



Alma Park Primary School

Full Governing Body Meeting

4:30p.m. Thursday 26th May 2022

Achievement Partnership Success

Part 2 CONFIDENTIAL Minutes

Item 5. Minutes – Confidential Section

Action: *Headteacher to check with HR if there are contractual ramifications for offering a TA a fixed term teaching contract* – A TA4 is currently covering the position of the nursery practitioner. The advice from HR was that the TA4 could be employed as an unqualified teacher as she has Early Years Teaching Status. This member of staff could be paid on the main scale. A discussion will be held with the nursery practitioner to confirm her future plans. If she wishes to reduce her hours to 0.6, the UQT would be employed for two days. The conversation has not yet taken place due to the absence of the member of staff. Her latest fit note ends in mid-June. Any changes to the working arrangement would commence from September.

Item 8. Headteacher Report

Leadership restructure update

The new proposed structure was presented. The school has advertised for two new Assistant Headteachers, and interviews are scheduled in June. Governors were invited to be involved in the interview process.

Action: Governors to inform Mr Williams if they would like to be involved in the process

The Senior Leadership Team structure would then consist of the Headteacher, Deputy Head and three Assistant Heads with teaching responsibility.

Dissolution of the TLRs

Letters have been sent to the two staff with permanent TLRs to advise them of the changes and the plan is to move to a curriculum TLR structure. The two staff will receive pay protection of £2687 per year for a period of three years (up to 31st August 2025). These staff will be allocated additional duties to reflect the additional pay.

The TLR staff will have the opportunity to be interviewed for the Assistant Head position and if successful, they will lose their TLR2 payment and move to a position on the leadership scale. The school will then offer two TLR3 positions on a fixed term basis focusing on specific school development areas.

If both staff apply and are unsuccessful, they would, receive protected pay and would be provided with additional duties commensurate with their salary.

Both members of staff have confirmed their intention to apply and if unsuccessful, they would want to continue with their curriculum work. The school has supported them through their NPQSL training, and they are currently completing a project around curriculum development which ends in July 2023.

The member of staff currently responsible for SEND is due to complete her TLR on 31st August. A proposal will be presented in summer 2 looking at a SEND responsibility point rather than TLR paid on a pro rata basis whilst she completes the NASEND course. Once qualified, she would be paid the full amount.

GQ: What length of time would you be looking at in terms of the fixed term TLR3 positions?

These would be for one year with progress reviewed at that point. The TLRs would be linked to school development priorities with very clear success criteria around them and expectations to ensure impact could be evidenced.

GQ: If the TLR2 staff who are applying for the Assistant Head positions are not successful, will they be offered the TLR3 positions automatically?

No, TLR positions will be determined upon the needs of the school and the appropriate staff appointed depending on their skills.

There has been a significant amount of work this year on school improvement and it is important to remain focused next year to continue to embed this work. Mr Williams is looking at a longer-term strategy rather than taking a short-term approach and development opportunities will be advertised as and when required.

Whilst the proposed changes are significant, the aim is to create succession within the team so that when key members of staff move on, others are well placed to move into positions. This avoids stagnation within the staff team.

GQ: What are the three TBC roles?

Historically, staff would work within teams, however, English will be split into Reading and Writing so that staff can take on curriculum responsibilities. The school may consider recruiting ECTs next year who are not able to take on a curriculum responsibility and therefore, more staff will be expected to take on a Subject Leader role. There are currently staff who work part time leading subjects which presents an issue with equity as they do not have the same level of capacity as staff who work full time. Therefore, consideration is being given to how these staff can be supported to achieve a better workload balance. It is also important to have staff appointed to positions which best match their skill set and to provide the appropriate levels of support to staff to enable them to develop their skills.

GQ: Some UPS positions are listed on the report and others are to be confirmed. Do you have enough staff to fit the roles?

The information is included to show the additional responsibilities UPS staff hold. However, this remains in draft at this stage. In the first year, UPS teachers were asked to take on additional responsibilities to enable them to demonstrate substantial and

sustained impact as required under the teacher standards. The next stage is to reflect and ensure responsibilities are equitable. Impact would then be reviewed through the appraisal process.

Approved: Governors approved the proposals presented

Signed..... **Date:**

(David Cooke - Vice Chair of Governors)

Meeting ended 6.30pm

Summary of actions

- Governors to inform Mr Williams if they would like to be involved in the process