

## The Priory School

### Board of Trustees

held at 6.30 pm on Tuesday 20th July 2016

## MINUTES

### *Members:*

Yvonne Rimmer	<i>Chair</i>
Robert Adams	
Michael Barratt (MJB)	<i>Principal</i>
Don Burgess (DB)	<i>LGB for St Martins</i>
Peter Pack (PP)	
David Sidaway (DS)	
Eric Stannard (ES)	
Lisa Twidale	

Nicola Bradley	<i>Co-opted</i>
Tim Jones	<i>Co-opted</i>
Paul Kitchener (PK)	<i>Co-opted</i>

### *In attendance:*

David James (DJ)	<i>HR Adviser</i>
Adrian Burns (AB)	<i>Clerk</i>

*action:*

#### 1 **Apologies for absence and Welcome**

Apologies for absence had been received from Lisa Twidale and Tim Jones. The Chair welcomed Nicola Bradley to her first meeting of the Board.

#### 2 **Declarations of interest**

There were no declarations of interest in the business of the meeting.

#### 3 **Minutes of previous meeting**

This being the first meeting of the new Board of Trustees, there were no previous minutes to be approved.

#### 4 **Election of Chair and Vice-Chair**

Yvonne Rimmer was elected Chair: proposed by Peter Pack, seconded by Don Burgess.

Eric Stannard was elected Vice Chair: proposed by the Yvonne Rimmer. He gave notice that he was willing to act as Vice Chair until the next meeting but did not wish to continue beyond September.

**5 Appointment of Co-opted Trustees**

On the proposal of the Chair, and seconded by David Sidaway, the following were appointed Trustees for a period of twelve months:

Nicola Bradley  
Tim Jones  
Paul Kitchener

**6 TUPE**

The meeting considered the arrangements for St Martin's staff transferring under the TUPE (Transfer of Undertakings) process. All staff would become employees of the new Trust. In the case of the Finance Director a similar approach would be taken to that used for the Executive Principal, to accommodate the need for wider financial responsibility across the Trust. It was noted that St. Martin's Business Manager did not have academy expertise and DJ commented that there would be practical issues to be resolved about how she and Duncan Wright (DW) were to work together. He was asked to review the job description for the new role. The Principal said that DW would work as acting Finance Director during the holiday period and was content to wait for the job description until the start of the new term. It was agreed that the formal appointment would be made at the September Board meeting.

The Principal suggested an informal interview process for both the Executive Principal and the Finance Director roles. The aim would be to ensure that they operated in accordance with expectations, and to allow them to raise any training needs and express any concerns about operational matters. The Principal added that the process would need to be communicated to staff at both schools. It was agreed that the Chair would write to him and DW by the end of the week to set out the next steps in the process.

YR

**7 Remuneration of Executive Principal and Senior Leadership Team**

*.1 Background*

It was noted that the new structure had been agreed at the Full Governing Body meeting held on 12th July and included the Executive Principal remaining Principal of the Priory School and Chief Executive of the Salop Teaching School.

The Principal tabled DJ's summary of his two papers and commented on them to the Board. Budgetary issues were discussed, including the implications of the new structure following the inclusion of St. Martin's and possible further expansion. He explained that his time was not allocated in the same proportions as his salary and that the Deputy Principal currently received no enhancement despite having extra responsibilities. So there was now an opportunity, which he would like the Board to take, to enhance her remuneration. The Chair commented that the teaching school enhancement was not a permanent funding stream and that the risk of it being removed needed to be borne in mind. The Principal confirmed that any enhancement of salary due to Teaching School status would be removed if that ended. All the staff concerned were aware of the position.

Because of fluctuations in the membership of SLT, the Deputy Principal and Assistant Principal (D&O) had had temporary uplifts to their salaries for the last

## for approval

two years. SLT hours were now less than before and the school had avoided going into deficit, but extra responsibilities had been added to the roles. Restructuring had taken place the previous year but the salary ranges might need to be reviewed again. The Deputy Principal was due a performance management review which might lead to an increase in salary. The Assistant Principal (D&O) had been in post for a long time and was exceptional in terms of energy, but the role would change. There would be a new Assistant Principal the following year who would take responsibility for Behaviour from the Deputy Principal. The Principal stressed the importance of maintaining a positive team attitude because of the work they would be doing during the next year. They had understood the vision and joined in with it.

He commented that there could be potential for more income, since the proposed top slice from St Martin's was low (less than 3%) by comparison with other academies nationally (between 4% and 5% according to the National Schools Commissioner).

In response to a question from ES, the Principal said he was not recommending a specific value for the differential between the Executive Principal's and Deputy Principal's salaries, but that he was uncomfortable with the difference being too great. DJ commented that generally a Deputy's salary was about 80% of an Executive Principal's. The Assistant Principal range could overlap with the Deputy as long as the top of the Deputy's range was the higher of the two.

### .2 *Executive Principal's Salary*

The Principal left the meeting and options for the Executive Principal's salary were discussed in detail. Attention focused on the distinct elements of the remuneration package including the Teaching School role, for which long term funding was not guaranteed. The details are recorded in a confidential minute.

### .3 *SLT salaries*

DJ led discussion of salaries for the Senior Leadership Team. The details are recorded in a confidential minute.

## 8 **Dates of meetings in 2016-17**

A provisional schedule of meeting dates for the Board, the Local Governing Bodies and the Finance & Audit Committees was noted. In addition it was agreed that there would be a further extraordinary meeting of the Board on 13th September.

AB