

Report for: Staffing and Remuneration Committee

Item number: 6

Title: Schools Pay and Appraisal Policies
Report authorised by: Jacquie McGeachie – Assistant Director, Human Resources

Lead Officer: Victoria Tricarico, Head of People and Change, Human Resources

Ward(s) affected: All

**Report for Key/
Non Key Decision:** N/A

1. Describe the issue under consideration

1.1 This reports presents two reviewed policies (Pay and Teacher Appraisal) to be recommended by the Council from 27th July 2016 for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains and to be implemented by the Council in respect of any unattached teachers it employs from September 2016.

2. Cabinet Member Introduction

2.1 Not required for the Staffing & Remuneration Committee.

3. Recommendations

3.1. That the Committee approves the model Pay Policy and model Teacher Appraisal Policy, attached at Appendix A and Appendix B, to:-

- (i) be recommended by the Council from 27th July 2016 for adoption by the governing bodies of the community, voluntary controlled, community special and maintained nursery schools which the Council maintains
- (ii) to to be implemented by the Council in respect of any unattached teachers it employs from September 2016.

3.2. That the Committee authorises the Assistant Director Transformation and Resources in consultation with the Chair of the Committee to make such amendments to the Pay Policy and Teacher Appraisal Policy as he considers minor, any such amendments to be reported back to the meeting of the Committee immediately following the making of the amendments. This includes publishing pay scales in line with the teacher national pay award.

4. Reason for decision

- 4.1 Having good HR policies and procedures assists in providing schools with a framework to manage their employees effectively, and ensures compliance with employment law, but also statutory requirements relating to staff in schools. A full review of schools policies is underway, with full consultation with stakeholders.

5. Alternative options considered

- 5.1 None.

6. Background information

- 6.1 The Council has various model HR policies and procedures that cover its employment relationship with its staff in schools. The decision whether to adopt certain of these policies and procedures, including those dealing with teachers' pay and the appraisal of teachers, lies with the governing bodies of those schools. In the case of these policies and procedures, the Council from time to time recommends a model policy/procedure to these governing bodies for adoption. Owned by Human Resources, these documents are periodically reviewed and will now be presented to the S&R Committee for ratification following a full consultation process with key stakeholders including headteachers, governing bodies, the unions, and the Schools Consultative Group. It is good practice to review HR policies regularly to ensure that these are statutorily compliant and meet the needs of our schools, so that schools may deliver the best possible educational outcomes for children of the borough.

7. Model Pay Policy (Appendix A)

- 7.1 Under the terms of the School Teacher's Pay and Conditions Document 2015 (STPCD), the 'relevant body' (usually the governing body) must adopt a policy that sets out the basis on which it determines teachers' pay and the date by which it will determine teachers' annual pay reviews. The 'relevant body' must also establish procedures for addressing teachers' grievances in relation to their pay in accordance with the ACAS Code of Practice. The STPCD 2015 is accompanied by statutory guidance (to which local authorities and governing bodies are required to have regard) , which says that the pay policy should :-
- Set out clearly the basis on which all decisions that determine pay will be made and communicated to all teachers;
 - Set out the extent to which specific functions relating to pay determination will be delegated to others, such as the headteacher;
 - Explain the role that the relevant body will play in making decisions relating to individual teachers;
 - Make clear the relevant body's compliance with discrimination legislation;
 - Set the date(s) by which it will annually determine teachers' pay;
 - Set out the procedures that apply when any teacher seeks a review of any decision made by the headteacher or relevant body that affects their pay

- 7.2 The draft model policy meets these statutory requirements and statutory guidance and is based on the current version of the STPCD (2015).
- 7.3 The School Teacher's Review Body has issued its 26th Report earlier this month. This report forms the basis of the reviewed STPCD for the 2016-2017 school year, which if normal practice is followed will be issued late August / early September for use from the beginning of the school year in September 2016. Currently no significant changes are proposed, other than the following:
- From September 2016, a 1% uplift to the minima and maxima of all classroom teacher pay ranges and leadership pay ranges in the national pay framework, and to classroom teacher allowances (Teaching and Learning Payments (TLR's) and Special Educational Needs Payments (SEN payments)).
 - The inclusion of a section in the statutory guidance making clear that a salary advance scheme for rental deposit is one of a number of tools that schools might consider for aiding recruitment or retention, and detailed advice will be provided on the implementation of such schemes on the DfE web pages.
- 7.4 As in previous years, it is proposed to continue to apply a 1% increase to all paypoints to ensure that the Council continues to remain competitive in a challenging recruitment market. This would also reflect the average increase to paypoints that have been recently awarded to centrally employed Haringey staff and support staff in schools. These changes will be confirmed within the policy and released to schools once the STPCD 2016 is released.

8 Model Teacher Appraisal Policy (appendix B)

- 8.1 Schools must have an appraisal policy for teachers which complies with The Education (School Teachers' Appraisal) (England) Regulations 2012, made under the Education Act 2002, which came into force on 1 September 2012 and replaced The Education (School Teacher Performance Management) (England) Regulations 2006.
- 8.2 The regulations place a legal obligation on qualifying schools to have an appraisals procedure in place for all teachers (with certain exclusions, for example newly qualified teachers).
- 8.3 In addition, as part of their overall inspection framework, Ofsted requests to see evidence in schools that the appraisal procedure is used effectively and enables school improvement; if appraisal evidence is not available, this is likely to impact negatively on the Ofsted inspection grade for leadership and management within an individual school. Therefore, it is important that a robust policy is in place.
- 8.4 The draft model policy sets out the framework for a clear and consistent assessment of the overall performance of teachers and for supporting their development needs within the context of the school's improvement plan, within the parameters of the aforementioned appraisal regulations and Ofsted requirements.

9 Contribution to strategic outcomes

- 9.1 The Council's Corporate Plan sets out an ambitious agenda, and one that will require significant change to deliver. Having robust HR policies and procedures is a key element of how the Council will meet the Corporate Plan objectives by having fair and consistent approaches on how it manages and develops its workforce. Specifically effective people management within schools will also contribute to the achievement of Priority 1.

10 Statutory Officers' comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities Assistant Director of Corporate Governance Comments

- 10.1 Legal Services have been involved in the drafting of the Policies. They comply with all relevant legal requirements.

11. Chief Finance Officer Comments

- 11.1 The Chief Finance Officer comments that the cost of staff employed in schools is met primarily from the Dedicated Schools Grant (DSG) delegated to governing bodies.

- 11.2 In discharging its duty of managing its school's budget a governing body is required to conform to the Schools Financial Value Standards (SFVS). The SFVS evaluation asks the following.

- Does the school review its staffing structure regularly?
- Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?
- Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?

- 11.3 The pay and appraisal documents will provide the framework for governing bodies to meet these standards.

12. Use of Appendices

Appendix A – Haringey Schools Model Pay Policy

Appendix B – Haringey Schools Model Teacher Appraisal Policy

13. Local Government (Access to Information) Act 1985

Not Applicable.