

HUNSLET CARR PRIMARY SCHOOL RESOURCES COMMITTEE MEETING

Minutes of the meeting held on Wednesday 2 December 2015 at 4.30 p.m.

PRESENT: Kevin Birkin (Chair) Martin Lumb (Headteacher)
James Annetts (via conference call) Julie Billings
Laura Bairstow Pam Reed

IN ATTENDANCE: Jane Charlton - Clerk, Governor Support Service

ACTION

1.0 APOLOGIES

There were no apologies for the meeting.

2.0 STAFFING - REVIEW OF THE STAFFING STRUCTURE IN LIGHT OF THE DIFFICULTIES IN SECURING A DEPUTY HEADTEACHER

2.01 The Head explained that the purpose of the meeting was to agree a staffing structure that would enable the school to carry out its leadership responsibilities and outlined the discussions that had taken place at the meeting with Sarah Parker.

2.02 The Head and Assistant Head had met with Sarah Parker, the local authority HR Officer, on 20 November 2015 and feedback from the meeting had been circulated to staff. The Chair confirmed he had not received any comments on the feedback and the Head reported he had been contacted by one member of staff who had advised they were happy for the governing body to follow the advice of HR.

2.03 At the meeting actions previously taken by the school to recruit a Deputy Head had been outlined and discussed. The first recruitment exercise had attracted five applications but none had met the required shortlisting standards. The second round of recruitment had attracted seven applications, four candidates had been shortlisted and two interviewed but neither candidate had met the required standards.

2.03.1 The Head informed the committee that the school had lost two good candidates before the shortlisting had been done and had advised that future interviews took place as soon as was possible after shortlisting.

2.04 The 2014 / 2015 leadership structure, which had included a Deputy Head, had been discussed and the Head had confirmed that this structure had worked well and that the removal of the Deputy Head had increased the pressure on himself, the Assistant Head and Phase Leaders.

2.04.1 The promotion of Phase Leaders to role of the Assistant Head had been discussed and Sarah Parker had asked if this role resolved the difficulties in school. The Head had advised that it did not as phase leaders would need to be brought out of class to do the extra work which would have a knock on effect on other staff and that the role did not provide enough leadership capacity in school.

- 2.05 Leadership structures in schools of a similar size had then been discussed and the vital role that a Deputy Head holds in the running of a school and Sarah Parker had recommended that the school filled the post of Deputy Head.
- 2.05.1 The Head had agreed with the suggestion but had raised his concerns about the Deputy Head being classroom based, as they had advertised for in the past, and explained that having the Deputy Head teach in the same phase as a Phase Leader or the Assistant Head could discourage staff from deferring to their line manager.
- 2.05.2 Sarah Parker had agreed there was a need for a Deputy Head but had suggested that the school needed to be more focused on what the role of Deputy Head would consist of.
- 2.05.3 The Head had suggested that the Deputy Head would teach but would not be assigned a class and instead their role would include supporting learning and teaching in various classrooms, teaching in the higher attaining groups in Years 2 and 6 and line managing the TLRs in English and Maths.
- 2.05.4 Sarah Parker had agreed that the school should re-advertise the post in the first week of January 2016 with a very clear and targeted application pack to ensure it attracted the right candidates. Sarah Parker had agreed to work with the school on the preparation of the job specification, application pack and advert and had provisionally agreed to meet with the Head and governors at 7.30 a.m. on 9 December 2016.
- 2.05.5 The Head asked governors if they were in agreement with the proposals outlined and the need for a Deputy Head. The Chair stated that previous proposals had not increased the number of staff in school and agreed that the current situation in school could not be changed unless staff were increased and agreed that the same structure had previously been successful. Governors confirmed that they were in agreement with the proposal.
- Resolved:**
- that the post of Deputy Headteacher be added to the leadership structure
 - that the post of Deputy Headteacher be advertised in January 2016
- 2.06 Short Term Actions
The Head proposed that interviews were held before the February half term with a view to the successful candidate's school being contacted to offer them an incentive to allow them leave and take up their new post after February half term. The Head informed governors that schools could no longer offer staff retention payments and that the other school could refuse to release staff and that if this happened the successful candidate would not be able to take up the post until after Easter. **Julie Billings asked if this would cause any problems for the school** and the Head confirmed that it would not be ideal but that the school could

function. Governors agreed with the proposal.

Resolved:

- that the successful candidate's school be offered an incentive which would be a financial payment of approximately £4000 to release them from their post

- 2.07 **James Annetts asked whether interim increases of pay for the Head and Assistant Head had been discussed with Sarah Parker.** The Head confirmed that an interim increase has been discussed and that Sarah Parker had agreed the Assistant Head's salary could be increased from scale point 8 into the pay scale of the Deputy Head to scale point 9 and for the Head's salary to be increased from scale point 18 to scale point 19 from 1 September 2015. The increase would be backdated and would be in place until the post of Deputy Head was filled.
- 2.07.1 **James Annetts queried whether an increase of one scale point for the Assistant Head was enough in light of the substantial additional duties and extended hours being worked and suggested a two point rise to scale point 10.**
- 2.07.2 **Julie Billings queried whether, if the Assistant Head's salary was being increased by two scale points, the Head's pay should also be increased by two scale points, to scale point 20, and the Chair asked if the Head had also taken on a similar amount of extra work.** The Assistant Head explained that phase leaders had been given an extra day to enable them to take on more work but that the Head and herself could not extend the time they had in school and that they were working extended hours after school and at the weekend. Even with this they had still not been able to dedicate as much time to their subjects (English / Maths) as they should have done.
- 2.07.3 The Assistant Head further explained that the Headteacher's pay was not as high as in other schools with the same number of pupils and that Sarah Parker had agreed the Headteacher's pay should be higher.
- 2.07.4 Governors then discussed the schools pay scales when James Annetts stated that they were now out of date and that this was a long term issue that needed discussing in more depth at a later date. The Head confirmed that the number of pupils in school had risen by a third but that pay scales had not been amended to reflect the change and the Chair added that this was perhaps why the school struggled to recruit and retain staff.
- 2.07.5 The Chair asked if governors were in agreement with the Head's salary being increased to scale point 20 and the Assistant Headteacher's salary to scale point 10. All governors agreed with proposal.
- Resolved:**
- that the Assistant Headteacher's salary be increased from scale point 8 to scale point 10 until the position of Deputy

Head was filled and was backdated to 1 September 2015.

- that the Headteacher's salary be increased from scale point 18 to scale point 20 until the position of Deputy Head was filled and was backdated to 1 September 2015.

2.08 **James Annetts asked if the Assistant Head was in charge of the school when the Head was absent** and the Head confirmed that she was. James then suggested that the Assistant Head's job title should be changed to Acting Deputy and **the Chair queried why**. James explained that the additional pay was respectful of the additional work being done and the change of job title would ensure that staff and the community would be aware of who was in charge in the absence of the Head. The Head explained that the Assistant Head had recently dealt with a major crisis in school in his absence and everyone involved had been fully aware of who was in control and that the Assistant Head had dealt with the issue effectively. The Chair added that changing the Assistant Head's job title had been previously been discussed but the Assistant Head had been reluctant to do this. The Assistant Head informed governors the offer was appreciated but confirmed that she would prefer to retain her current job title.

2.09 The Head informed governors that enhancements or changes to the salaries of phase leaders and assistants would be discussed by governors at a later date.

2.10 James Annetts highlighted the need to advertise the post outside of the school's SLA with the local authority to ensure the advert attracted the right candidates and the Assistant Head agreed.

2.11 **Julie Billings asked how many governors were required for the meeting with Sarah Parker** and the Head clarified there was no minimum requirement for the meeting and that any governors who were available were free to attend.

2.12 The Chair asked governors if they were happy with the decisions made and all governors confirmed that they were and the Chair asked the Head to confirm the meeting with Sarah Parker on 9 December 2015.

3.0 ANY OTHER URGENT BUSINESS

3.01 No further issues were raised.

9.0 DATES OF NEXT RESOURCES COMMITTEE MEETINGS

- 9.01
- Tuesday 15 March 2016 at 4.30 p.m.
 - Tuesday 21 June 2016 at 4.30 p.m.

The meeting was closed by the Chair at 17.20 p.m

Head