

EDMONTON ACADEMY TRUST

LOCAL GOVERNING BODY OF EDMONTON COUNTY SCHOOL

STAFFING COMMITTEE

TUESDAY 26 JUNE 2018 AT 6.00PM CAMBRIDGE CAMPUS

MINUTES - PART ONE

|                        |  |
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| <b>Members:</b>        | Salih Suavi, Justine McLennan, David Clarke, Owen Vallis   |
| <b>Trustees:</b>       | Salih Suavi, Thia Kunaratnam, Peter Blane, Susan Tranter (ex officio), Konrad Halls, Rob Leak, Christine Martin.                           |
| <b>Committee:</b>      | Konrad Halls (Chair), Derek Richings, Kelly Grant, Joanne Yarwood, Abi Adesida, *Sheila O'Neill, Liz Whale, Cat Purtell and Susan Tranter, |
| <b>Advisory Clerk:</b> | Andreas Adamides   |
| <b>Also attending:</b> | Ms Maria Panayi (Deputy Headteacher)   |

\* denotes Absent

1 COMMITTEE MANAGEMENT (6pm)

- 1.1 Apologies for absence were received from Sheila O'Neill.
- 1.2 There were no new declarations of interest made relating to items on this agenda.
- 1.3 The minutes of the meeting held on 6 February 2018 were agreed as an accurate record of the meeting.
- 1.4 There were no outstanding matters arising that were not covered elsewhere on the agenda.

2. PAYROLL CHANGE

- 2.1 Dr Susan Tranter (ST) presented a report from Mr G Georgiou (School Business Manager) outlined the progress to the migration to the new payroll provider. ST highlighted the following:
  - The School asked all staff to check if their bank account details held by Enfield Council are correct.
  - The list of actions to ensure that the information from Enfield Council is correct to send to the new provider has been completed.
  - The information required included absence record, PAYE details, LGPS rates, holiday entitlement for the wider work force, policies on absence, contracts, salary statements and changes to staff.
  - The School will be consulting staff about when they wish to be paid. Enfield Council paid on the last working day of the month.
  - All this information will be checked and sent to the payroll provider, who will set up systems and run the first report in early September, which the Business Manager will check to see that it is correct. Then ST will also go through it.

Q= Is this labour intensive?

A= In most cases there will be no differences, it will not be too time consuming. Most variations are about expenses or leave, we are only looking for a variance. It is important to check if all is correct.

Q= With new TLRs, will pay be different?

A= Yes, we must check that it is correct

- The FA&P Committee will get an internal audit report. Auditors do sample checking of the pay roll.

Q= Who are the auditors?

A= MacIntyre Hudson- the company we use for the internal audit and act as our accountants, they have confirmed the pay roll is correct.

### 3. COVER AND ABSENCE TO DATE and for the YEAR

3.1 Maria Panayi Deputy Headteacher, (MP) presented a report about cover and absence. MP highlighted the following:

- The November 2017 absence figure of 510 is higher due to there being no break.
- In April 2018, 616 lessons were covered, this was due to a maternity cover, and a French teacher left. The figure reduced to 322 in June.
- The cover figures were high when there were vacancies covered by a supply teacher, before they were on the School roll.

Q= What are the reasons for the absences?

A= MP- Minor illnesses

Q= Are there any long-term illnesses?

A= ST- Nobody is on a long-term illness, there are no occupational health referrals. Nobody has reached the trigger point. Most lessons are covered by supervisors and HLTAs.

Q= Could this information be in a chart?

A= MP- We can look at doing this.

Q= How many lessons are there in a month?

A= ST- There are 140 staff, with about 14,000 lessons, a small percentage of lessons are absent. Trips are happening this term which impacts on pupils. For instance, if a Geography teacher goes on a field trip the other year groups need cover.

Q= Can we compare the figures to last year?

A= MP- Yes, I will do this for the next report.

Q= What does a vacancy mean?

A= MP- An example is that once a French teacher left we could not replace her, which is in the table presented.

Q= Are you fully staffed?

A= ST- Yes, we are fully staffed for September 2018. Last September we started with 2 vacancies, then 2 others left in March.

### 4. DIRECTED TIME BUDGET

4.1 The Committee received an overview from ST and noted the following:

- Teachers are contracted to work 1,265 hours of directed time.

- This is planned with teaching, PPA, training, assembly, open evenings, enrichment days, PPA payback, INSET days, weekly meetings, staff briefings, duties, support for Year 11 revision weeks and contingencies.
- Head of Faculties (HoF) have time for HoF meetings, as do Progress Leads, NQTs and the SENCO.

Q= Is there a correction needed to the text about Secondary teachers' time to 37.6 x 5 days?

A= Yes, this will be corrected, but the figures in the table are correct.

Q= Are the NQT hours over or under?

A= This means that NQTs will be under 1265 hours

Q= Was this shown to the union?

A= This will be shown to them on request.

## 5. STAFFING UPDATE

5.1 ST presented an overview to the Committee and highlighted the following:

- The Leadership team structure was presented for the whole School and the Primary Phase
- The School is fully staffed for September 2018.
- There are two staff retiring this year after 27 and 22 years in the School. Both are hardworking and deserve a good retirement.
- The Committee passed on the GB's best wishes on their retirement.

Q= Does the School have a Union representative?

A= Yes, we do have a union representative

Q= How do we thank the two members of staff retiring?

A= With a bottle of champagne and gift voucher presented by the Chair of the Board of Trustees

Abi Adesida joined the meeting at 6.25 pm.

5.2 ST presented the Senior Leadership Team (SLT) structure. The following was highlighted:

- Head of Primary Phase, Erini Franciosa is on maternity leave until February.
- Paul Miller, Deputy Head is leading the Primary Phase.
- The SLT has work distributed amongst three Deputy Heads, there were previously four. All of the SLT are working hard to manage the work.
- Maris Panayi, Deputy Head is running the Bury Campus well.

Q= How different is this compared to before?

A= At the Deputy Head level it is the same as before. There are changes at the Assistant Head level with Fiona Philippou and Paul Maloney changing campuses, which will give them new experiences, to get to know the new campus and the children.

Q= Are there changes to line management?

A= Paul Maloney will line manage science,

5.3 ST presented the Primary Leadership Team Structure 2018-19. The following was highlighted:

- Deputy Heads of Primary, Marianna Phiakkou was previously an Assistant Head and Gemma Arnel is newly appointed.

- Luthfa Khanom is a new Assistant Head.
- It was noted that the Primary phase has a large leadership structure relative to the size of the school. It was noted that this is in order to help establish the school and the large amount of work required in setting up systems and curriculum but also to address the significant recruitment challenges in the Primary sector in London generally.

6. ANY OTHER BUSINESS:

- 6.1 The Committee thanked Cat Purtell for her work at the School and the Committee. She is leaving at the end of term.

7. NEXT MEETING:

- 7.1 Date and Time of next meeting – TBC

Staff members left the meeting at the end of part one at 6.30 pm.