

St Cyprian's Greek Orthodox Primary Academy

Meeting of the Personnel & Pay Committee

DRAFT Part A Minutes of Meeting

Date of Meeting : 7 p.m., Thursday 18 May 2023

Venue : St Cyprian's Greek Orthodox Primary Academy

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| Mrs Angelina Adrien | Present |
| Mrs Aredi Christou | Present (arrived at 7.35 p.m.) |
| Mrs Rianne Darko (RD) | Absent |
| Mrs Naghmana Gani (NG) | Absent |
| Mrs Zoi Iliokaftou – Chair | Present |
| Mrs Carolyn Kellaris | Present |
| Mr Adrian Prescod | Present |
| Mr Peter Tragoulis (PT) | Present |
| Mrs Sophia Tsoukkas (ST) | Absent |
| Mr Christopher Vradis (CV) | Absent |

In attendance :

Mary Rider (MR) : Clerk

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| 1. | PRAYER AP opened the meeting at 19.20 with the Lord's Prayer. |
| 2. | APOLOGIES Apologies for absence had been received from RD (long-standing commitment at church), NG (delayed at work), and ST (away), which were accepted. CV is still unwell. Apologies for lateness were received from AC, 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 in items on the agenda. |

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| 4. | <p>MINUTES OF LAST MEETING AND MATTERS ARISING</p> <p>The Minutes of the previous meeting held on 02 February 2023 had been distributed prior to the meeting. ZI asked if everybody had read the Minutes.</p> <p>ZI asked whether there were any questions or comments regarding the accuracy of the circulated Minutes.</p> <p>DECISION : Governors AGREED that the Minutes of the meeting of the Personnel and Pay Committee held on 02 February 2023 were a true and accurate record of the meeting.</p> <p>The Minutes were signed by the Chair.</p> <p>Actions: <i>CT to check if the government will be funding the gap.</i> CLOSED – the government will not be funding the gap.</p> <p>Matters Arising:</p> <p>There were no matters arising.</p> |
| 5. | <p>HEADTEACHER’S UPDATE</p> <p>The Headteacher’s Report had been prepared by AA due to CVs continuing absence. It had been circulated to all Committee members in advance of the meeting, and the following matters were highlighted:</p> <p>Staffing structure was listed.</p> <p>The Headteacher is currently on long-term sick leave.</p> <p>A permanent teacher has been recruited for Year 3 (Spetses). She started after Easter and will follow them into Year 4 to create consistency for that class. Spetses has had 14 teachers over the last year. This teacher is an ex-pupil. When we advertised, she applied.</p> <p>Q : Was this an external advert? A : Yes. It was advertised in the TES and on our webpage. The post was also advertised elsewhere.</p> <p>The school is currently recruiting. Interviews for teachers will be held w/c 22 May. We advertised in the TES and on the Croydon Council website. We received about 12 applicants and invited six for interview for next week. Three have declined and three applicants will be interviewed.</p> <p>Q : Are you interviewing the teacher recruited into Year 3 and the others?</p> |

A : No, not for the Year 3 role. We spoke with her before when she was looking.

Q : It could be perceived that the interview process wasn't followed?

A : The advert was out and we spoke with her. We can include her for interview next week. She has a temporary contract until summer with a permanent contract from September.

Q : Is there a verbal agreement? Have you done paperwork?

A : Yes, and we have references.

We had a supply in who would only be with us for two weeks and she could start straight away.

Q : Is she newly qualified?

A : Yes, she's an ECT.

Q : What are you interviewing for?

A : No one has handed in their notice so far but they have until 31 May to resign to leave at the end of the Summer term. AA understands a Reception teacher will be leaving who is going back to Spain, a Year 6 teacher is leaving and a Year 1 teacher. We have three supply teachers. To replace the supply, Mel Sandburg and Megan Maloney are returning to the school. Ms Sandburg is returning from maternity and Ms Maloney has been travelling. We are undertaking general recruitment but when we know where the vacancies are, we will allocate them to the correct classes. We have vacancies in Reception, Year 1 and Year 3. We know who is going into Year 6 – Ms Sandburg.

AC arrived at 7.35 p.m.

Ms Maloney will be going into Year 3 alongside a teacher who may be leaving but who has until 31 May to hand in their notice.

Q : With recruitment going out, have we done proper interview process? What is the process for former teachers who want to come back?

A : They see the vacancies and apply. We interview via teams.

Q : With the former teachers, they are known to you and meet the criteria. Are you happy that they will come back and slot in?

A : We cannot slot people in until we know who is leaving. One role is definitely filled as we know she is coming back.

It might appear that a post has been appointed before the process has been finished and that a decision was made before the interview had taken place. The Governing Board needs to ensure recruitment is open, fair and transparent.

Q : Will there be more than one person interviewed for the roles?

A : Definitely. We don't know what candidates are like until they interview and teach a lesson. Probably Year 1 will be supply.

Q : When are the interviews?

A : Over two days w/c 22 May, Wednesday and Thursday.

Q : When will you fill the placements?

A : We can't fill them until we know who is leaving.

The deadline for teacher resignations is 31 May. We are interviewing for September recruitment. A Year 3 teacher has been recruited and interviews are being held for Nursery, x2 Year 4, x1 Year 6 and x1 Reception. We wouldn't want to put teachers in place now because parents will complain that we have changed their teacher.

AA had provided Resource Mapping to show where vacancies may arise and what posts may be required for September.

Q : Year 4 has a supply teacher. What will happen in September?

A : There will be teachers in there – we will know once we have interviewed.

Q : On the Resource Mapping, some roles are showing 'at risk'. What does that mean? Have they told you that they are leaving?

A : They are thinking of leaving; they have told me they have expressed an interest in another role. There is one role not showing as at risk as we didn't know she was thinking of leaving.

Q : Is there a Plan B if the interviewees are unsuccessful?

A : One Agency did apply but there are clauses to buy them out of their contract, which is a cost of £6k.

Q : How long have you been using this agency?

A : For a long time.

Q : How would this compare to their annual salary?

A : She is on the Upper Pay Scale as she is an experienced teacher.

Q : What is the differentiation in costs between supply and permanent?

A : The differential is about £12k annually. As supply she is on M6 but to employ her permanently we would have to pay Upper Pay Scale which is expensive as well as pension, holiday pay and on-costs including the £6k to buy her out of her agency contract.

Q : Is she happy here?

A : Yes.

Q : How long has she been here?

A : Since January.

Q : Are the children happy with this teacher?

A : Yes.

Q : Is she willing to stay as she is currently?

A : No, she wants to be paid for school holidays and receive the other benefits from permanent employment. The advert went out at M6. She applied for a job that is below her current scale. We could have that conversation with her.

Q : As we have been using the agency for so long and they are getting recurring business, might it be possible to negotiate with them?

A : AA will wait until after 31 May to see who resigns, will carry out interviews and then approach the agency again.

ACTION : Governors asked for a breakdown of the differential in costs for agency and permanent.

ACTION : AA will calculate the difference between M6 and Upper Pay Scale.

Q : If we recruit another experienced teacher, would they be on the same scale point?

A : It depends on the experience of the teacher.

Q : Are there any other risks for September?

A : There are a couple of long term sick – a TA in Year 4 as well as two senior leaders.

Q : What is the plan with sickness?

A : The TA wants to retire early due to ill health and this is the path we are going down.

Q : Has she been at school for a long time?

A : Yes.

Q : What is the issue?

A : Work related stress.

Q : How long has she been off?

A : About a month.

Q : Has she been to OH?

A : Yes.

Q : Is there anything we can do to keep her? Any adjustments or a different class.

A : No. We have tried but certain incidents with a child have made the situation unsalvageable. She is due to retire next year anyway. She is diabetic and stress had made her sugar levels high.

Q : Did we ask OH about adjustments?

A : We have only just received the OH report but have not been able to look into it in depth.

Q : Will you need further TAs?

A : Yes, we will need three. The interviews for TAs are in June.

Q : Do we have an advert for that?

A : No, we focused on teachers first.

A confidential matter was discussed.

There is only one member of staff who gets TLR (Teaching and Learning Responsibility), the Head of Maths who has now taken on Phonics.

Q : Do they go together?

A : They are separate.

Q : TLR is additional salary?

A : Yes.

SLT cannot be awarded TLR.

Q : If someone is covering temporarily, would they get TLR if they are not leadership?

A : Yes, if it's a core subject such as Science, Maths or English.

Q : Who decides TLR?

A : This is a school decision. The school can decide what levels of responsibility get TLR and what amount of TLR.

Q : Should we revisit this?

A : Yes, this goes back some.

Staff are doing extra work and taking on additional responsibilities but with no salary increase. This may contribute to the morale issue in school with staff being asked to do work extra but not getting any recognition for that.

Q : Do we have the money to give more TLR?

A : That is part of the conversation.

We should open the discussion and make decisions on where TLR might be awarded. Historically, some would have had a monetary value for their responsibilities. If we are open to award more TLR we should have the funding. We need to understand how much extra work is associated with these responsibilities and time out of class. There are three broad bands for TLR but the payments are not prescribed.

The areas covered by Ms Hayward have not been taken on. When she returned, Ms Hayward has gone into class but is not doing those additional responsibilities.

Q : Was her stress related to those extra responsibilities?

A : No, to procedures.

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| | <p>Q : Did you discuss delegating those subjects to other teachers? A : No, there are no teachers to delegate those subjects to.</p> <p>Q : AA was asked if there is any support available to her? A : Not at the moment. We want to train someone as SENCO but need her to come out of class. This is only one day a week but there is no one to move around. From September, with the right people in place, we may be able to move people around.</p> <p>We are carrying out moderation in Year 2 and Year 6 and our focus is on this until the end of June. We are doing moderation for Year 6 in Writing and moderation in Year 2 for Maths, English and Writing. We will see if children are where we say they are.</p> <p>ECTs cannot be given subjects to lead.</p> <p>ACTION : Governing Boards decide which roles carry TLR. Further discussions on TLR are to be brought to the FGB to be held on 10 July 2023.</p> <p>ZI thanked AA for her report and asked if Governors had any further questions. There were none.</p> |
| 6. | <p>POLICIES</p> <ul style="list-style-type: none"> ○ Capability Procedures for School Employees ○ Code of Conduct ○ ECT Policy July 2023 ○ Equalities Statement ○ Grievance Procedure ○ Induction of Staff Policy ○ Obtaining and Providing Employee References 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>Governors expressed concerns on some areas of the Code of Practice and Procedure for Resolving Individual Grievances and the Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff</p> <p>Governors asked if the titles of the policies could be rationalised with the policy titles on the website.</p> <p>AA informed Governors that one of the policies is the Staff Well Being Policy. Staff are entitled to Well Being Days but it is not written in the policy and there is no indication</p> |

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| | <p>of the number of days staff are permitted to take as Well Being Days. There are no protocols around this. It needs to be put into the policy. There needs to be a framework and structure on this but the Well Being Policy doesn't contain this detail.</p> <p>Q : Have staff been asking for Well Being Days? A : Yes, people use it a lot but there needs to be a cap. We have been keeping a check on the number of days taken.</p> <p>Q : Has it been abused? A : Yes, there nothing to challenge it. It needs to be written down. The number of days should be capped; whatever the number of days given, staff will take.</p> <p>Q : What is the intention behind it? A : To improve staff morale. The Well Being Days should not be taken away as this will cause staff morale to go down. However, there needs to be a structure around these days.</p> <p>Q : If a member of staff is taking regular Well Being Days, would this indicate that additional support is needed? A : There is a certain level of discretion.</p> <p>Q : Why are these Well Being Days being offered? A : It was the choice of the Headteacher.</p> <p>Governors provided email addresses to enable policies to be circulated for further comments and amendments. Governors are to agree the policies by email for recommendation to the FGB for ratification.</p> <p>ACTION : Governors to review the Code of Practice and Procedure for Resolving Individual Grievances and the Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff via email, for recommendation to the FGB to be held on 10 July 2023 for ratification.</p> <p>There were no further questions.</p> |
| 7. | <p>ANY OTHER BUSINESS</p> <p>AA left the meeting at 8.29 p.m. to allow a confidential matter to be discussed.</p> |
| 8. | <p>DATE OF NEXT MEETING</p> <p>The next meeting of the Personnel & Pay Committee will be held in the Autumn Term on a date to be advised.</p> <p>ACTION : Clerk to prepare a Schedule of Meetings for the next Academic Year to be brought to the FGB on 10 July 2023.</p> |

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| | The meeting closed at 8.41 p.m. with a prayer. |
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