

St Cyprians Greek Orthodox Primary Academy
Meeting of the Personnel and Pay Committee
Minutes of Meeting

Date of meeting: 6.00pm, Tuesday 20 October 2020
Venue: Via Microsoft Teams
Present: Mr Christopher Vradis, Mr Arthur Broadberry, Mrs Angelina Adrien, Mr Elias Loizou, Mrs Sophie Tsoukkas, Mr Christos Nestoros
In attendance: Mrs Adrienne Routledge (Clerk)

1. PRAYER

AB opened the meeting with a prayer.

2. APOLOGIES

There were no apologies or absences. The meeting was quorate.

3. DECLARATIONS OF INTEREST

The information that directors have stipulated within their annual declarations of business and pecuniary interest applies.

4. ELECTION OF NEW CHAIR

There was some brief discussion about the Chair role and it was agreed that ST would take on this position, for which she was thanked. The point was made that there is training available to support members of Governing Bodies, including new Chairs, and that the Governing Body chair can also mentor as required.

5. MINUTES OF LAST MEETING (12 May 2020) AND MATTERS ARISING

5.1 Minutes of last meeting

The minutes of the last meeting of 12 May 2020 were agreed as a true record of that meeting; a hard copy will be signed by the Chair and sent to school for filing.

5.2 Matters Arising (not covered elsewhere)

None.

6. TERMS OF REFERENCE

These had been circulated to all in advance and taken as read. These were approved for a further year, with the minor amend to remove 'Acting' from the references to Headteacher.

Action: Clerk to advise VY of these amends

7. HEADTEACHER'S REPORT

This was circulated to all and read through at the meeting – see attached Personnel and Pay Committee meeting 20.10.2020.

The following points were clarified/highlighted:

- Catch up funding is paying for the supply TA position
- Supply class teacher is on a long term supply contract
- The school is looking ahead for sources of TA cover should it be required going forward if/when staff are sent home due to Covid reasons, whether for sickness/self-isolation; graduates are a group that the school is considering
- Of the midday supervisors, eight are TAs
- Interviews for the substantive deputy headteacher role will take place after half term
- Support staff have had their pay scales adjusted and everyone is in the correct pay band
- The deputy Headteacher will remain the Designated Safeguarding Lead (DSL) and the Headteacher will join the team of deputy Designated Safeguarding Leads and he attended recent training on this

The Chair thanked the Headteacher for his report.

8. ANY OTHER BUSINESS

A panel needs to be established to carry out the performance review of the Headteacher – which will be target setting - and to interview Deputy Headteacher candidates. Discussion followed.

The Chair of the Governing Body will be in school on 9 November to take part in the interviewing of Deputy Headteacher candidate. The interview is scheduled for 11am; ST is available to join this panel, meaning that, along with the Headteacher, this interview panel is complete.

It was also agreed that, subject to confirmation of people's availability, the performance review of the Headteacher will also take place on 9 November, 9.30am, with CN joining AB, along with a representative from Croydon.

A director asked if the changing pay scales posed any financial challenges and was advised that the SBM often has to predict new pay scales as schools receive these at the last minute; the SBM made a good prediction of these which was in line with the Budget.

The Headteacher plans to hold a school vision meeting with governors and potential dates will be circulated.

Action: Headteacher

EL thanked the directors for everything they were doing for the school, noting the time and commitment this takes up and which is hugely appreciated.

8. DATE OF NEXT MEETING

The meeting closed at 7.00pm with a prayer. The date of the next meeting is Tuesday 10 February 2021, 7pm.

Signed: 

Date: 10.2.20