A decision as to who will sit on the panel needs to be made as soon as possible as our Independent Advisor is suggesting a date of 15<sup>th</sup> October. This will be raised at the full governing body meeting next week, with a proposal that the two committee chairs plus one other governor nominated by the FGB take part.

**7. Any other business**

No items raised.

**8. Date of the next meeting**

To be agreed at the FGB meeting on 19<sup>th</sup> September.