

GOVERNING BODY OF EDMONTON ACADEMY TRUST

STAFFING COMMITTEE

TUESDAY 5TH FEBRUARY 2019 AT 6.00PM BURY CAMPUS

MINUTES - PART ONE

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

1. COMMITTEE MANAGEMENT

1.1 Apologies for Absence

Apologies for Absence were noted from Konrad Halls, Caroline Meier and Sheila O'Neill. The Committee expressed their best wishes to Konrad Halls for his recovery. Rob Leak agreed to Chair the Committee meeting.

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 6 November 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 filing.

1.4 Matters Arising

None.

2. STAFFING PROJECTIONS FOR NEXT YEAR

2.1 Susan Tranter (ST) provided the Committee with an overview of staffing projections in the report previously circulated. ST highlighted that the report sets out the lessons required for each year group and by subject, to cover the curriculum. It further sets out the contribution that each member of staff makes.

2.2 Governors noted that the report lists how many teaching periods are needed and have been allocated. It shows how staff time is planned and where the gaps are. English has 11 more hours allocated than needed.

- 2.3 Governors noted that five members of staff are on maternity leave next year, and that this time of year is the main teacher recruitment period. In the unlikely scenario that there are no changes during this academic year, the School will be fully staffed for September.

Q= Will NQTs be getting more lesson preparation time?

A= ST- All NQTs get 10% preparation time. The DfE have proposed that they will also get 5% in their second year. This will mean that NQTs will have an hour a week extra for preparation in year 2. The proposal is out to consultation

A= Chris Flack (CF) added that it is important to plan the extra hour to be used valuably.

3. NEW STAFF INDUCTION REPORT

- 3.1 Chris Flack (CF) provided the Committee with an overview of new staff induction, in the report previously circulated. CF highlighted that all new staff passed their first term and met or exceeded the required standard. The School had three PGCE trainees last term, all applied for a full-time post in the School, and two were appointed. For the second placement term the School has six PGCE students, an increase on the three previously expected. They are in Maths, English, Science and Computer Science.

Q= What does it cost the School?

A= CF- It only costs the School in staff time, and we are paid by Middlesex University.

A= ST added that it can be an opportunity for students to apply to the School, after experiencing the placement.

Q= Are they all from Middlesex University?

A= CF - Yes currently, we are a priority school for the university, and need to put in place high quality mentoring for the students. Middlesex knows that they are well mentored

- 3.2 CF highlighted the new NQT who joined in Social Sciences. The Geography NQT support programme, provides a support plan including with the lead teacher. This programme ends next week and will be evaluated.
- 3.3 ST advised that the long list illustrates that some teachers will move on, going for promotions elsewhere. This is part of the recruitment challenge that the School has. However, it is positive that the School has all graduate Science and Maths teachers.

Q= Are there any Brexit issues?

A= ST- All teachers are UK citizens or have leave to remain in the UK.

Q= How about catering and cleaning staff?

A= ST- Both are out sourced, **cleaning may be a risk, this issue will be checked. With the contactor. ACTION.**

- 3.4 The Committee thanked Chris Flack for good staff induction work. It noted that all NQTs get an end of term report three times a year. The extra 10% includes time spent observing other teachers and at INSETs, which are all logged.

4. COVER AND ABSENCE TO DATE

- 4.1 Maria Panayi (MP) took the Committee through the cover and absence report which was circulated to members prior to the meeting. MP highlighted that the overall number of staff absences by January 2019 were 339, compared to 436 this time last year, which is not

significantly different. Vacancy cover is due to maternity leave. There are two very good long-term supply cover teachers. Non-work-related absences are lower this year but increased in November due to viruses. There was an increase in lessons being covered by cover supervisors. Interviews are being held tomorrow for more cover supervisors. Plus, the School will be looking to fill R and L positions.

- 4.2 ST advised that on average about 510 lessons are covered over a month, 125 a week out of 1900 lessons. This includes cover for two teachers who are long term sick. Sickness doubled in November when viruses affected teachers.

Q= How do we cope long term sickness?

A= MP - Initially we use cover supervisors, and if needed use agencies.

Q= How do we support staff?

A= ST- When sickness is stress related all cases are referred to Occupational Health (OH). Any long-term absences are referred to OH. We have a good OH provider who advises on phased returns, with return plans and weekly review meetings.

Q= What is the impact on pupils?

A= ST - Behaviour spikes are managed by the cover supervisors who are known people to the students, they will follow up on any misbehaviour. The School has now engaged a part time (Year 13 and 11) and full-time history teacher now on a permanent contract.

Q= How long can they be off on long term sick?

A= ST- It is looked at on a case by case basis. There must be no foreseeable prospect of returning to be given appropriate notice.

5. INSET EVALUATION

- 5.1 Chris Flack (CF) took the Committee through the previously circulated report. CF highlighted the 8 January Secondary twilight session about instilling high expectations and promoting positive behaviour (including advice that the white board will only be used for praise). Stephen Kinson (Deputy Head), worked with teachers to look at how they can use data to inform teaching and learning, Teachers picked their 2 courses for the year for CPDL, including embedding literacy and the challenge stretch for more able students. There will be a follow up session in May to look at how it impacted on their practice. The feedback after the CPDL sessions were rated on a 5-point scale, they all reported that they were very likely, or likely to recommend their courses to colleagues.

- 5.2 The Committee noted the positive quotes from teachers about how they are improving their practice. Plus, the role of good training as a key way to retain teachers.

Q= Does this save money on external training?

A= CF- Yes by internal training.

Q= Does this cover positive behaviour?

A= CF- Yes training about positive behaviour is about being consistent, fair, firm. The training is also about when behaviour goes wrong, how to issue warnings what an 8 and 9 look like.

A= ST advised that there are seven behaviours including about how students show they are listening, are ready for groups work, the use of positive verbal language and body language for students.

6. **CHILD PROTECTION POLICY REVIEW OF TRAINING**

6.1 Chris Flack gave the Committee a verbal update. CF advised that child protection training by an external company, took place on 9 October for all Secondary teachers, and on 20 December for Primary teachers and the wider work force. All staff signed to say have read the guidance. The training covered the following:

- Forms of abuse.
- Duty of care.
- Student disclosure.
- Exploitation, county lines.
- Honour based violence, FGB and forced marriages.
- Radicalisation.
- Technology and apps (including hidden apps).

Q= What are the biggest child protection issues?

A= Social media, child abuse, neglect, some parents not knowing where children are. There are very few gang issues in School, but it is an issue in the area. Many children do not feel safe going home, because of local violence against young people

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.

AGREED The Committee APPROVED the

Sign: Date:
Chair of the Staffing Committee