

## Director of Children’s Service Report to Governors

### **SPRING TERM 2012**

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***DEVELOPING THE  
EFFECTIVENESS OF  
YOUR GOVERNING BODY***

**For more information  
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## Leadership Group Pay: update and summary of changes

### Summary

Governing Bodies might find it helpful to have a reminder about some of the key considerations that apply when determining the salary of a Headteacher, Deputy or Assistant Headteacher, and, additionally, to receive a summary of the significant changes affecting Headteachers' pay as detailed in the 2011 School Teachers Pay and Conditions Document (STPCD).

All relevant bodies must have a pay policy that is kept under review and up to date and, in addition, must ensure that all teaching staff are issued annually with a salary statement. It is recommended that the school's staffing structure is attached to the published pay policy and that consultation with staff and trade unions takes place when any changes are proposed to either the pay policy or staffing structure.

All Governing Bodies need to ensure that the process of determining the remuneration level of a Head is applied fairly. Proper records need to be held in relation to the reasoning behind establishing the Individual School Range (ISR) and the award of any discretionary payments. This practice should extend and apply to any appointment to the Leadership Team.

The ISR should be reviewed when a new Head is recruited; where there is a need for group change so, for example, a school expansion or increased accountability for an additional school on a permanent basis and/or where Deputy or Assistant Headteacher pay ranges overlap with an ISR. Determination can take place in 1 September or as and when a relevant body considers it necessary.

### **The following conditions relating to pay levels remain unchanged.**

#### **Headteachers**

- 7 point ISR range within the school group range for Headteachers
- Minimum of the ISR range should not be less than Headteacher group range; at least a point higher than the maximum pay range of the Deputy and Assistant and at least a point higher than the salary of the highest paid classroom teacher (highest paid classroom teacher rate is based on UPS 1 plus highest value of TLR plus highest paid SEN allowance)
- Heads should not be appointed above the 4th point on the ISR
- Maximum of 2 point pay increase in any one year.

#### **Deputy and Assistant Headteachers**

- 5 point salary range for Deputy and Assistant Headteachers
- Minimum of the pay range for Deputy Headteachers should be at least a point higher than the maximum pay range of the Assistant and at least a point higher than the salary of the highest paid classroom teacher.
- Minimum for Assistants should be at least a point higher than the salary of the highest paid classroom teacher

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- Deputy and Assistant Headteachers should not be appointed above the third point on the salary range.
  - Maximum of 2 point pay increase in any one year.

### **Changes from 1 September 2011**

From 2011 the provisions that come into force when determining the ISR on or after the 1 September 2011 are as follows:

From the 1 September 2011 relevant bodies must ensure that the maximum of the ISR does not exceed the maximum of the Headteacher group range. This provision applies to determination of pay made on or after 1 September 2011\*

Previously when determining ISR relevant bodies could factor in the following:-

- i. Whether school is a school causing concern
- ii. Whether there would be substantial difficulty filling a vacant Headteacher post
- iii. Whether there would be substantial difficulty in retaining an existing Headteacher or
- iv. Appointment as temporary Headteacher of one or more schools.

However from 1 September 2011 these can no longer form part of the ISR and where these criteria do apply then these should be dealt with as discretionary payments.

### **Discretionary Payments**

Discretionary payments are determined as those that are paid in addition to the relevant point on the ISR. In addition to i- iv referred to above, discretionary payments also extend to and include payments for residential duties, professional development, out of school hours learning activity, recruitment & retention incentives etc. Full details are contained within paragraphs 48, 49 & 50 of the STPCD.

From 1 September 2011 the total of all discretionary payments made to a Headteacher in one year must not exceed 25% of their salary point on the ISR for that year. Eg: L24 £68934 - so any additional combined discretionary payment cannot exceed £17233.50 in that year.

The STPCD does indicate that a relevant body may decide to exceed the 25% limit but only where wholly exceptional circumstances exist and with the agreement of the governing body. In addition, the Governing Body must seek and obtain external independent advice before making any decision. (Further advice is being sought in relation to this provision and an update will follow).

\*This provision applies to changes made on or after 1 September 2011. If a Headteacher is already on an ISR that exceeds the group range then that

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ISR will continue to apply until such time that the relevant body decide to recalculate the ISR. In other words pay is frozen (bar costs of living allowances) at the top of that ISR until the ISR is reviewed and the ISR should come down. Any change to the ISR must be made in accordance with the statutory requirements applicable at the time of making the change. If the relevant body previously considered points i-iv and para 48, 49 & 50 of the STPCD when establishing the ISR, then these criteria cannot be counted when establishing the new ISR.

**Governors' Role**

For governors to note the information above

**For information by**

All Governors

**Contact**

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**Summary**

Barnet's new Common Assessment Form (CAF) is now available for use and can be downloaded from:

[www.barnet.gov.uk/caf-practitioner-info](http://www.barnet.gov.uk/caf-practitioner-info)

The form is much shorter than the old national CAF and has been re-designed following consultation with a wide range of local practitioners.

The form will now be used as a referral tool to access a range of more targeted services, including:

- the new Family Focus Team, who work intensively with families where there are multiple needs (but below the threshold for Social Care) and also with families who are reluctant to engage.
- most youth support services
- from January, Child and Adolescent Mental Health Service (CAMHS) clinic (tier 3) services.

**How different is the new CAF?**

- It is significantly shorter, with less repetition
- It is more family focussed
- It helps practitioners and the family to track progress made/distance travelled from the start of the assessment through to successive reviews, by use of a simple family self-assessment system
- A scale of 1-5 is being introduced across all sections of the CAF, where 5 is the most significant and 1 is the least, from the families' perception
- It includes a new section to indicate that the CAF is being used as a referral to other targeted services
- The rest of the CAF process (such as having a clear action plan and reviews and the concept of a Lead Professional and Team Around the Child) will be remaining the same

The CAF will act as the referral route to a number of other targeted early intervention services in due course, and we'll keep you informed as these changes are about to happen.

**Where can we go for help in using the new CAF and in using the CAF to make referrals to early intervention services?**

The Multi-Agency Coordinators (MACs) and CAF Social Workers are on hand to help any practitioner working with children/families in the borough, to confidently use the CAF. A CAF Duty Desk operates every week day from 9am-5pm on 020 8359 4405 / [e-caf@barnet.gov.uk](mailto:e-caf@barnet.gov.uk) (or [e-caf-gcsx@barnet.gov.uk](mailto:e-caf-gcsx@barnet.gov.uk) if using secure email). The desk will act as a single point of entry for all CAFs being used as a referral to a targeted service. We can also advise whether a CAF already exists for a child and can offer individual or group support to practitioners around all aspects of using a CAF.

**Governors' Role** To note the above information

**For information/action** All Governors

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### 3.

## Barnet's new Family Focus Team

### Summary

The Family Focus Team has now been launched, the practitioners are in post and all schools can now refer families to this team.

Family Focus has been built on the Parenting Support Service; the previous Parent Support Advisers have become part of the bigger Family Focus Team and are now called Family Support Practitioners. They will work alongside the whole family providing more holistic support.

The criteria for referring children and families are that they need support from more than one agency, are resistant to services and are below the threshold for Children's Social Care services. In order to identify the full needs of the children or families, a Common Assessment Form (CAF) is necessary.

To make a referral to the Family Focus Team a CAF should be completed, with the agreement of the family. Any practitioner from any school or agency working with children and families in Barnet may complete a CAF and request a referral to the Family Focus Team.

The new re-designed CAF form is now available from [www.barnet.gov.uk/caf-practitioners-info](http://www.barnet.gov.uk/caf-practitioners-info) and information on using this process is provided elsewhere in this circular.

Family Focus will continue to provide parenting programmes and will accept referrals via a CAF from professionals. Families who are receiving support from social care may be referred by the social worker for a parenting programme only.

Further information about Family Focus is available from: [www.barnet.gov.uk/family-focus](http://www.barnet.gov.uk/family-focus).

### Governors' Role For consideration by

- To note the above information
- All Governors

### Contact

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