

St Cyprian's Greek Orthodox Primary Academy

Meeting of the Personnel & Pay Committee

DRAFT Minutes of Meeting

Date of Meeting : 7.00 p.m., Thursday 25 May 2022

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

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

In attendance :

Mary Rider (MR) : Clerk

1.	PRAYER PT opened the meeting at 7.10 p.m. with a prayer.
2.	WELCOME AND APOLOGIES PT welcomed everyone to the meeting. Apologies received from CN (work commitments), which were accepted. The meeting was quorate .
3.	PECUNIARY INTEREST DECLARATION The information that Directors have stipulated within their annual declaration of business and pecuniary interest applies. There were no declarations of interest.
4.	MINUTES OF LAST MEETING AND MATTERS ARISING The Minutes of the previous meeting held on 8 February 2022 had been distributed prior to the meeting. PT asked if everybody had read the Minutes.

	<p>PT asked whether there were any questions or comments regarding the accuracy of the circulated Minutes.</p> <p>Further to the decision of the Directors to proceed with the proposals, CV asked if Directors were still supportive of this decision.</p> <p>Q : The Minutes refer to consultation - is that required? A : Yes, that is required by law. We had a consultation and listened to the responses to that consultation.</p> <p>Q : Based on consultation, what has changed? A : This will be addressed in the Headteacher's Report.</p> <p>We will revisit the report to discuss changes.</p> <p>The proposal was to be taken to FGB, where it was discussed.</p> <p>ST asked for clarification of the language app referred to in the previous Minutes. The language app is Staellinika.</p> <p>DECISION : 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 no matters arising.</p>
<p>5.</p>	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's Report had been circulated to all in advance of the meeting and the following matters were highlighted:</p> <p>At the previous meeting we discussed changes in Year 5 and in Reception. This is working well.</p> <p>Two members of staff have resigned in teaching roles. We are recruiting for two full-time teachers to replace those who have resigned and also for a Premises Manager. We have a member of staff going on maternity leave who will need to be covered by supply.</p> <p>The SBM is retiring. The job advert was drafted yesterday and sent to AB and PT for review. We will be looking for a high calibre candidate for the role and will only reduce the pay scale by 2 or 3 points. The SBM should be part of the SLT.</p> <p>PT offered an alternative solution of outsourcing the accounting. This could result in having someone in a more managerial role.</p>

Q : Does this fall within the budget?

A : Yes, they will be replacements.

The first draft of the budget has been prepared and will be ready for the FGB. We are looking at zero balance – we spend what we earn.

Q : Is the SLT being utilised in roles?

A : We have used SLT a lot, particularly in Year 6 and Year 5. They have often driven the standard which we hope will be reflected in national data.

When we become aware of schools that are closing, we can monitor this to see if any staff are available.

Q : Is this a reflection on the staff?

A : No, often the staff are very good and closure is caused by other factors.

RD commented that she is aware of parents who have been told that the school is full. It needs to be enforced to the LA that there is not a waiting list for the school.

Update on Restructure

The figure for lunchtime supervisors is slightly less but the real number is +£5k with someone who comes in as a Sports Coach for three afternoon a week which brings the figure closer to £19k.

The figure for Admin is predicated as we will be looking at this after half term. There might be adjustments with looking at different options.

The figure for Kitchen is less that the target amount. We undertook a consultation. As a result of this, staff were prepared to cut their hours and make adjustments so there is a little less saving than predicted.

Savings from Premises is predicted to be -£3k.

Support Staff – With low numbers expected in early years we may have to make one cut in support staff. We offer 60 places but currently only 37 are expected. We anticipate between 37 and 41 for Reception for September.

By the October Census we have 50 leaving and only 37 coming in.

There are £114k savings from these proposals but budget is looking to be much more expensive next year – teachers wages are going up but not exponentially, together with the increase in the cost of electricity. We have included the increase.

CPD has been included in the Headteacher's Report as previously requested.

Throughout the year a certain amount of CPD is undertaken. Those shown are the up-to-date figures. The lists have to be compared to previous CPD undertaken.

	<p>Questions were invited.</p> <p>Q : Do the Assistant Heads also teach? A : There are two Assistant Heads in class as 1FTE. They are teaching but they are also coaching. They undertake a practical role as well as management.</p>
<p>6.</p>	<p>POLICIES</p> <ul style="list-style-type: none"> ○ Capability Procedures for School Employees ○ Code of Conduct ○ Equality Policy Statement ○ Grievance Procedure ○ Induction of New Qualified Teachers Policy ○ Induction of Staff Policy ○ Obtaining and Providing Employee Reference Policy ○ Pay Policy ○ Performance Management Policy for Teachers and Support Staff ○ Preventing Violence to Staff ○ Safer Recruitment Policy ○ Staff and Governor Development Policy ○ Staff Sickness and Absence Policy ○ Staff Well Being Policy <p>ST requested that any changes to polices be ‘tracked’ for ease of reference.</p> <p>Comments were invited on any changes to policies. There have been no changes to the policies since they were last issued. The policies are dated for the FGB. Each committee has a number of policies to review.</p> <p>Regarding the work life balance section of the Staff Wellbeing Policy, the Governors have a duty of care to the Headteacher who has a duty of care to staff; Governors’ responsibility to staff is through the Headteacher.</p> <p>CV was asked if there are any concerns for his staff. CV informed Governors that more wellbeing days are held than previously. It is recognised that there has been more stress with the restructure, but overall morale is good in the school.</p> <p>If there is a safeguarding issue, this can trigger an Ofsted inspection.</p> <p>Q : Is there anything we as governors can do to be prepared for an Ofsted visit? A : Not really. Inspectors will speak to the children and speak to staff. We need to be consistent with information given to Inspectors. Inspectors will look at Minutes but there is nothing for Governors to prepare.</p> <p>Regarding Link Governors, subject leaders will produce subject reports including financial data, saying what budget they require to best deliver their subject. This is an</p>

	<p>opportune moment for Link Governors to come in go over the report and to observe classes and look through books. There is a link between SDP, actions and costs.</p>
<p>7.</p>	<p>ANY OTHER BUSINESS</p> <p>Recruitment of Committee Clerk</p> <p>Work was undertaken in relation to recruitment to the position of Committee Clerk which included drafting a job description and putting together an advert which was placed on the school website as we were looking to engage locally. There were no expressions of interest.</p> <p>Currently, the cost of a Clerk is unbudgeted.</p> <p>Suggestions were put forward including asking the retiring SBM if she would be interested in the role, Governors clerking the meeting in rotation and meetings being recorded for the Minutes to be typed up afterwards.</p> <p>Governors discussed not going out to recruitment but including the role of Committee Clerk in the budget for the next academic year. A Minutes-only service will be looked into, together with Governor Hub.</p> <p>The role of Committee Clerk will be presented to Governors to approve by correspondence.</p> <p>ACTION : Further investigation will be undertaken into Governor Hub.</p> <p>ACTION : A Minutes-only contract will be discussed with Octavo.</p>
<p>8.</p>	<p>DATE OF NEXT MEETING</p> <p>The meeting dates for the next academic year are to be advised.</p> <p>The meeting closed at 8.13 p.m. with a prayer.</p>