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# St Cyprian's Greek Orthodox Primary Academy

## Minutes of a Meeting of the Full Academy Trust Board

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<b>Date of meeting:</b>	7.00pm, Wednesday 16 <sup>th</sup> September 2020	
<b>Venue:</b>	Virtual Meeting via Zoom	
<b>Present:</b>	Mrs Angelina Adrien	(Acting Deputy Headteacher)
	Mr Arthur Broadberry	(Chair items 1-3, 5-16)
	Ms Aredi Christou	(Vice-Chair)
	Mr Elias Loizou	
	Mr Christopher Vradis	(Headteacher)
	Mr Christos Nestoros	
	His Eminence Archbishop Nikitas	
	Mrs Ehimwenma Osagiobare	
	Mr Adrian Prescod	(Vice-Chair)
	Mrs Sophia Tsoukkas	
<b>In attendance:</b>	Ric Euteneuer (Clerk)	(Chair for item 4 only)
<b>Absent:</b>	Mrs Sonia Wesley	
	Mr Philip Prodromou	

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The meeting was quorate: **10** Governors present, **7** required

### 1. PRAYER AND WELCOME

The Chair welcomed governors to meeting; His Eminence Archbishop Nikitas and led the governors in prayer. The Chair welcomes Christopher Vradis as the new Headteacher to his first meeting of the full governing body.

### 2. APOLOGIES

Mrs Sonia Wesley sent her apologies, due to work commitments, which were **AGREED**. No apologies were received from Mr Philip Prodromou. These were not accepted.

### 3. DECLARATIONS OF INTEREST AND SIGNING OF CODE OF PRACTICE FOR 2020/2021

Information stipulated within their completion of their annual declarations of pecuniary interest for Directors needs to be completed – additionally, there needs to be a declaration of pecuniary interest in items for discussion this evening. The Clerk and Chair reminded governors that governors needed to complete the annual return mentioned above and send it to Vicky in the Office, as well as the annual Code of Practice, which also needed to be signed and returned to Vicky at the same time.

The Chair said he would speak to Vicky about doing this for non-parents, as they might not be visiting the school on a regular basis (**ACTION**: Chair). EO said she has only one child at the school, and would like the annual declaration to reflect this. The Chair said this could be included on the completed form.

The Head had looked at DocuSign for the school, but it is quite expensive. Scanning and sending in for non-parents seemed to be most appropriate method of completion. The Chair reminded governors that the “Code of Practice” they would be signing reflected the “Nolan” standards of public service, which he commended governors to read. Chair said that governors’ role, deriving from this, was to

1. *Ensure clarity of vision, ethos and strategic direction;*
2. *Hold the head teacher to account for the educational performance of the school and its pupils, and the performance management of staff; and*
3. *Oversee the financial performance of the school and making sure its money is well spent.*

It was noted that Phil Prodromou, who was not present, was an employee of the company that had installed alarms at the school recently.

*Q. A governor asked if this represented a conflict of interest?*

*A. The Chair and the Clerk clarified that PP was not involved in the school's commissioning of the alarm system, and did not work on the sales team delivering the alarm system, so this did not represent a conflict of interest – however, the Chair agreed to speak with Phil and these facts would be recorded on the school's files to ensure that the absence of a conflict of interest was recorded. (**ACTION: Chair**)*

#### **4. ELECTION OF CHAIR AND VICE CHAIR (INCLUDING DETERMINATION OF LENGTH OF TERM OF OFFICE)**

The Clerk took the Chair for this item.

It was noted that Governors were able to determine the length of term of office for the Chair and Vice Chairs, which were allowed to be any term up to 4 years. Proposals had been received from governors of 2 and 4 years. After discussion, it was agreed that the Chair and Vice-Chairs terms of office would be concurrent and for a term of **4 years**.

The Clerk had written to governors to ask for nominations 7 days prior to the meeting. A number of nominations were received for Arthur Broadberry as Chair of Governors, as well as Adrian Prescod and Aredi Christou as Vice-Chairs.

In the absence of other nominations, Arthur were deemed elected Chair and Aredi and Adrian were elected as Vice-Chairs for the terms of office 2020-2024.

The clerk handed the Chair back to Arthur Broadberry.

#### **5. MINUTES OF THE MEETINGS HELD IN JULY 2020**

These were proposed, seconded and **AGREED** as accepted as a true and accurate record, and emailed to the Chair for the record.

#### **6. MATTERS ARISING FROM PREVIOUS MINUTES**

The Chair went through the action items from the last meeting

Item 5 Matters arising from March 2020 meeting– the Chair signed the policies –item is closed

Item 6 Headteacher appointment – successful candidate was contacted and offered/accepted the role - item is closed

Item 7 Headteacher's Report - SBM appointed to SLT –item is closed

Item 7 Headteacher's Report – Change to uniform policy – this item was put into action – item is closed

Item 7 Headteacher's Report – a decision whether to use Zoom or Teams – the Chair and the Head had discussed this and will be using Zoom for future meetings - item is closed

Item 8 – Committee reports – the schedule of dates – was item 8 on this agenda

Item 10 Governance – to be dealt with under item 11 this evening

#### **7. HEADTEACHER'S UPDATE**

The Head spoke to his report, which had previously been circulated, and highlighted the following items.

- At the start of term, the school used 2 entrances at start of term on Ingram and Springfield Roads, but this was later amended to include 2 entrances on Springfield Road as it flowed better – there are still issues, however, with parents not socially distancing at the end of the school day
- Year group “Bubbles” are working well – year 1 and year 2 are in one bubble
- Lunchtime at the school is working well – very organised
- School has been sent 10 COVID tests and have used 2 already – parents have been happy with how the school have been handling this
- 1 test was used for a TA whilst isolating after son was sent home from another school

- 2 teachers self-isolating due to travelling back from Greece via “non-corridor” country
- In general, Croydon is a low risk area – new daily cases are in single figures
- School getting a new alarm system – installing a “Guardian” system in preference to WLS - £1900 saving, and increased reliability
- Fire alarm practice early in the term. This took 5 minutes and 1 second – 2 minutes 40 seconds for children to actually leave schools. The delays were due to internal gates being locked with padlocks, which prevented mustering. This has now been addressed
- The school has recruited a supply teacher for Y4, and there is a new music teacher at the school
- Andreas (School Premises Manager) has reduced his working hours to 3 days a week
- 380 pupils on the school’s roll
- There are 38 staff employed by the school
- School has booked an external safeguarding review on the 12<sup>th</sup> October 2020 from Croydon Council
- There would also be an external Teaching and Learning review – Joyce Lyddford would be visiting the school in November 2020
- Teaching staff performance management would be taking place next week, and for support staff, the week after
- There had been a single racist incident at the school since the last report

Q. A governor asked about the racist incident?

A. The Head explained that they were young children, the incident was relatively mild, and that a conversation had been undertaken with the children concerned

Q. A governor asked if the parents of the children had been informed

A. The Head confirmed that they had

Q. A Governor asked if we could have more than 10 COVID19 tests

A. The Head said that he could re-order some tests 20 days after initial order, and would be doing so

## 8. COMMITTEE MEETINGS – TIMES AND DATES

These had been sent to governors as part of the pack and had already been agreed, but are included here for the record. (**ACTION: ALL**)

### This term’s dates

16th September 2020 at 7 pm  
 6th October 2020 at 7pm  
 20th October 2020 at 7pm  
 4th November 2020 at 7pm  
 17th November 2020 at 7pm  
 9th December 2020 at 7pm

### Committee

FGB  
 Premises, Health & Safety  
 Personnel & Pay  
 Education  
 Finance  
 FGB

### To be confirmed

20th January 2021 at 7pm  
 10th February 2021 at 7pm  
 3rd March 2021 at 7pm  
 17th March 2021 at 7pm  
 7th April 2021 at 7pm

Admissions  
 Premises, Health & Safety  
 Personnel & Pay  
 Education  
 Finance  
 FGB

12th May 2021 at 7pm  
 26th May 2021 at 7pm  
 23rd June 2021 at 7pm  
 6th July 2021 at 7pm  
 14th July 2020 at 7pm

Premises, Health & Safety  
 Personnel & Pay  
 Education  
 Finance  
 FGB

## 9. RATIFICATION OF BUDGET

This was already undertaken in the previous meeting - no further action would be required

## 10. SAFEGUARDING UPDATE

The Annual Safeguarding update had been circulated by the school office, and was included in our governors' mail out.

A safeguarding audit was upcoming in October 2020 and mentioned in the Head's report.

The Head said that the school has moved to a purely electronic system – which was safer and more robust. The system is nuanced to allow different levels of access for teachers, leaders and staff, and the information was easy to transfer to secondary from Y6.

*Q. A governor asked if there were any children identified as vulnerable during the lockdown?*

*A. The DHT said that social care had spoken to her. Some children moved in and out of the school, and the school had been in regular email contact with Croydon Social Services*

## 11. GOVERNANCE (INCLUDING THE APPOINTMENT OF GOVERNORS)

The Chair had been tasked with investigating the appointment of new foundation governors – there were a number of people interested,

He was also ascertaining the wishes of existing foundation governors to be re-appointed. The Chair would speak to Vice-Chairs as to how to proceed (**ACTION: Chair/Vice-Chairs**). There would be an election of (3) parent governors in October 2020. The Chair would share a list of interested parties to governors (**ACTION: Chair**), but ultimately, it would be the Members Trust who would be appointing Foundation Governors.

*Q. A Governor asked about safety of ballots*

*A. Head said that an appropriate system would be designed to address this*

Committee Chairs will be nominated and appointed at their respective first meetings of the term (Education, Premises, Finance, Pay & Personnel) and the minutes of these committees and appointments would be circulated to governors for the next FGB in December 2020 (**ACTION: Clerk**).

## 12. GOVERNOR TRAINING

It was noted that the training was presently online training only. Croydon are sending regular updates and offering a variety of courses. As regards the Skills based assessment previously undertaken – Chair to look at this to rerun and report back. (**ACTION: CHAIR/CLERK**)

## 13. ADMISSIONS

Clerk reminded governors they had the ability in this “window” (October to March) to review and propose revision for September 2022 entry. The Chair said that admissions policies were reviewed last year. It was felt useful for the Head to discuss this with Admissions Chair. (**Action: Aredi/Head**)

## 14. CONFIDENTIALITY

No items were deemed confidential

## 15. DATE AND TIME OF THE NEXT FGB

The Chair thanked governors for all their hard work during lockdown.

This was scheduled for the December 9<sup>th</sup> 2020 at 7pm

## 16. CLOSING PRAYER

His Eminence led governors in a closing prayer. The meeting closed at 8.45pm.