

## St Cyprian's Greek Orthodox Primary Academy

### Meeting of the Personnel & Pay Committee

#### DRAFT Minutes of Meeting

Date of Meeting : 7.00 p.m., Tuesday 8 February 2022

Venue : Samos, St Cyprian's Greek Orthodox Primary Academy

Mr Christopher Vradis (CV)	Present
Mr Arthur Broadberry (AB)	Present
Mrs Rianne Darko (RD)	Present (via Teams)
Mrs Naghmana Gani (NG)	Present
Mr Christos Nestoros (CN)	Absent
Mr Peter Tragoulias (PT)	Present
Mrs Sophie Tsoukkas (ST)	Present

In attendance :

Mary Rider (MR) : Clerk

1.	<p><b>PRAYER</b></p> <p>AB opened the meeting at 7 p.m. with a prayer.</p>
2.	<p><b>WELCOME AND APOLOGIES</b></p> <p>AB welcomed everyone to the meeting.</p> <p>CN was absent.</p> <p>The meeting was <b>quorate</b>.</p> <p>AB informed Directors that there would be a review of the chairmanship of the Committee. AB took on the role on an interim basis at the previous meeting, in PT's absence.</p> <p>Nomination for the position of Chair was put forward by PT, seconded by ST.</p> <p>PT withdrew from the room and the Committee cast their votes. PT was elected Chair by unanimous decision.</p>
3.	<p><b>PECUNIARY INTEREST DECLARATION</b></p>

	<p>The information that Directors have stipulated within their annual declaration of business and pecuniary interest applies.</p> <p>There were <b>no</b> declarations of interest.</p>
<p><b>4.</b></p>	<p><b>MINUTES OF LAST MEETING AND MATTERS ARISING</b></p> <p>The Minutes of the previous meeting held on 20 October 2021 had been distributed prior to the meeting.</p> <p>The Chair asked whether there were any questions or comments regarding accuracy of the circulated Minutes.</p> <p><b>DECISION</b> : The Directors agreed that the Minutes of the meeting held on 20 October 2021 were a true and accurate record of the meeting.</p> <p>The Minutes were signed by the Chair.</p> <p>There were <b>no</b> matters arising.</p>
<p><b>5.</b></p>	<p><b>HEADTEACHER'S REPORT</b></p> <p>The Headteacher's Report had been circulated to all in advance of the meeting and the following matters were highlighted:</p> <p>The school is fully staffed. A Year 5 teacher resigned with immediate effect, with the permission of the Headteacher.</p> <p>Q : Did any money have to be paid in lieu of notice? A : No, this was not required.</p> <p>There had been an issue with the teaching in the Reception class. A teacher was moved from Reception to Year 5 which is working out well. Another teacher has been brought into Reception. The teacher who was in Reception is much more suited to Year 5 and it is working out well.</p> <p>The school has decided not to renew the contract of one of the Premises staff for a number of reasons. The contract ended on good terms.</p> <p>The Premises Manager is leaving at the end of year. They are currently working four days a week. CV has met two people for discussions who are both interested in the school and love the school's ethos. The school will interview as many candidates as possible to get the right person in.</p> <p>There has been a restructure of the TAs to fit in with the new vision of the school. There are now equal numbers of TAs throughout the week with all TAs working full days. The restructure has not resulted in any loss of hours but different hours being</p>

worked. This will accommodate the improved educational visits programme and ensure that classes can be covered.

Q : In the last Minutes, there was reference to having to delete roles. Did this take place?

A : No, we have been able to restructure without deleting any roles. The TAs were open to the restructure. They can now see how the curriculum is working which gives great satisfaction to those involved. The TAs have worked with the school to make this happen.

Discussions then took place regarding the school's financial position. At the FGB it was agreed that savings will need to be made of £86k

CV circulated a document showing the fall in roll over the last few years and also showing a year-on-year model for the next 5-6 years based on numbers going up and down, giving the best-case scenario, the worst case scenario and a realistic case scenario.

If the school continues as it is it will run a deficit of -£30k every year. By making harder cuts now and structuring the school to break even over the next year the school will benefit in the long run and prevent further cuts going forward.

The school is working very hard with roll numbers, expecting 370-372 next year.

Q : Slightly more than 80% of the budget is labour costs (about 90%). Is there a plan to bring this into line? What is the optimum cost?

A : The cost should be closer to 80%.

Following discussions at the FGB we are looking at the following proposals:

5 midday supervisors

1 FTE in admin (x2 0.5 FTE so more than one person)

1.5 FTE in kitchen

Change to 1FTE and 1 PTE in Premises

The roles will be restructured and all job roles will be advertised. In total approximately 12 people will lose their jobs.

Q : Can you confirm that there will be a restructure with everyone applying for their roles?

A : Yes, in the kitchen for example it is not efficient so redundancies will be made – everyone's job is at risk. We must create what we want and need, job match where possible with staff reapplying for their jobs and interviews will take place to find the best person for the job.

From the ESFA report non-curriculum support staff is the area where we are most overstuffed. We are double what it should be at 21.2% rather than the benchmark of 10-13%. If we make a 26% cut it will bring us to 11.5%.

We have 100 fewer children but have the same number of staff. There is an ongoing problem with Reception numbers, where the numbers are uncertain. We are looking at what can be done to fill Reception but there is an ongoing risk for next year.

Money needs to go to the children rather than to staffing costs. Overall staff ratios are higher due to pupil number. We need to cut staffing numbers but also build up our roll number.

We need to be spending 98% of what we receive, allowing a buffer of 2-3%. We are currently spending 120% of our money which cannot continue.

Q : In terms of staff and the cuts being made, does this affect teaching staff as well?

A : No, only non-curriculum. For example, in Year 5 maths is low. We would like to address this Year 5 group with extra maths now rather than delay until Year 6.

An anomaly has been found in nursery funding. Until the middle of last year we were losing nearly £18k per year for the last several years. We now have the equivalent of 47 part time places, making a profit of £50k.

We are continuing to look at the Nursery and how it can be improved and raise more money. If the Nursery is moved to where Reception currently is we could increase numbers. The main negative of this is the location of the toilets. The ratio in nursery is 3:1. If we move a fully qualified teacher into nursery we would need 6 rather than 7 so a TA post may be deleted resulting in an extra £30k to be removed from any cuts.

Q : Will this be actioned before the next academic year?

A : Yes, we will be trialling this in the Summer term, moving some staff at Easter to see how this will work.

We will have to put everyone's job at risk and job-match where appropriate. There may be some voluntary redundancies. We are hopeful that at least three or four will take voluntary redundancy – some may think the job has outgrown them.

Q : What are the timelines?

A : The proposals are with HR at the moment for them to send back the timeline. We hope to see the plan from HR in the next few weeks. With the office restructure three new job descriptions have to be written. Midday Supervisors will become Lunchtime Play Facilitators – they will be expected to organise games, sports, quizzes and indoor and outdoor activities. In the job description we will be asking for those skills – sports and organisational.

Q : Will this be for lunchtime and breaktime?

A : No, for lunchtime only.

Q : With the new job descriptions, will the current Lunchtime Supervisors fill the brief?  
A : Everyone will be at risk. We will advertise the new positions and encourage them to apply.

Q : Does the pay stay the same?

A : Pay is higher than living wage due to unsocial hours. We want the best people in the roles.

We are writing all the job descriptions at the moment. All the positions require one month's notice. We need to be ready to market the roles and get people in if those currently in position decide not to take on the roles.

Q : Can this be done in phases?

A : Yes, we need to manage risks and have to decide in what order areas should be looked at.

A lot of interviews will need to take place with current staff and any new interviewees. After half term we will look at which area first and start having the necessary meetings.

Q : What impact would an increased roll have?

A : This would not have an impact. The school is currently top heavy and we are unlikely to have as many coming in as leaving. We need to fill up now to compensate for those leaving. Current Year 5 class is 60, so next summer we will have to get 60 children in. At the moment we are hopeful we might get over 40. We are not getting enough students in for the next year. We have done 30 or more tours. With in-year transfers our numbers should be at 375 after half term

If we do not take any action, the EFSA will step in. We need to put in a plan by April/May otherwise the EFSA will make those savings. If we can break even, there is a lot of real positivity to be gained.

Q : If Year 5 maths is low, will you be getting a new teacher?

A : Yes, we will look to find some money to bring in an extra qualified teacher to support Year 5 with maths and Year 6 with SATs.

A lot of the proposed cuts are so that going forward teachers can be brought in. We must focus on children's education. Ultimately, these cuts are being proposed to save the school. The future of the school cannot be put at risk.

Q : How can the Committee help you?

A : AB agreed to speak with AP for his advice and input as this is an area of his expertise.

**DECISION** : Directors **AGREED** their support for the Headteacher in proceeding with these proposals.

<p><b>6.</b></p>	<p><b>POLICIES</b></p> <p>There are policies that are legally required and others that protect the school. There were no revised polices. All policies have been agreed previously. Policies were signed by PT as Chair.</p>
<p><b>7.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>There has been an impact in school caused by staff members who are non-vaccinated rather than those who are self-isolating.</p> <p>The school is moving forward with a potential opportunity for fencing around the school with a view to any work starting in the Easter holidays.</p> <p>There is a Language app on the website which all governors are invited to look at.</p>
<p><b>8.</b></p>	<p><b>DATE OF NEXT MEETING</b></p> <p>25 May 2022 – Personnel &amp; Pay Committee</p> <p>The meeting closed at 20:25 with a prayer.</p>

**St Cyprian's Personnel and Pay Committee 08.02.2022 DRAFT MINUTES**