

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 02 February 2023

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

Mr Christopher Vradis (CV)	Present
Mr Arthur Broadberry (AB)	Absent
Mrs Aredi Christou	Present
Mr Adrian Prescod (AP) Chair of Committee	Present
Mrs Naghmana Gani (NG)	Absent
Mr Peter Tragoulis (PT)	Absent
Mrs Rianne Darko (RD)	Present
Mrs Sophie Tsoukkas (ST)	Absent

In attendance:

Carolyn

Karen Haynes (KH) : Cover Clerk

1.	PRAYER AP opened the meeting at 6.30 p.m. with a prayer.
2.	WELCOME AND APOLOGIES AP welcomed everyone to the meeting. Apologies received from AB, NG, and ST which were accepted. No apologies were received from PT. 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 19 October 2022 had been distributed prior to the meeting. AP asked if everybody had read the Minutes. AP asked whether there were any questions or comments regarding the accuracy of the circulated Minutes.

	<p>AP asked if the survey had been sent to the staff with reference to their moral and mental health. CT replied that the school had used the Anna Freud survey for wellbeing of staff. Only 20 members of staff had sent them back, the rest will be reminded and the results will be brought to the next meeting.</p> <p>AP asked if it had been confirmed if the performance and salary review of the Headteacher had to have the Chair and Vice Chair taking it. CT replied he had contacted the NGA and they had confirmed that both did not have to be in the group it would be good practice.</p> <p>The Minutes were signed by the Chair.</p> <p>There were no matters arising.</p>
5.	<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>The Interim Room Leader in the Nursery has proven to be very good, the school will be offering her a permanent job later in the year.</p> <p>Last term the school lost three members of staff and three supply teachers have been employed. One of the teachers who left will be coming back for 3 days a week after half term, and then full time, starting in September. For the time between now and September a job share will be offered to cover the other two days. This will mean one of the supply teachers will be leaving next week.</p> <p>Another of the teachers who left is also looking into coming back later this academic year.</p> <p>Since the beginning of January the school has employed a learning support assistant to deal with two boys (from the same family) who have challenging behaviour. One child has done very well and is able to control his behaviour much better. The other child is no better, a discussion was had with the parents and it was decided the teacher in his class would deal with him. The teacher will not be coming back after 3rd February.</p> <p>All staff passed their performance management, so the pay awards have been implemented.</p> <p>Q - What is the cost of the supply teachers, as in the business budget there was nothing for them. A – At present the supply teachers are costing less than the teachers. We only pay for term time and the money we use for them comes from the money we have for the teachers who we do not have.</p> <p>CT confirmed all staff were up to date with their courses.</p> <p>Questions were asked about the increase of the staff pensions, the rise will be in March it will rise from 19.2% to 21.6% for the next three years. This is an unbudgeted cost, but the school does have money to cover it.</p> <p>ACTION: CT to check if the government will be funding the gap</p>

	<p>CT asked if the committee would like to see anything else in his report, he is happy to add what they want.</p> <p>AP asked if the committee could have monthly reports on the expenditure of the school. This was agreed.</p>
6.	<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>Please can any changes to policies be 'tracked' for ease of reference.</p> <p>These will be looked at, at the next meeting.</p>
7.	<p>ANY OTHER BUSINESS</p> <p>Q Are we a member of the Catholic Cluster? A Yes, we play matches and quizzes with some of the other schools.</p> <p>Q CT did you go to the Catholic Heads Conference this year? A CT was unable to go this year.</p>
8.	<p>DATE OF NEXT MEETING</p> <p>Date of next Personnel and Pay Committee 18 05 2023</p> <p>The meeting closed at 7.30 p.m. with a prayer.</p>