

Director's Briefing for Chairs and Vice-Chairs

Wednesday 25 May 2016

Welcome



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unified reward

Pay review and new terms and conditions

An Overview for School Governors

Deborah Shaw – Schools HR Business Partner

May 2016

Aims of this session

- ✓ Provide a brief update on Unified Reward project
- ✓ Outline the changes to be implemented
- ✓ Answer or take away any queries.

Unified Reward

What is Unified Reward and what does it do?

Unified Reward delivers changes to how staff are paid and rewarded, it impacts:

- terms & conditions
- job titles
- grades
- allowances.

Unified Reward has been designed to:

- ensure the pay and grading structure across schools in Barnet is **competitive**, and will enable you to **attract and retain high performing staff**
- **inspire and support staff** to continue to make Barnet council and schools great places to work
- ensure that pay reflects the job done, **people who go the extra mile are rewarded**, and **repeated sickness and absence is tackled**.

Unified Reward

Who is affected by Unified Reward?

All non-teaching staff in Community Schools

Who is out of scope?

The following are out of scope for Unified Reward:

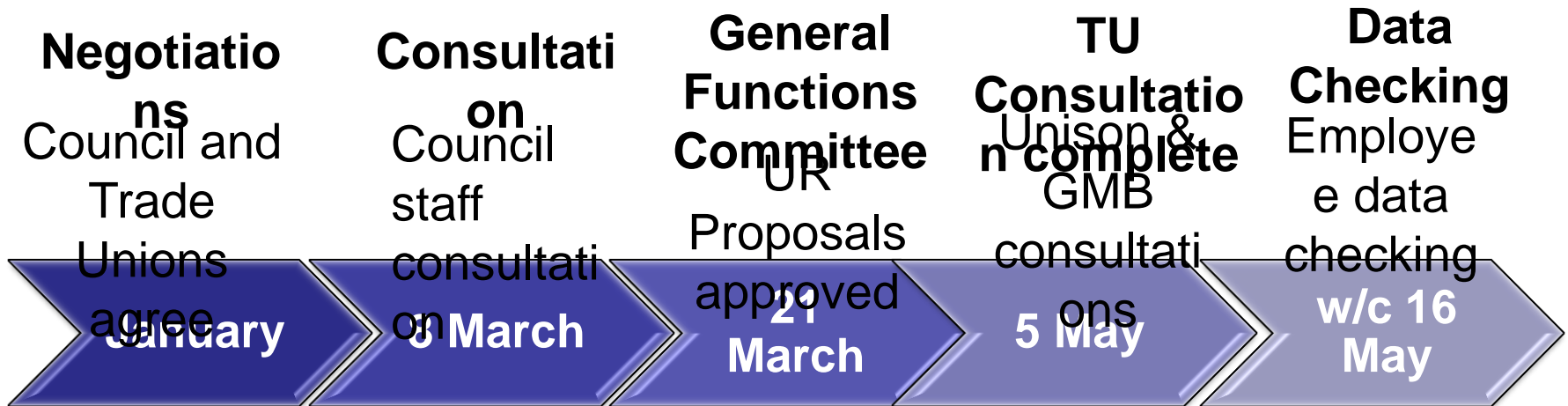
- Teachers
- Non Community Schools - can 'sign up' to the new UR proposals
- Staff on Soulbury T&Cs
- Fixed Term/Temp employees whose end date is before 1 April 2017
- Apprentices

Why is the council implementing Unified Reward in community schools?

- ✓ Simplification of staff pay and grading
- ✓ Job evaluation across all schools for consistency, supported by a single job evaluation scheme
- ✓ Ensure fairness with staff paid for the weeks they work
- ✓ Fair, robust and more consistent pay structure
- ✓ Rewards employee performance and contribution to the organisation
- ✓ Terms and conditions that are easier to understand, manage and reflect today's working environment

Unified Reward – Progress

Community Schools



Non - Community Schools

- A session was held on 24th May to gather expressions of interest in implementing Unified Reward
- To qualify for this option schools should already take Capita services

Unified Reward – Next Steps



Unified Reward – Next Steps

Community Schools

- The timescales for the project have recently been revised following feedback from Headteachers
- We are continuing to work together to ensure staff will experience a smooth process during the introduction of Unified Reward.

Unified Reward Changes

Overview and Dates for introduction

Pay

Implementation Date – 1st April 2017



New Pay and Grading Structure

Grade	Min £	Max £
Grade A	17,344	18,045
Grade B	18,045	18,783
Grade C	18,381	20,193
Grade D	19,524	21,552
Grade E	20,856	23,334
Grade F	23,334	26,277
Grade G	26,277	29,727
Grade H	28,935	31,986
Grade I	31,986	35,655
Grade J	36,558	41,073
Grade K	43,869	48,475
Grade L	49,451	55,384

Barnet Living

Wage
Cost of Living
Incorporated into
Awards
Grade A

London Weighting
To continue being
Incorporated into base pay
applied to grades

New Staff
A to L
To be appointed at the
minimum of the grade

Pay

Implementation Date – 1st April 2017



Pay Protection

- 12 months pay protection from 1 April 2017
- Thereafter 6 month pay protection will be the normal practice.

Pay Progression & Performance Related Pay

- Automatic increments have been removed from grades
- From April 2018 Annual increment dependent on performance

Rating	New Rating	Increase
Red	Development Needs	0%
Amber	Satisfactory	0.5%
Green	Good	2.25%
Gold	Outstanding	3%



Pay

Impacts on Staff

- In Barnet community schools over 95% of employees will receive the same or a higher basic rate of pay following the implementation of Unified Reward
- As with any review that redefines the pay and grading there are some employees whose salary will reduce

Impacts on Base Pay Community Schools Example*

Negative		Neutral		Positive	
No.	%	No.	%	No.	%
91	5%	568	31%	1188	64%

*Does not include decreases due to removal of 52 week contract/retainer pay

Terms & Conditions

Implementation Date – 1st April 2017



Annual leave

- Currently annual leave varies depending on:
 - >Grade
 - >Length of service
 - >Differing terms & conditions
- Levels of leave vary across schools from 22 – 36 days
- Public Sector average 30.25 days
- **All employees will be entitled to 30 days annual leave (FTE)**
- For staff in schools this is counted as school holiday time and paid.

Current annual leave	New annual leave
31-36 days	31 days for leave year 2017/18 then 30 days from 2018 onwards
22 - 30 days	30 days from April 2017

Ts and Cs

Implementation Date – 1st April 2017
Financial Penalties – 1st April 2018



New Sickness Procedure

- A revised sickness management approach with new sickness triggers to address short-term sickness.
- A trial period of 12 months before possible introduction of salary deductions.
- Warning letters to be used initially

Trigger	Sickness level	Salary Deduction
1	8 days or 3 occurrences within 12 months	1 days' pay
2	Another occurrence/absence within 12 months	2 days' pay
3	Another occurrence/absence within 12 months	3 days' pay



Terms & Conditions

Term Time Only Working

- The Term Time Only calculation has been revised
- All Teaching Assistants, Nursery Nurses and Mealtime Supervisors will be paid for the weeks of the year they actually work (plus bank holiday and annual leave entitlement) as follows:

Job role	Weeks Worked	Weeks paid
Teaching Assistants Nursery Nurses	39 weeks (inc inset days)	45.65 weeks
Mealtime Supervisors	38 weeks	44.48 weeks
Other support staff (Admin)	May have an individual number of weeks must relate to weeks actually worked	

Terms & Conditions

Implementation Date – 1st April 2017



Working Week, Overtime and Bank Holidays

- Standard 36 hr working week, Monday – Friday
- Working day between the hours of 6am – 10pm
- 48 hours a week max – rolling 4 week average
- Term time only workers will have pay pro-rated to **actual working weeks** and retainer pay will be **removed**

Overtime Type	Rate	Percentage	Alternative
Monday - Saturday rate	x1.25	25%	N/A
Sunday rate	x 1.5	50%	N/A
Out of Hrs (22:00-6:00)	x1.5	50%	N/A
Bank Holiday	x2.0	100%	Day off in Lieu

Rates above apply to employees on Grades A - F

Additional Funding

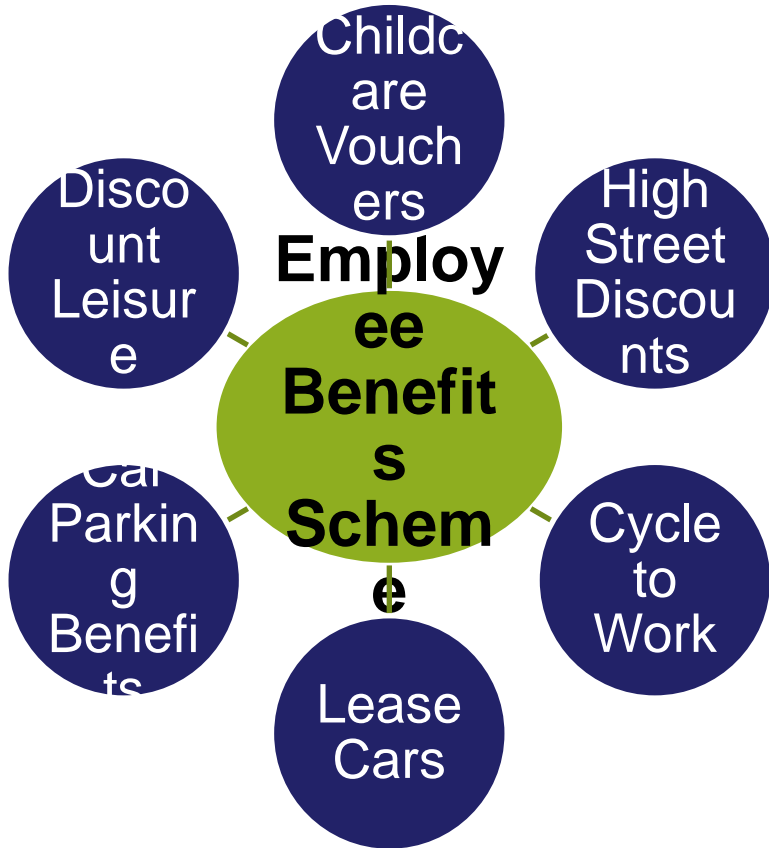
Funding for schools implementing Unified Reward

- The schools finance team are calculating the individual impacts of implementing Unified Reward on schools based on the ongoing job evaluations.
- The potential of additional funding to cover the costs of Unified Reward will be discussed within the council once the impacts are known.

Other changes

We are also exploring introducing the following benefits...

Employee Benefits Scheme



Health and Wellbeing

50+ Annual Health Checks

45-49 Bi-Annual Health Checks

Key Contacts

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Unified Reward Helpline

T: 0330 606 4444 (option 1) **E:** barnethrpayroll@capita-services.co.uk

Director's Briefing for Chairs and Vice-Chairs

School Safeguarding & Exclusions Officer

Jane Morris

- To support schools to meet the Ofsted requirements with regards to safeguarding:
- Delivering safeguarding training
- Audits
- Communicate changes or additions to guidance and legislation
- Promote and share good practice
- Learning from Serious Case Reviews
- Source of advice and support (not case work)

OfSTED Inspections: Lessons Learned



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School Improvement Partnerships – towards a school led improvement system



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The collective aim is for every child within a partnership is to be able to attend a good school

Currently 7 of the 13 School Improvement Partnerships are comprised of all Good or Outstanding Schools. 6 have at least one school which is Inadequate or Requiring Improvement (as of 23/05/16)

The current situation

Currently 94% of schools in Barnet are
Good or Outstanding (23/05/16)

8 schools are Requiring Improvement
(4 Primary, 4 Secondary)

1 school is Inadequate (Primary)

Partnerships

Partnership 1 – (Infant Schools) 9 SCHOOLS - Moss Hall Infant, Queenswell Infant, Annunciation Infant, Brookland Infant, Garden Suburb Infant, Dollis Infant, **Grasvenor Infant** (also in Partnership 8), Deansbrook Infant, Moss Hall Nursery

Partnership 2 – (Junior School Alliance) 6 SCHOOLS - Moss Hall Junior, Queenswell Junior, **Annunciation Junior**, Brookland Junior, Garden Suburb Junior, Dollis Junior

MOON Partnership 3 – (Special Schools) 4 SCHOOLS - Northway, Oakleigh, Mapledown, Oak Lodge

Partnership 4 – (East Barnet Area) 6 SCHOOLS – Monkfrith, Church Hill, Danegrove, Cromer Road, Livingstone, East Barnet Secondary School

Partnership 5 – (East Barnet/Southgate/Finchley Area) 9 SCHOOLS - Brunswick Park, St Mary's EN4, Osidge, Trent, St. Margaret's Nursery School, Hampden Way Nursery School, Brookhill Nursery School, Summerside, Wren Academy



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Partnerships

Partnership 6 – (N10, N11, N20 Areas) 7 SCHOOLS – St. Paul's N11, Holly Park, St. John's N11, Coppetts Wood, **Hollickwood**, All Saint's N20, Friern Barnet Secondary School

Partnership 7 – (Whetstone / Totteridge / Finchley) 5 SCHOOLS – St. John's N20, Alma, Sacred Heart, St. Andrew's, St. Mary's N3,

Partnership 8 – (High Barnet/Finchley Area) 11 SCHOOLS – Martin, St. Catherine's, Northside, Foulds, Christ Church, Underhill School, **Grasvenor Infant** (also in Partnership 1), Whittings Hill, Monken Hadley, Woodridge, QE Boys

Partnership 9 – (Finchley/Hendon Area) 8 SCHOOLS – Holy Trinity, Akiva, Manorside, **Tudor**, Our Lady of Lourdes, Sacks Morasha, St. Theresa's, Independent Jewish Day School



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Partnerships

North West Alliance Partnership 10 – (Hendon / Colindale / Finchley Area) 8 SCHOOLS – Hasmonean Primary, St. Joseph's, St. Mary's and St. John's, Sunnyfields, Chalgrove, Blessed Dominic, Pardes House, Beis Yaakov

Partnership 11 – (Mill Hill / Edgware Area) 7 SCHOOLS – Fairway, Courtland, St. Vincent's, Etz Chaim, Frith Manor, Mathilda Marks Kennedy, Beit Shvidler

South Network Area Partnership (SNAP) 12 – 10 SCHOOLS – All Saints NW2, Childs Hill, Claremont, Wessex Gardens, St. Agnes', Bell Lane, Menorah Primary, Rimon, Parkfield, Whitefield Secondary School

ConnectED Partnership 13 – (Edgware / Colindale Area) 9 SCHOOLS – Barnfield, The Orion, Goldbeaters, Colindale, Woodcroft, Broadfields, Menorah Foundation, **Rosh Pinah**, Edgware



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Partnerships

The role of the partnership is not just to improve the RI or Inadequate Schools in the Partnership but to support schools in staying Good or getting to Outstanding by sharing best practice, supporting each other and challenging each other to improve



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Activity 1: Benefits of collaborating

On your tables, discuss the possible benefits for your school of being part of a collaborative partnership:

- For the school and pupils
- For governors

Activity 2: Your involvement so far?

Discuss with the person next to you:

1. Is your school in a Partnership?
 - i. What do you know about the work of the partnership so far?
 - ii. Have governing bodies in the partnership met?
 - iii. How are you working together?
2. If your school isn't in a partnership yet has the board discussed joining or forming one?

Examples of Partnership working

- Joint meetings: Headteachers, DHT, Subject Leaders, Bursars, Welfare Officers
- Moderation of work
- Joint INSET
- Support staff training
- Shared funding - procurement
- Pooling BPSI consultancy hours to use across the partnership
- Shared policy writing
- Share teacher training
- Checking each other's website
- Partnership events for pupils
- Transition work
- Assessment - Assessment without levels issues explored together



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Examples of Partnership working

- Lesson study
- Peer Reviews/Enquiries
- Development of teaching - Release of teachers to visit other schools. Joint observations - judging the quality of teaching and learning in each other schools
- Governor collaboration
- Chairs meeting
- Transition work
- Recruitment
- Using Headteachers from partnership to help in recruitment of a new Headteacher
- New Headteacher having a mentor from the partnership



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Activity 3: Learning from other GBs

A schools-led improvement partnership gives you the opportunity to compare notes on governance and ask all those questions you've always wanted to ask of another governing body.

Think of the questions you would ask



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Examples of Governor Collaboration

- Governor /chairs' network
- Utilising the support of a National Leader of Governance
- Provision of governor twilight sessions
- Organisation of joint training sessions
- Visiting each others schools
- Sharing practices – committees, policies, monitoring, meetings, data and heads reports
- Shadowing
- Governance collaboration – e.g. appeals committees



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Role of governors

- Ensure your school isn't left behind- *'isolation is the enemy of improvement'*
- Know what your partnership is doing
- Ensure your partnership delivers strong governance
- Consider leveraging your partnership to improve value for money for your school, and governing body, improve outcomes, CPD, recruitment and retention

How are you leading?

Remember this is a school-led system.....

So as the strategic leadership of your school your governing body should be ensuring that your school is participating fully to get maximum benefit from their collaborative partnership



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