

TBAP Trust
Report on Performance Management and Pay Recommendations
HR, Finance and Facilities Committee Meeting
Tuesday 23rd¹ September 2014 5.00pm



	Meeting	HRFFM Committee
	Date	23/09/14
	Item Number	TBAP(14)8
Title:	Performance management and Pay Recommendations	
Responsible TBAP Leadership team member:	Seamus Oates , Executive Headteacher	
Prepared By :	Seamus Oates , Executive Headteacher	

1. Purpose

1.1 This report provides details the operation and outcomes from the performance management and appraisal of all TBAP trust staff at all TBAP sites. The report is provided on an annual basis to the board via the HRFFM committee.

2. Performance Management and Appraisal

2.1 All staff have been issued with the new (2014-15) Performance Management and Appraisal Policy on the TBAP USB. Performance management reviews for this cycle have been carried out using the 2013-14 policy n the staff CD.

2.2 Most staff have now had their review meeting at which they reviewed last years performance and set new objectives for this year. All objectives are linked to the TBAP and school development plans and/or the appropriate professional standards. The deadline for all reviews to be entered onto Bluewave Swift is Friday 26th September. The Heads of School and Executive Headteacher will then sign off the reviews.

2.3 The performance management review for the Executive Headteacher / CEO is scheduled for October 14th 2014; this will be carried out by the following panel :

- External Advisor: Colin Adams
- Chair of the Board: Paul Dix

2.4 All TBAP staff have been set objectives for 2014-5 in the following areas :

- TBAP/School improvement target
- Learner Progress target
- Leadership target (where appropriate)
- Professional development target relating to teacher/support staff standards

2.5 Reviews from last year and new targets are recorded in bluewave.SWIFT.

2.6 Some examples of objectives set for the leadership team and teachers are:

- 100% of Y11 students achieve accreditation(ALL)
- 85% of Y11 students achieve 5 or more GCSEs (A-G) or equivalents. (ALL)
- 20% of Y11 students achieve 5 or more GCSEs (Grades A*-C) (ALL)
- 100% of Y11 leavers move into EET. 100% of learners achieve nationally recognized accreditation (ALL)
- Deliver TBAP online to all trust schools (BAPA)
- Deliver the TBAP waved intervention LSP program across secondary provision.(BAPA)
- MFL to achieve at least 85% accreditation (GCSE or equivalent) across all TBAP learners (TBAP)
- Through the curriculum, ensure that all learners are on track to achieve their predicted or above targets at end of KS2 (OAPA)
- Teaching and learning is good or better in all subject areas (OAPA)

- Review current and implement new systems for measuring the impact of interventions (CSS)
- CSS teams are able to deliver an integrated and cost neutral offer to schools across TBAP and beyond (CSS)
- To ensure that learners make accelerated progress that reflects national expectations for progress (CAPA)
- To achieve an A*-C GCSE, or equivalent, qualification in non-core subjects for 20% of the 2014-2015 Year 11 cohort of learners (BCAPA)
- 100% accreditation (AQA Unit Awards) for all participating students
100% pupils will gain hands on enterprise experience in a real-life community setting (LAPA)

2.7 Examples of objectives set for support staff are:

- Develop behaviour interventions for students that support their learning (OAPA)
- To ensure that SIMS is kept up to date and accessible to staff (CAPA)
- To ensure that all PLASK returns and the annual School Workforce Census are completed rigorously and in a timely fashion. (BCAPA)
- To offer lunchtime or after school sessions of Spanish to key stage 3 (LAPA)
- To design and lead on the full implementation by the start of Term 5 of the new TBAP business support hub leading to measurable improvements in HR, ICT, facilities and financial services.(TBAP)

2.8 Heads of School and Service have reviewed the performance of all staff and have advised me on my recommendations for progression on the appropriate pay scale according to the performance management policy. **Appendix 1** details all staff that are recommended for pay progression. Staff that do not appear in **Appendix 1** are either at the top of their pay range or have not been recommended for progression.

2.9 There have been three applications for Threshold this year. Following review of these applications and consultation with the Heads of Schools my recommendations can be found in **Appendix 2**.

The committee are asked to agree my recommendations to the Board.

3 Bonus Applications

3.1 The policy for 2014-15 includes the option for the Trust to award bonuses to staff for exceptional performance. The criteria are detailed in the pay policy and are:

Teachers may be eligible for a one off bonus* payment

- *They meet all of their objectives*
- *Fully meet the teaching standards*
- *All teaching is assessed as at outstanding*

Support Staff may be eligible for a one off bonus* payment if :

- *They meet all of their objectives*
- *Fully meet the job description*
- *Performance is assessed as at outstanding*

3.2 Heads of School and Service have reviewed the performance of all staff and have advised me on staff that would meet the criteria for a bonus payment this year. These staff are listed in **Appendix 3**. I would like the committee to consider my recommendations that we implement the bonus option a year early and reward the staff detailed in **Appendix 3**.

3.3 The TBAP Board has an option to pay a bonus either as a % of an individual's salary or as a flat rate regardless of salary. These options are explored below based on the employees that have been recommended for a bonus this year.

- A. 1% Bonus would mean that low paid staff would receive on average £250 and our highest paid staff on average £600.
 - a. Total cost of a 1% bonus would be £18,302 including NI and pension contribution
- B. 2% Bonus would mean that low paid staff would receive on average £450 and our highest paid staff on average £1000.
 - a. Total cost of a 2% bonus would be £36,603 including NI and pension contribution
- C. 3% Bonus would mean that low paid staff would receive on average £600 and our highest paid staff on average £1200.
 - a. Total cost of a 3% bonus would be £54,000 including NI and pension contribution
- D. If we paid a flat £500 bonus it would cost TBAP £23,541 including NI and pension contribution
- E. If we paid a flat £750 bonus it would cost TBAP £35,312 including NI and pension contribution
- F. If we paid a flat £1000 bonus it would cost TBAP £47,082 including NI and pension contribution

Below indicates the percentage each option represents of the predicated carry forward for 2014-15 of £521,000.

- Option A: 4%
- Option B: 7%
- Option C: 10%
- Option D: 5%
- Option E: 7%
- Option F: 9%

The committee are asked to recommend a bonus option to the board.

4 Continuing Professional Development (CPD)

4.1 All staff have received the CPD policy as part of the staff handbook. CPD opportunities have been identified for staff during performance management reviews. Other opportunities for CPD might be identified over the year. All CPD has to be applied for on BWS which automatically links the request to the TBAP/School development plan and the staff members performance management targets. Local SLT's review CPD applications and record the outcomes on BWS.

4.2 Here are some examples of CPD applications that were not approved this year :

Title	Cost
Sex and Relationship Education for Students with SEN	£362.50
Managing behaviour in schools	£300.00
Using Art to tackle Poverty	£320.00
ITIL Foundation Lvl 3	£1,600.00

4.3 The application of the Performance Management and CPD policy has been monitored for any impact on :

- Race
- Sex
- Sexual Orientation
- Disability
- Religion and Beliefs
- Age
- Part-time Status
- Maternity and Pregnancy

There has been no significant impact on these identified.

4.4 There have been no appeals or representations on an individual or collective basis on the grounds of alleged discrimination

4.5 All CPD is evaluated on BWS and individual AP Academies can produce detailed reports to demonstrate the impact of CPD on outcomes over the year.

Appendix 1
Pay Progression Recommendations (confidential)

Following the performance reviews I should like to recommend the following increments:

The Bridge AP Academy – Pay increment recommendations				
Staff Member		Range	From	To
		29-31	29	30
		L26-30	L29	L30
		M1-6	M4	M5
		M1-6	M5	M6
		M1-6	M5	M6
		Threshold	M6	UPS1
		14-18	L14	L15
		14-18	L14	L15
		L20-24	L21	L23

Beachcroft AP Academy – Pay increment recommendations				
First Name	Surname	Range	From	To
		41-44	42	43
		14-18	16	17
		26-28	26	27
		Threshold	M6	UPS 1

Latimer AP Academy – Pay increment recommendations				
First Name	Surname	Range	From	To
		UPS1-3	UPS1	UPS 2
		UPS1-3	UPS1	UPS 2
		26-28	26	28
		UPS1-3	UPS1	UPS 2
		14-18	L15	L17
		41-44	43	44
		26-28	27	28
		UPS1-3	UPS1	UPS 3
		26-28	26	27

Courtyard AP Academy – Pay increase recommendations				
First Name	Surname	Range	From	To
		32-34	33	33
		UPS1-3	UPS1	UPS 3

CSS – Pay increment recommendations				
First Name	Surname	Range	From	To
		UPS1-3	UPS1	UPS2

Octagon – Pay increment recommendations				
First Name	Surname	Range	From	To
		45-47	45	47
		26-28	27	28

TBAP – Pay increment recommendations				
First Name	Surname	Range	From	To
		26-28	26	27
		26-28	27	28
		32-34	33	34
		33-36	35	36
		20-24	22	23

Appendix 2
Threshold Applications (confidential)

My recommendations for progression onto the upper pay scale following applications made this year (deadline for applications 31st August)

First Name	Surname	Progression Recommended?	UPS Point
		No	Remain at M6
		Yes	UPS1
		Yes	UPS1

