







HEADTEACHER PAY REVIEW – WORK PLAN

Date	Activity	Description	Notes
July 2012	Letter to schools where further clarification is Required	Seeking further clarification on level of pay and criteria used to pay enhancements	
19 July 2012	Letter to schools complying with STPCD	Stressing importance of GBs to continually review their practices to ensure statutory requirements continue being met.	
12 June	Meeting between Director of Finance and AD Strategic Finance with Chair of Governor to agree regularisation of Headteachers Pay	Agreement reached and regularisation completed.	
22 May	Presentation at primary Heads Meeting	Discussion on importance of meeting the requirements of the STPCD	
30 April	Meeting with Chair of Governor and Chair of Finance Committee	Director of C&F and other officers set out requirements of STPCD and instruct GB to regularise pay levels of Headteacher	
04 April 2012	M3 Meeting Chair: Mustafa Salih – AD Finance Rik Boxer – A&I Shereen Moussa - HR Simon Lane Serena Hong	Agenda: <ul style="list-style-type: none"> Strategy addressing exceptional cases of excessive Headteacher remuneration Information from Schools Audit Status of data collection Conclusions: <ul style="list-style-type: none"> Identify alternative sources to capture headteacher pay data Meeting with individual school to discuss regularisation of headteacher pay It was noted that any regularising actions should date back to initial deadline Actions: 	<ul style="list-style-type: none"> 12 schools identified with outstanding information 13/4/12: information collated from various sources to verify Headteacher paypoints MS to confirm if letters are still required

		<ul style="list-style-type: none"> • M4 - Meeting to be set up between <ul style="list-style-type: none"> - Krutika – C&F Director - Mustafa – AD Finance - Shereen – HR - CoG - Chair of Finance • Letter to be sent out requesting both outstanding and incomplete information 	
26 March 2012	C4 Contact Brent Telephone and email to Chair of Governors	<ul style="list-style-type: none"> • Contact with Chair of Governors yet to provide information <ul style="list-style-type: none"> - Verbal contact in the first instance for Chair of Governors to provide information • 3rd deadline 4th April 2012 	<ul style="list-style-type: none"> • 61 completed review returned by 4/4/12
23 January 2012	C3 Contact Letter from Assistant Director of Finance to Chair of Governors	<ul style="list-style-type: none"> • Notification of extended deadline for late respondents <ul style="list-style-type: none"> - All documents resent • 2nd deadline 30th January 2012  <p>MS_HTpay_201201_v2.docx</p>	<ul style="list-style-type: none"> • 47 completed review returned by 30/1/12
16 January 2012	M2 Meeting Chair : Mustafa Salih – AD Finance Shereen Moussa – HR Aina Udiok Simon Lane Serena Hong	<p>Agenda:</p> <ul style="list-style-type: none"> • Information from Schools Audit • Status of data collection <p>Conclusion:</p> <ul style="list-style-type: none"> • Chair of Governors to be given strict and short deadline of 1-2 weeks <p>Actions:</p> <ul style="list-style-type: none"> • C3 - Extend deadline for Chair of Governors to respond 	<ul style="list-style-type: none"> • 34 completed reviews returned by 30/11/11
07 November 2011	C2 Contact Letter from Assistant Director of Finance	<ul style="list-style-type: none"> • Requesting all Chair of Governors send in review before 30/11/11 <ul style="list-style-type: none"> - All documents resent including modified review form   <p>MS_HTpay_20111107.doc 20111010 HT Salary Review Form v3.doc</p>	

10 October 2011	C1 Contact Director of C&F - Dr Krutika Pau's letter to all Chair of Governors, - headteacher of schools copied into correspondence	<ul style="list-style-type: none"> 2 letters sent out requesting that all Chair of Governors complete a review of headteacher pay. <ol style="list-style-type: none"> To schools suspected of being in breach of guidance To schools not suspected of being in breach Both letters include: <ol style="list-style-type: none"> STPCD guidance Salary review form 1st deadline 30th November 2011 <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  20111006 HT Pay General.docx </div> <div style="text-align: center;">  20111010 HT Pay STPCD 2011 guidance </div> <div style="text-align: center;">  MS_HTpay_201201_v2.docx </div> </div>	
21 September 2011	M1 Meeting Chair – Mustafa Salih Simon Lane Shereen Moussa Marcelle Moncrieffe-Johnson	Initial strategy meeting	