

Governor	Present / Apols / Absent		Governor	Present / Apols / Absent
Philip Sanders (PS) CH	Present		Sarah Jones (SJ)	Present
Alan Jones (AJo)	Absent		Andrew Willetts (AW)	Apologies
Tim Alexander (TA) VC	Present		Tim Randell (TR)	Present
			Tim Stapleton (TS)	Present

Also Present

Name	Designation		Name	Designation
Jay Hooper (JH)	Clerk		Alison Horn (AH)	Strategic Business Leader
Ralph Crook (RC)	Chair of Governors			

Ref	Action / Decision	Owner	Date	Complete by
	Meeting Open: 17:02			
1704A.01	Agenda item: Welcome and apologies			
	Apologies AW PS noted this is a single item agenda, called to approve annual pay increases for teachers in line with payroll deadlines			
1704A.2	Agenda item: Declarations of interest			
	Reminder issued, none declared			
1704A.3	Agenda item: Annual Pay Progression			
	A paper detailing the recommendations was circulated and read in advance of the meeting. SJ outlined the annual appraisal process for teaching staff. This entails three appraisal meetings a year, with clear targets and success criteria agreed at the start of each year. Recommendations for pay progression are made in light of attaining targets set at the start of the year. The reason for appraisers declining progression, will be due to failure in meeting those targets.			

	<p>Governors asked why would a few teachers decline progression themselves? SJ: In order to move through the upper pay scales (UPS), staff are required to take on additional duties; some people are not ready or willing to do that, and so decline progression</p> <p>Governors reminded SJ/AH that last year, governors asked the school to ensure that those being declined progression (and therefore not reaching targets) were not being discriminated against. SJ - AH has carried out that piece of work, and we are now able to see where progression has been declined. This is helpful to see where appraisers may need to be changed. We don't see any pattern in regard to gender or age. There is some evidence that progression is slower for part time employees but this has been investigated further and there are other factors involved.</p> <p>One member of staff who has been declined progression is unhappy; once the decision is made by Committee that person may choose to appeal. There is a clear process in place for this situation.</p> <p>Governors highlighted the instance of one person on the leadership spine not progressing, and if that should be a matter of concern for governors. Additionally, if this impacts on the workload of others SJ: Not at present. More work is required, and this year's objectives are very clear. At present, it does impact on the workload of others.</p> <p>Although not a factor in approval of the recommendations, Governors asked for assurance that the budget sufficiently covered the recommendation. AH: 'Worst case' scenario used for budget setting, so the assumption is that all will progress.</p> <p>AH & SJ left the room 17:16 Governors discussed briefly the Principal's appraisal</p> <p>AH & SJ returned 17:19</p> <p>Proposal made to accept the recommendations for progression, as set out in the report before governors Prop: TA; Sec: PS Carried unanimously</p>			
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Meeting Closed:17:21