

St Cyprian's Greek Orthodox Primary Academy

Meeting of the Personnel & Pay Committee

DRAFT Minutes of Meeting

Date of Meeting : 6.30 p.m., Thursday 19 October 2022

Venue : St Cyprian's Greek Orthodox Primary Academy

Mr Arthur Broadberry (AB)	Absent
Mrs Aredi Christou	Present
Mrs Rianne Darko (RD)	Absent
Mrs Naghmana Gani (NG)	Late (meeting concluded prior to arrival)
Mr Adrian Prescod	Present
Mr Peter Tragoulis (PT)	Absent
Mrs Sophie Tsoukkas (ST)	Present
Mr Christopher Vradis (CV)	Present

In attendance :

Mary Rider (MR) : Clerk

1.	PRAYER AC opened the meeting at 18:43 with the Lord's Prayer.
2.	WELCOME AND APOLOGIES Apologies for absence had been received from AB (work commitment) and PT (work commitment), which were accepted. Apologies for lateness had been received from NG. However, the meeting had concluded prior to her arrival. RD was not present. The meeting was quorate .
3.	PECUNIARY INTEREST DECLARATION Governors updated their pecuniary interest. There were no declarations of interest in items on the agenda.
4.	MINUTES OF LAST MEETING AND MATTERS ARISING

The Minutes of the previous meeting held on 25 May 2022 had been distributed prior to the meeting. AC asked if all Committee members had received the minutes of the last meeting and invited comments.

Regarding Section 4 (Minutes of Last Meeting and Matters Arising) AP has for clarification that the proposal on restructure was taken to the FGB. CV confirmed that the matter was discussed at the FGB.

Regarding Section 5 (Headteacher's Report), AP asked for confirmation that the job advert for the role of SBM has been sent to the Chair of the Committee and to the Chair of Governors. CV confirmed that the job advert had been circulated to them.

Q : Was the vacancy advertised externally?

A : Yes, it was.

One of the rationales to appoint Victoria Yeats to the role was due to the level of change that is going on and to assist with the smooth running of the office.

Q : AP asked if Victoria Yeats has all of the qualifications required to be SBM? As an accounting role, does she have to be qualified as an accountant?

A : CV responded that Victoria Yeats is not a qualified account but is a qualified SBM. A qualified accountant comes in once a week to support Victoria Yeats. This is standard practice.

Q : AP asked that when this person comes in once a week, do they work together?

A : CV confirmed that they work together although they are currently in separate offices. This will be improved when the office is ready and can be shared.

Q : AP asked if the person who comes in oversees the work that has been done during the week?

A : CV responded that they are different roles. The school did not require as much accountancy support because the previous SBM was a qualified accountant.

DECISION : Governors sought clarification on some points in the Minutes. Following this clarification, Governors **AGREED** that the Minutes of the meeting of the Personnel and Pay Committee held on 25 May 2022 were a true and accurate record of the meeting.

Matters Arising:

The previous Minutes state that, 'overall morale is good in the school'. It is good practice to check the morale of the school after a major restructure, to see the impact of the changes on the morale of the school. AP suggested that an anonymised wellbeing questionnaire be circulated to staff and for the results to be presented to Governors.

	<p>CV commented that it would be useful if the data could show where any specific areas of concern are.</p> <p>CV questioned whether this is an operational matter, rather than strategic. Governors are responsible for the Headteachers' wellbeing and the Headteacher is responsible for the wellbeing of staff.</p> <p>ACTION : ST and AA will discuss possible survey questions. The survey will be sent from AA, using her email address.</p> <p>ACTION : ST and AA</p> <p>There may be an expense associated with the survey, but any expense would be minimal.</p>
5.	<p>TERMS OF REFERENCE</p> <p>Governors reviewed the Terms of Reference of the Personnel and Pay Committee.</p> <p>AP questioned the term 'sub-group' for the annual Headteacher performance review and salary review and said that he could not see why a Parent Governor cannot sit on the sub-group. A discussion followed that there may a conflict of interest if a parent has a personal issue in the school which could impact the outcome of the performance and salary review.</p> <p>AP commented that as the decision is made by more than one person, any conflict of interest can be addressed.</p> <p>The matter of a Parent Governor sitting on the sub-group will be checked with the NGA and/or Octavo and clarification will be circulated by email.</p> <p>ACTION : Clarification of membership of the Headteacher performance review and salary review to be sought from NGA/Octavo.</p> <p>ACTION : CV and AP</p> <p>The policies for review by this committee will be brought when they require review.</p>
6.	<p>ELECTION OF CHAIR</p> <p>Nomination for position of Chair was submitted by AP. There were no other nominations.</p> <p>AP left the room while Governors cast their votes. AP was elected to the position of Chair by unanimous decision.</p> <p>AP offered his thanks to Governors for electing him as Chair of the Personnel and Pay Committee. Governors offered their congratulations to AP on his appointment.</p>

7.	<p>HEADTEACHER'S REPORT</p> <p>The Headteacher's report was circulated in advance of the meeting, and the following was highlighted.</p> <p>Further information is awaited for the plan going forward, looking at pupil numbers and funding.</p> <p><u>Staffing</u></p> <p>The school is fully staffed but there has been a lot of illness. As a result of this, the school has brought in an extra sports coach, giving two in total. They cover lunch for safety reasons and also encourage more structured play and a variety of sports.</p> <p>Governors agreed that it is good to have a variety of sports and to have a sports coach presence in the playground.</p> <p>An Administration Assistant was employed from the start of term but declined to come in after one day as they had secured another job. The school's long-serving Administration Assistant decided to take early retirement at the beginning of term, one year early. The school now has two full-time members of staff who are supporting Victoria Yeats.</p> <p>There is a new Premises Manager, Nico, who is growing into the role. He is a parent, with two children in the school.</p> <p><u>Pay</u></p> <p>There is a decision to be made around staffing and we need to decide a general direction for staffing going forward.</p> <p>Q : When you say that the school is fully staffed, is that the current status? A : Yes, every class has a teacher, we have TA s and 1:1 is covered.</p> <p>Q : Are there any supply staff? A : Yes, we do have some supply staff. CV will confirm numbers but there are around three or four altogether including office, lunchtime and kitchen.</p> <p>Q : Are the costs similar? A : Yes, we have tried to keep costs the same or less. As situations arise, we have been making flexible decisions. If the school goes to one and a half form entry, there are costs associated with losing a permanent member of staff. It is easier to remove staff if they are temporary.</p> <p>There is a gap of approximately £90k in the school's budget due to unfunded pay increases. 4% was a realistic figure to include in the budget; last year the figure was 0</p>

	<p>and the previous year the figure was 3.8%. We have received no information on what the pay award will be. Staff have been balloted and have said that 8% is not enough.</p> <p>Q : Is that staff just in the school or elsewhere? A : This is not just in the school. All union members have been balloted.</p> <p>The budget is set in July and we allowed for gas and electricity rises.</p> <p>Q : In the staffing structure there is x1 Classics/Greek/Art Teacher which involves a whole teacher salary. Why would we need this if we have a teacher from the Embassy? A : They teach language, and we also have someone who teaches Classics and Culture as well as Greek language. They cover a lot of PPA and we need to look at how we cover PPA if other levels are reduced.</p> <p>CPD is mostly around safeguarding, PREVENT and GDPR. There is more SEND training as we go through the school year.</p> <p>Whole school Phonics training will take place on Friday. This will ensure that everyone is qualified and consistent.</p> <p>This the first year for some time we anticipate a ‘normal’ year and much more training will take place.</p> <p>AC thanked CV for his report and asked if Governors had any further questions. There were none.</p>
8.	<p>ANY OTHER BUSINESS</p> <p>We are still anticipating an Ofsted visit. We are outside of our window of inspection by a year.</p>
9.	<p>DATE OF NEXT MEETING</p> <p>The next meeting of the Personnel & Pay Committee will be held on 2 February 2023.</p> <p>The meeting closed at 19.35 with a prayer.</p>