

Pay Committee
Minutes of the Meeting held on Wednesday 14th December 2022
at 6pm at the Sherwood Hill Campus and via Google Meet



Eileen Bone (EB)	Foundation Governor		Absent
Gemma Davies (GD)	Co-opted Governor	Present	
Brian Ikin (BI)	Co-opted Governor		Absent
Matthew Grew (MG)	Co-opted Governor (Chair)	Present	
David Murden (DM)	Ex-Officio Governor / Headteacher	Present	
Rosemary Viggiani (RV)	Clerk	Present	

	Item		Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>MG opened the meeting at 6:49pm and welcomed all to the Sherwood Hill Campus. Apologies were received and accepted from BI and EB. It was noted that the Committee was therefore not quorate but could still meet to note the discussions held at the Finance Committee on 23rd November.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>		
2.	<p>Minutes of the previous meeting held on 23rd November 2021</p> <p>Approval was deferred to the next meeting of the pay committee.</p>		
3.	<p>Update re Leadership Pay</p> <p>At the Finance Committee meeting on 23rd November, DM had noted that, in transcribing his decisions to the anonymised summary spreadsheet for the Committee he had made two omissions. Two members of the leadership team had exceeded their targets and he had recommended them for a two point progression but this had been wrongly transcribed in the anonymised paperwork being recorded as a single step progression for both.</p> <p>It had been noted that most members of the Pay Committee were present at the Finance Committee and that the Pay Committee is a sub-Committee of the Finance Committee. In this light, the Finance Committee had discussed the nature of the error and whether this affected the decisions made.</p> <p>It was agreed that this did not affect the decision with regards to the moderation of the process as all case studies scrutinised followed the process. In addition the two errors were not an error in the process but an error in the transcription of the outcomes for the Committee. Therefore the decisions reached by the Committee were not affected by this error.</p> <p>However, it was noted that the impact on the budget as reported to the Committee was incorrect and would be raised from £8,000 to around £12,000 having an impact of £2,000 for each of the individuals whose increments were wrongly transcribed.</p> <p>Governors noted this change – also noting that the Pay Committee do not approve the total sum; they approve the moderation of the process and thereby accept the rises recommended by the Headteacher; they note the total impact on the budget and report this back to the Finance Committee.</p> <p>How to double check in future to avoid this happening in future – spreadsheet.</p> <p><i>ACTION: DM to confirm the final impact of the pay increments on the budget; RV to convene a short Pay Committee meeting immediately prior to FGB to formally note this in the Minutes of the Pay Committee. Can we get an update on this for the Committee?</i></p>		



Item	Action
<p>Any other business / dates of future meetings / close</p> <p><u>Forthcoming Meetings:</u> Pay: tbc</p> <p>Finance: 19th October 2022 and 23rd November 2022</p> <p>Curriculum & Staffing: 16th November 2022</p>	
<p>The meeting closed at 5:54pm</p>	

Signed: <u>G Davis</u>	Print Name: <u>Gemma Davies</u>
Chair	Date: <u>18.10.2023</u>