**BUCKTON VALE PRIMARY SCHOOL**

**MINUTES OF THE PAY COMMITTEE MEETING HELD VIRTUALLY ON 2 NOVEMBER 2021**

**PRESENT: Mr Matt Hartley Co-opted**

**Mr Arron Leech Co-opted**

**Mrs Jenny Ross Parent**

**Mr Nicholas Whitbread Parent**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Lisa Cox Clerk**

**1 Declaration of Pecuniary, Business or Personal Interest and Apologies and Consent to**

**Absence**

All governors present at the meeting confirmed that they had no pecuniary, business or personal interest in the items on the agenda items.

**2 Review of Staff Pay**

The Headteacher had provided governors with a table of her recommendations for increments.

2.1 Upper Pay Scale

The Headteacher stated that she had received three applications for progression on UPS, all of which were of a very high standard. Two teachers from UPS1 to UPS2 and one teacher from M6 to UPS1. She said that the amount of evidence provided was extremely strong for both UPS2 applicants and strong for the UPS1 applicant and all three met the standards required. The UPS1 applicant would receive personal guidance and support due to having new additional responsibilities.

Teachers used BlueSky (professional development software) to upload their evidence over the year and the headteacher viewed this regularly.

It was resolved and all three applications for progression were approved by the Governing Board.

RESOLVED: To approve applications for progression:

* + - two teachers from UPS1 to UPS2
    - one teacher to UPS1

2.2 Main Pay Scale

Three teachers in total had applied to progress within the Mainscale:  One from M2 to M3, one from M3 to M4 and one from M4 to M5. Again, the headteacher stated the amount of evidence provided in the applications was high and all three met the standards required.

It was resolved and all three applications for progression were approved by the Governing Board.

RESOLVED:     To approve applications for progression:

* one teacher from M2 to M3
* one teacher from M3 to M4
* one teacher from M4 to M5

2.3 Leadership Scale

The headteacher stated that she had not received last year’s pay increment within her salary. She had only recently been made aware of this. Nicholas Whitbread, Chair of Governors, said he would contact Carol Roberts the School Business Manager and resolve this.

The headteacher said planned to progress again to the next pay scale this year.

**3 Headteacher’s Performance Management**

The Headteacher had met with Carol Thomas, external SIP, to go through her performance management targets and prepare for the next set of targets which were shared with the Chair. Some of last year’s targets were data led and therefore a discussion had taken place in relation to the pandemic, including one about reducing teacher workload.

1700 hrs - Carol Thomas, external SIP joined the meeting. The Headteacher introduced Carol Thomas to the Governing Board.

1705 hrs - The headteacher left the meeting and the Governing Board would now discuss the Headteachers Performance Management with the SIP.

1705 hrs - Lisa Cox, Clerk, also left the meeting as it was confirmed by the SIP and the Governing Board that minutes were not required to be taken.

Meeting details:

Started: 1630

Finished: 1705