

**GOVERNING BODY OF EDMONTON ACADEMY TRUST**

**STAFFING COMMITTEE**

**TUESDAY 6<sup>TH</sup> NOVEMBER 2018 AT 6.00PM CAMBRIDGE CAMPUS**

**MINUTES - PART ONE**

<b>Members:</b>	Salih Suavi (Chair), Justine McLennan, David Clarke, Owen Vallis
<b>Trustees:</b>	Rob Leak (Chair), Peter Blane, Susan Tranter (ex officio), Konrad Halls, Liz Whale, Christine Martin
<b>Committee:</b>	Konrad Halls (Chair), Rob Leak, *Kelly Grant, *Joanne Yarwood, Liz Whale, *Caroline Meier, *Sheila O'Neill, Kirstie Das and Susan Tranter
<b>Advisory Clerk:</b>	Corinne David
<b>Also attending:</b>	Ms Maria Panayi (Deputy Headteacher) Mr Chris Flack, Assistant Headteacher *Denotes absent

**1. COMMITTEE MANAGEMENT**

1.1 Apologies for Absence

Apologies for Absence were received from Andreas Adamides, Kelly Grant, Joanne Yarwood, Caroline Meier and Sheila O'Neill.

1.2 Declaration of Interest

There were no declarations of Interest made in regards to the agenda.

1.3 Minutes of the previous meeting

The minutes of the meeting held on 26 June 2018 were noted and confirmed as a correct record of the meeting. The Chair of the Committee signed the minutes, which were retained by the School for file.

1.4 Matters Arising

Payroll Provider

Dr Susan Tranter informed the Committee that the School had migrated to the new pay role provider. There had been a lot of additional work for Rachel Taylor and for George Georgiou to support the transition. Systems are now working well and happy with the move. Noted that the pay day for staff is the last working day of the month, previously it had been the penultimate working day of the month.

**2. TRAINEE TEACHERS STAFFING UPDATE**

2.1 Chris Flack provided the Committee with an overview of trainee teachers staffing update and took Governors through the papers, which were circulated prior to the meeting. There are three routes into teaching: NQT, Schools Direct and Teach First. An explanation of

the three routes into teaching was provided. Noted that the School had more trainee teachers than in previous years, this year. Edmonton Academy Trust had:

- 12 NQT
- 2 Teach First
- 3 School Direct
- 3 PGCE

2.2 An overview of the different route requirements, support provided, teaching and observation timetables was provided. A table providing the trainee, faculty, route into teaching and their mentor was provided and reviewed. Noted that English and Social Sciences have the vast majority of trainees. Further noted that the mentors provide excellent support to the Teach First and School Direct teachers.

2.3 **Q: Those trainees that are entering teaching, are they straight from university or other institute of education or have they coming from industry / previous careers?**

A: There are is mix of experience and backgrounds the trainees have. Some are coming directly from university. Other have had previous careers in an array of areas. Noted that for any person becoming a teacher, regardless of their route, the first year is the most challenging. There is even more challenge for trainees coming through the School Direct and Teach First routes as they have a teaching timetable from their first day in School. This means there is a rapid period of training and learning. For those coming through the PGCE route, that year provides a structure of training for NQTs to equip them for teaching in the classroom.

2.4 **Q: Why are trainees choosing not to do the PGCE?**

A: Both School Direct and Teach First routes are attracting more people into teaching. Noted that these routes allow a person to earn more money than a person undertaking a PGCE.

2.5 **Q: Is the School retaining School Direct and Teach First trainees?**

A: All the trainees at the School were successful in their training. Some of the trainees have moved onto other positions, some have stayed at the School. The School is happy with all the trainees that stayed at Edmonton County.

### **3. TRAINEE TEACHERS PROFESSIONAL DEVELOPMENT PROGRAMME**

3.1 Chris Flack provided the Committee with an overview of the training development and CPD timetable for NQTs, School Direct and Teach First for 2018/19; which was circulated prior to the meeting. Due to the different routes and training experiences the School undertake different training sessions every Wednesday: one for NQTs and one for School Direct and Teach First. A core group of trainers deliver the sessions, which provides consistency.

3.2 Dr Susan Tranter informed the Committee that all trainee teachers receive a great deal of advice, theoretical and practical support, which trainees have commented on how beneficial the sessions are. Trainees within the primary and secondary sectors work together, allowing for cross fertilisation of ideas and a support network. Noted that the all the programme requires are demanding. Experienced teachers noted that it was good to work with trainees as they came with new ideas which allowed for practice review.

3.3 **Q: Is it standard practice to have a comprehensive training programme for trainee teachers?**

A: CPD practice is different across different Schools. There isn't a prescribed training programme schools have to offer trainee teachers. All the trainees have been appreciative of the training programme offered. Last year's NQT's will present to the new NQT's about what they have learnt and their learning.

**4. COVER AND ABSENCE TO DATE**

4.1 Maria Panayi took the Committee through the Cover and absence report which was circulated to members prior to the meeting. Overall the number of staff absences for September and October 2018 (662) is on a par with the previous year (during the same period) staff absences (648). Noted that one member of staff was granted bereavement leave for 2018 which significantly contributed to the overall staff absence. Overall the number of covers for September and October 2018 (664) is on a par with the previous years cover requirements (648). There were two case that significantly contributed to the figures, one was the absent of the senior cover supervisor and the cover teacher for RE teacher vacancy. If these two specific cases were removed from the figures then staff absence overall have reduced.

4.2 **Q: Has the School found a replacement for the RE teacher?**

A: At present the School is covering the position with a supply teacher. There is a shortage of teachers generally, however within the teacher's terms and conditions the notice period is ½ a term, which can also make recruitment difficult. The School has done well generally on recruitment. Noted that the cost for a teacher engaged through an agency is more expensive and the quality can vary.

**5. WIDER WORK FORCE (WWF) ORGANISATION CHART**

5.1 Dr Susan Tranter took Governors through the WWF Line management structure and WWF staff pay scales organisation charts, which were circulated to Governors prior to the meeting. Noted that the School regularly undertake an audit of the WWF JD's, where the pay role provider compares a sample of Edmonton County's JD's with other Schools to ensure equality in pay, responsibilities and ensure progression. If a position is advertised or the scope of a role changes than the JD is re-evaluated. Noted that SO1 is the highest grade for the WWF (excluding the SBM). Noted that length of service and scale also determines the amount of holiday entitlement. Further noted that there had not been any changes to the WWF since the Committee had previously received the information. Dr Susan Tranter recommended the WWF Line management structure and WWF staff pay scales organisation for approval by the Committee.

**AGREED            The Committee APPROVED the WWF Line management structure and WWF staff pay scales organisation for Edmonton County School.**

**6. OVERTIME/TIME OF IN LIEU POLICY**

6.1 Dr Susan Tranter took Governors through the Overtime/ Time of in Lieu (TOIL) Policy. Planned Overtime is where the need for overtime is anticipated. Unplanned overtime is where the need for overtime could not have been reasonably anticipated and the working day has to be extended to overcome an unexpected bottleneck or to alleviate a 'behind schedule' situation due an accident, outage, etc. Noted that unplanned overtime must not be used to do work that could reasonably be done the next day or over a longer period.

Noted that teachers do not get overtime, the policy is for WWF. The School has developed a proforma for staff members to claim overtime, which staff are required to submit on a monthly basis. If a staff member is applying for TOIL, this has to be planned and taken with the same ½ term period.

**6.2 Q: Who authorises the overtime/TOIL?**

A: The line manager has to initially sign it off the applicant, which is then signed off by the SBM or Dr Susan Tranter, with overtime payments in the next available monthly pay cycle.

**6.3 Q: Is there a significant pressure of overtime /TOIL payments to the School budget?**

A: The School will pay all authorised overtime sheets. There can be significant payments to the site team for extended lettings, alarms being triggered at weekends, at nights and during school holidays.

**AGREED            The Committee APPROVED the Overtime/Time of in Lieu Policy for use by the School.**

**7. ANY OTHER BUSINESS**

7.1 No any other business was discussed.

The Chair thanked everyone for attending. Part one of the meeting finished at 6:40pm. Staff members left the meeting.

Sign: ..... Date: .....  
Konrad Halls (Chair of the Staffing Committee)