

Appraisal and Pay Progression 2019/20

Teachers

Janet and Trisha are the Pay Committee with delegated powers from the Full Governing Board to make pay decisions for teachers at Meadow View. To do this, we have regard to the pay recommendation in the most recent appraisal report, advice from the Headteacher (HT) and to the school's appraisal and pay policies.

We, therefore, had a meeting with the HT on 7/10/20 to review the pay recommendations for 2019/20. Trisha and the HT met socially-distanced in school and Janet took part via zoom.

Due to the relatively small number of teachers, the HT had undertaken the appraisals herself. She summarised her anonymised recommendations for each teacher and the reasoning behind these and responded to our questions. The HT confirmed that all teachers had had mid-year reviews. She had also taken account of DfE guidance about the implications of Covid-19 for performance management.

Following an anonymised discussion, Janet and Trisha made the pay decisions.

The HT has since confirmed that the teachers were all informed of the pay decisions by letter on 23/10/20. Also, key work objectives for 2020/21 and training and development plans have been agreed with teachers.

Support staff

The HT confirmed to Trisha in a Chair/HT catch-up meeting on 22/10/20 that appraisal reports and pay recommendations were completed for all support staff in the summer term. Governors do not have a role in approving pay recommendations for support staff.

The HT has explained that the new appraisal policy says that support staff will have their appraisal form June to June in line with support staff pay increases. Therefore, this year to bridge this, objectives have been set now. Staff will receive a mid-point review in January and then have their final review in June. This is when the new objectives will be set for the following year.

Head teacher

We will be conducting the HT appraisal this term and will be supported by an external adviser in line with the appraisal policy. We will report back to the Full Governing Board (excluding the HT and staff governors) with a pay recommendation when the appraisal report has been completed

Suggested improvements

Trisha attended a RoSIS Appraisal and Pay Progression course on 22/10/20 and from that identified possible improvements to our role as governors:

1. The Chair and Vice Chair should not both be on the Pay Committee.
2. Another governor should join the Pay Committee so that the Chair or Vice-Chair can stand down – any volunteers?
3. There should be an Appeals Committee of three different governors (not staff governors) in case of appeals against decisions.

Janet West and Trisha White

Pay Committee

9 November 2020