

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

Date of meeting: 7.00pm, 14th June 2021
Venue: Via Zoom
Present: Mr Christopher Vradis, Mr Arthur Broadberry, Mrs Angelina Adrien, Mrs Sophie Tsoukkas, Mrs Rianne Darko, Mr Peter Tragoulias
In attendance: Vicki Yeats (Clerk)

1. PRAYER

ST opened the meeting with a prayer.

2. APOLOGIES

There were no apologies. Elias Loizou and Christos Nestoros were absent. 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. MINUTES OF LAST MEETING AND MATTERS ARISING

4.1 Minutes of last meeting

Item 6 – amend minutes to reflect that the policies were approved by the Chair of the Full Governing Body.

The minutes of the last meeting of 10th February 2021 were agreed as a true record of that meeting; a hard copy will be signed by the Chair and sent to school for filing.

4.2 Matters Arising (not covered elsewhere)

Page 1 – Staff needs analysis; there have been staff changes so it will be updated for September.

Page 2 – RD asked about the results of the staff wellbeing questionnaire. CV confirmed he has seen the results and dealt with any issues. There was an issue about communication and this has been addressed by holding a morning meeting.

5. HEADTEACHER'S REPORT

This was circulated to all in advance and confirmed as read. Some discussion points followed due to director questioning in which the following were clarified/highlighted:

Staff structure – there has been some recruitment since the report was written. Following two successful interviews for Assistant Headteacher it was decided to appoint both candidates in the drive to become an outstanding school. Both members of staff have stepped up during and after lockdown.

Restructuring of Greek staff – At the time of writing, one Greek teacher had agreed to voluntary redundancy and now all three have agreed to this. The school is now in the process of recruiting 1.5 members of staff to teach Greek. CV has had informal chats with two people and has also met with the Head of KEA and the Greek Ambassador. His Excellency has agreed to do all he can to help the school with Greek staff and the funding for this.

AB asked if the school obtains funding for Greek staff, does CV have a plan to engage the other two interested parties? CV explained that both are not needed if the Greek Ambassador can fund the department.

AB asked about plans to expand the Greek Culture & Enrichment curriculum. Is this to be dealt with by teachers you have met with?

CV confirmed yes, the meeting with the Greek Ambassador only took place last week so a decision will be made in the next couple of weeks. The Ambassador loved what he saw at St Cyprian's and wants to share it with the Greek Ministry. The school is making good contacts, such as Yiannis Christodoulou. He will be sent information on the school's funding needs and then an agreement will be made with him. AB asked if he would potentially provide the full £106,000 needed for works and CV said that it is possible. ST explained that their interest is in funding for Education and disadvantaged children.

Other staffing news – one member of staff was issued with a capability proceedings letter, after discussion with her union representative, the school came to an agreement with her. The teacher has left already and the class is covered by a supply teacher. Two other members of staff have resigned and the school has employed three teachers to cover these vacancies. There is one vacancy in Early Years and there is a candidate in mind but this depends on the school's sponsorship application going through. AB asked if CV was confident that the sponsorship application will go through? CV confirmed that he is and its progress is checked periodically. One current teacher's visa expires in November and the plan is to put him on a contract after that and the sponsorship application should be finalised by then. The potential candidate for Early Years is Greek, she will be interviewed online and then the school can apply to sponsor her. CV feels there will be a strong team in place for September.

CPD report – this is in a new format and will be included at each meeting.

The Chair thanked the Headteacher for his report.

6. POLICIES

The Staff Sickness & Absence Policy has been updated since the last meeting to clarify the position on discretionary leave. This is so that staff can go abroad and can isolate on their return.

The following policies were formally approved and signed off by the Chair of the Governing Body:

Capability Procedures for School Employees

Code of Conduct

Equality Policy Statement

Grievance Policy
Induction of Newly Qualified Teachers Policy
Induction of Staff Policy
Obtaining & Providing Employee References Policy
Preventing Violence to Staff Policy
Safer Recruitment Policy
Staff Sickness and Absence Policy
Staff Well Being Policy

7. ANY OTHER BUSINESS

RD asked about how governors can support the mental health of the Headteacher. CV thanked her and explained that he is in regular contact with AB. He held an extraordinary full board meeting to obtain governors help with certain matters. AB confirmed he will take up the points from that meeting and send out an action plan.

8. DATE OF NEXT MEETING

The meeting closed at 7.40pm with a prayer. The date of the next meeting is to be advised.

Signed:

Date