

Meeting of the FATB

Wednesday 29 March 2023 at 7 p.m.

Mrs Angelina Adrien (AA)	Acting Head	Present
Fr Christodoulos (CC)	Governor	Absent
Ms Aredi Christou (AC)	Chair	Present
Ms Rianne Darko (RD)	Governor	Arrived at 7.11 p.m.
Ms Naghmana Gani (NG)	Governor	Arrived at 8.25 p.m.
Ms Zoi Iliokaftou (ZI)	Governor	Present
Ms Carolyn Kellaris (CK)	Foundation Governor	Present
Mr Andrew Mantilas (AM)	Governor	Absent
His Eminence Archbishop Nikitas	Governor	Absent
Mr Adrian Prescod (AP)	Vice Chair	Present
Mr Phillip Prodromou (PP)	Governor	Present
Mr Peter Tragoulis (PT)	Governor	Present
Ms Nikoleta Tsiamas (NT)	Governor	Present
Ms Sophia Tsoukka (ST)	Parent Governor	Present
Mr Christopher Vradis (CV)	Headteacher	Absent

In attendance:

Miss Mary Rider (MR)	-	Octavo Clerk
Ms Louise Hallsworth (LH)	-	Baxters & Co
Mr Panicos Soteriou (PS)	-	Member

AGENDA ITEM	
1.	Prayer and Welcome The Chair opened the meeting at 7 p.m. with a prayer and welcomed everyone present.
2.	Apologies Apologies for absence had been received from CC (Diocese matters), AM (diary clash), CV (illness) and His Eminence, which were accepted. Apologies for lateness were received from RD and NG, which were accepted. The meeting was agreed to be quorate . 11 Governors present, 9 required to be quorate.
3.	Declarations of Pecuniary Interest and Code of Conduct There were no new declarations of Pecuniary Interest.
4.	Minutes of the meetings held on 5th April 2022 and 14th December 2022 The Minutes of the meetings held on 5 th April 2022 and 14 th December 2022 had been circulated prior to the meeting. The Chair asked Governors if they had reviewed the Minutes and if there were any comments.

	<p>Governors AGREED that the Minutes of the meeting held on 5th April 2022 were a true and accurate record of the meeting.</p> <p>Governors AGREED that the Minutes of the meeting held on 12th December 2022 were a true and accurate record of the meeting.</p>
5.	<p>Matters Arising from Previous Minutes</p> <p>There are a number of matters outstanding from the meeting held on 12 December 2022 due to the Headteacher's absence. These matters will remain open.</p> <p>PRESENTATION BY LOUISE HALLSWORTH ON BEHALF OF BAXTERS & CO</p> <p>Governors welcomed Louise Hallsworth (LH) from Baxters & Co, the school's accountants, to go over the End of Year Audit and to give a brief overview of where the school is right now. This was postponed from when the accounts were signed off as they were finalised in the Christmas holidays.</p> <p>Governors also welcomed Panicos Soteriou, a Member of the Trust, who was present for the presentation by LH.</p> <p>LH displayed the balance sheet of accounts to 31 August 2022; this page shows the movement of reserves results of the year to 31 August 2022. Totals should be ignored but unrestricted funds are relevant. This shows the funds available to the end of August 2022 were £157k. On 1 September 2021, the school started with £144k so there has been a positive movement of £13k. This shows an in-year position for unrestricted funds of £13k unspent income in excess of expenditure. The school did end up with in-year surplus unrestricted funds.</p> <p>Restricted funds are not available to spend. These are made up of two parts – fixed assets and pension funds.</p> <p>The school cannot do anything with fixed assets. The number on the balance sheet represents assets, not money to be spent (£1.4m capital expenditure).</p> <p>The other fund is the pension reserve which shows a £245k deficit valuation which is undertaken in the actuaries at the end of each year. The Government underwrote this deficit when the school became a Trust.</p> <p>These two numbers do not mean a lot in every day functioning. The important figure is £157k, with a movement of positive £13k.</p> <p>The Statement of Financial Activities (SOFA) including income and expenditure account shows income total of £267k unrestricted funds, capital income of £8k with a negative £70k accounting adjustment for depreciation.</p> <p>RD joined the meeting at 7.11 p.m.</p> <p>The Restricted Fund, Fixed Assets has gone down by £62k from £1,462k to £1,400k.</p> <p>The Restricted Fund, General is money that comes in from the EFSA, LA or any other donation but has a restriction.</p> <p>Total income was £2,078k with expenditure of £2,318k giving an in year deficit of £240k but this figure is distorted. Within these figures are amounts that are paid into the LGPS. The £240k actually all relates to the LGPS. We have to adjust for the £240k to get to a nil closing position. We</p>

show negative of £240k but it is the pension fund that equals that sum; there is nothing else in that fund other than pension fund deficit.

At end of Audit, the Auditors have to give an Audit Findings Report. This is part of the statutory audit – what we have found and summarising any issues that we found.

The Auditors were able to issue an unqualified report.

The Auditors also provide a Regularity Report confirming that the Trust has adhered to EFSA's requirements and income received is spent correctly as appropriate for the Trust.

One regularity breach was found where a Related Party transaction was not notified to the EFSA.

Q : What was the value of that transaction?

A : The value was £2,465 to Angel Education Limited. This is not a major issue. The EFSA may write to ask why they were not notified and it would be explained as an oversight.

As part of the audit requirements, the accounting system and internal control are checked. We have to report if anything is found in the systems. There were three low areas and one medium area, as follows:

Management accounts have to have a cash flow in them that was missing historically. This is an internal control to identify any issues on a monthly basis.

A Purchase Order was not raised where we would have expected an order to be raised. Purchase Orders should be raised where possible.

Q : What was the value of the purchase?

A : We are not testing monetary value but checking procedures. If it is a purchase that should have a Purchase Order, the amount is irrelevant amount. It is an indication that the process didn't work.

Q : Is it possible to go into that detail and see what the value is?

A : LH will provide that detail.

Documentation is provided before payment is authorised but there was one sample where it was not possible to find proof. We have to make a recommendation that there is evidence that the check has been done.

The medium risk area was where Companies House had not been notified that the previous School Business Manager had retired as secretary. Whilst they are still listed at Companies House, this maintains their responsibility. Companies House should be notified of changes within 14 days of any change.

The Audit Findings Report is a summary of what we have found number-wise. We know we only have to adjust for two things – depreciation not accounted for (this is done by the auditor at year end) and LGPS (cannot do until we get actual figures). The accounts are very accurate and very up to date. There are minor trivial errors. From an auditor perspective, the accounts did what they were meant to do – they showed the position other than last two adjustments and there were no issues with audit work we had undertaken.

Q : Note 17, Page 38 of accounts – how is the actuarial value worked out?

A : The value is worked out on what the total liability is of all employees in the fund in today's terms, taking into account average life expectancy and predicted interest rates.

	<p>The total contributions increased from £137k to £142k.</p> <p>Q : Page 32 of accounts – please can you clarify the £1,359k leasehold land and buildings?</p> <p>A : This is the current value of the leasehold buildings, not the land. When you became an Academy, the value of the buildings is transferred to the Academy Trust on conversion. The £1,124k was the value of the buildings given to you on leasehold at that point in time. There would have been a transfer of lease. The details are held by the Land Registry. Copies should also be held by the accountants, and LH will forward copies of these.</p> <p>Q : Whilst during this year we have a profit, going forward can you see a problem based on your view?</p> <p>A : To give an informed answer, LH said that she would have to look at the budget forecast and pupil intake. With £157k of reserves, if each year you break even the surplus should see you through. However, energy and staff shortages are expensive and that is where reserves are being eroded away.</p> <p>Q : On Page 21, in 2021 the total was £116k, this year it is £1,313k. If this goes negative do we have an issue as a trust?</p> <p>A : No. There is £1.3m of assets. This is distorted by the pension reserve. The pension reserve can be ignored. The Government underwrote this when you became an Academy. You are not responsible for that – you contribute but the figure doesn't make you insolvent.</p> <p>Q : £144k is showing in Reserves. In November last year we were presented with a situation where we told we have no money. How is that possible?</p> <p>A : Cash and reserves are two different things. £157k was showing on 01.09.22. This would mean that you must have spent everything that came in plus £157k. LH would have to look at the management accounts to the end of November to see what the position was.</p> <p>LH was thanked for her summary and left the meeting at 7.36 p.m.</p> <p>PS comments that the system should produce figures to now, showing cashflow and profit and loss.</p> <p>PS left the meeting at 7.37 p.m.</p>
6.	<p>Headteacher's Report (submitted by Mrs Adrien, Acting HT)</p> <p>AA has stepped in as Acting Head due to CV being ill, and was asked to provide a summary report which was circulated to Governors prior to the meeting.</p> <p>There are 358 children on the school roll but we will be losing four more.</p> <p>Q : Have they given a reason for leaving?</p> <p>A : A couple are going to a school closer to their home.</p> <p>Q : How many children have we lost this term/year?</p> <p>A : AA will find out and provide that number.</p> <p>58 children are Pupil Premium.</p> <p>114 children are on the SEND register with 4 having EHCPs.</p>

	<p>There are 32 languages spoken.</p> <p>A list of after school clubs was provided.</p> <p>Currently there are three members of the SLT on long-term sick leave. A TA is also on long-term sick leave with stress. A Year 4 TA is thinking about early retirement.</p> <p>Q : Is there anything that can be done to persuade her to continue?</p> <p>A : She is diabetic, and stress has caused issues with her blood sugars.</p> <p>A Year 6 teacher has resigned and will leave at the end of this week.</p> <p>We are actively looking for permanent teachers for Year 3 and Year 6 . We have advertised in the TES and reached out to agencies.</p> <p>Q : Are you not recruiting permanently to other roles?</p> <p>A : No, they are for September but we need teachers now for the Summer term. This is crucial for Year 6 with SATs.</p> <p>Q : Why are the teachers leaving?</p> <p>A : Some are moving closer to home; others have not stated their reason.</p> <p>Q : Are exit interview held? They would be useful to see what the trends are and to see if there are any solutions that we can look at? Are they possible to be held retrospectively?</p> <p>A : We would have to write to ask if they would be interested in an exit survey.</p> <p>Governors suggested that going forward, exit interviews should be put in place to see if there is an underlying problem and what action can be taken.</p> <p>Pupil progress meetings will take place at the beginning of the Summer term.</p> <p>The Year 6 trip to Athens has been cancelled and a replacement trip has been booked for Norfolk in June 2023. 14 children are taking part.</p> <p>Parent consultations have taken place this week.</p> <p>Attendance is not very good at 93.9%; we want this to be higher.</p> <p>Q : Have any reasons been identified for low attendance?</p> <p>A : There was a chickenpox outbreak.</p> <p>There have been the usual lettings.</p> <p>Sporting events are going well.</p> <p>Easter Assembly was held today and there will be an Awards Assembly on Friday.</p> <p>The report of the Teaching & Learning Review was provided to Governors.</p>
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	<p>Q : The Teaching & Learning Review raised the issue of some of the children causing behaviour issues; is this being addressed? Have you managed to make any changes?</p> <p>A : Yes, they are coming out of class and sitting with AA. They then get on with their work.</p> <p>Q : Regarding content of the website, has anything been done about that?</p> <p>A : That will be looked at.</p> <p>The English Adviser has not yet visited. We would wait for Emma Hayward to come back as she is responsible for this area.</p> <p>Q : RD asked who is supporting AA while the other senior leaders are out of school?</p> <p>A : There is no support. AA will call on anyone for assistance when needed. There are no middle leaders who can come up as we are unable to release them.</p> <p>Governors offered their thanks to AA, saying that she is doing really well and that they appreciate everything she is doing and thanking AA for her commitment.</p>
7.	<p>Committee Meetings</p> <ul style="list-style-type: none"> i. Education Committee ii. Premises, Health & Safety Committee (meeting postponed) iii. Personnel & Pay Committee iv. Finance Committee <p>Education Committee:</p> <p>RD thanked AC for chairing the meeting of the Education Committee in her absence.</p> <p>Concerns were expressed regarding Symi Class, with the Year 4 teacher leaving. This class is now being covered by a permanent supply teacher and there are positive outcomes from that class. Concerns were raised about the cost of agency staff but this has been budgeted for.</p> <p>A Year 1 teacher has also left.</p> <p>All teachers are trained in Read Write Inc.</p> <p>The Teaching and Learning Review has taken place which went well.</p> <p>There were issues with disparities for SEND pupils which have been clarified.</p> <p>There is cause for concern in Ilias and attainment in maths for that Year 3 class. Key outcomes and data are to come to the next meeting of the Education Committee informing what has been done to address that cause for concern.</p> <p>Premises:</p> <p>A visit took place on 1 December and a report was circulated to Governors with the outcome and findings. PP and ZI thought a second visit would be useful and an opportunity to ask more appropriate questions. Two visits were arranged but had to be cancelled/postponed (one by CV and one by PP). PP and ZI are still planning a second visit with answers to questions raised in first visit.</p>

They hope to visit early in the next term to see if anything has been done with regard to premises issues.

Q : Was Nico brought in to do the leaks?

A : The leaks have all been dealt with now.

Pay and Personnel:

The Pay and Personnel Committee took place in February.

Questions were raised in relation to supply teachers as there is nothing in the budget for them. Governors were advised that at present supply teachers are costing less than actual teachers as they are only paid for term time. If there is no teacher in place, there are no NI contributions, no pension contributions and no holiday pay.

Questions were also raised regarding staff pensions (support staff not teachers), rising from 19.2% to 21.6% which is unbudgeted. CV is to check if the Government will fund the gap for support staff.

Finance Committee:

Barry Walder and Jane Frisk, external consultants, were invited to the meeting. They provided a run-down of latest report. CK had met with Jane Frisk the week before to go into greater detail.

Future fundraising was removed from the forecast as it was unrealistic that £35k would be realised by the end of the year. This does have an impact on the in-year projections but it was unrealistic to keep it in.

Other issues were raised around the Athens trip and that the Archbishop had not agreed to fund a shortfall. The Athens trip has been cancelled and an alternative trip organised.

Barry Walder and Jane Frisk summarised the BMR. They explained pay rises with the pay awards being higher than budgeted.

The upcoming budget which will come to the next Finance Committee was discussed and information was requested to be brought to the next meeting. There will be a three-year budget presentation to next Finance Committee.

Benchmarking was discussed and how it is useful.

The Finance Committee receive monthly reports on expenditure. CK had not had February's report yet but Jane Frisk advised that we will have the report by the end of the month.

The contract for Jane Frisk was only to the end of March. Jane Frisk made the comment that she doesn't look beyond 31st March.

ACTION : AA to speak with Jane Frisk to confirm that she will be coming back after Easter.

Q : If Jane Frisk doesn't come back, does Victoria Yeats take on all of that?

A : That will be a different conversation.

8.

Safeguarding Update and Keeping Children Safe in Education

NG arrived at 8:25 p.m.

NG was asked to present her safeguarding report, a copy of which had been circulated to Governors prior to the meeting together with the Safe at School survey results.

NG met with AA a couple of weeks ago. It is mainly AA who is doing all of the DSL work.

New staff are given safeguarding training within their first five days.

Child Protection records and casework was discussed. Names are not used during these discussions but details are given of what is happening with children.

Q : What is an SGO?

A : This may be when a child is looked after by someone in addition to or instead of their parent, such as a member of the extended family.

Gangs training for teachers was completed in 2022 and for TAs in 2023.

Q : Do we also train supply teachers?

A : Certain training is for the whole staff.

Q : What was the cost?

A : There was no cost.

Safeguarding in Curriculum:

The school had a mental wellbeing week in which students were able to express themselves through poems, music and colour.

All classes were shown videos on safety and bullying and assemblies have taken place.

During PSHE children are spoken to about various issues in relation to safety online, particularly social media.

The school deals with issues when they occur.

The Safe at School survey was carried out in Autumn 2022.

DSL Workload and Management:

The DSL workload is carried out by AA.

Any Other Issues:

School trips are now taking place and back to normal with the exception of Athens.

Q : With the new trip, will there be a risk assessment?

A : Yes, there will be. A risk assessment has to be taken for every trip. Only 14 children are going so we will use the minibus.

Children Wellbeing:

Children are being encouraged to come to school by bike or walking but this is mainly in the Summer term.

Students have organised wellbeing lunchtime clubs.

The library is up and running for children to spend time in.

Staff Wellbeing:

Peer marking takes place in class to save time for the teacher. Teachers also mark work during the course of the lesson.

Areas of Development:

The school can work on the physical and mental wellbeing of children outside of school.

Future Plans:

NG and AA will go through the Safeguarding Audit from Croydon.

Questions were invited on the Safeguarding Report.

Q : Regarding the SCR, the report states that Victoria Yeats has rigorous processes. What are the processes?

A : NG has not met up with Victoria Yeats but will look to have a meeting with her to discuss this. Some safeguarding areas are looked after by Victoria Yeats so it would be useful for NG to have a meeting with her.

Q : Regarding the Safe at School survey, how many children were spoken to?

A : The whole school.

Q : The actions in red, do we address those?

A : There is an action depending upon the percentage in red.

Q : How did you do the survey?

A : The staff carried out the survey. Teachers spoke with the children and they put their hands up, with some individual answers.

Q : Do we still have the worry box?

A : Yes, we do.

We keep parents updated with what is happening in the local area if we get an alert or information from the police. We let parents know by email.

	<p>Governors commented that they hadn't seen any police presence or patrols in the area. We have asked for a direct contact for the police. There haven't been any foot patrols but drive-bys have been seen.</p>
9.	<p>Governance</p> <p>The Governance Review is with Ian Wilson. He is collating information but has not yet distributed the results.</p> <p>Governor visits :</p> <p>AC and AP have been in on a number of occasions to support AA while the other three SLT members are on long-term sick leave, to make sure AA is well and to see how other members of staff are managing it what must be very challenging circumstances.</p> <p>The Governing Board would like to express their thanks to AA for stepping in.</p> <p>ST and AC came in with the Greek Embassy who carried out a class review on two Greek teachers. They met with Greek education staff to review Greek school class teaching, going into lessons and carrying out observations. We have not received any written feedback yet but the feedback during the visit was good and they were happy with what they saw.</p> <p>Further visits by Governors were encouraged.</p> <p>PP and ZI were due to come into school for a second Premises Committee visit, following up their visit on 1 December 2022. A number of dates proposed but the visit has not yet taken place due to a number of reasons. PP and ZI have circulated a copy of the report following their visit on 1 December 2022.</p>
10.	<p>Governor Training</p> <p>Octavo training took place in-house with Sonia Malik regarding good governance and challenging. The training went well and everyone enjoyed it. It brought everyone together with different ideas and topics discussed. Moving forward we will look at more in-house training.</p> <p>AC suggested that we look at the current training package with Octavo, with possibly two in-house training sessions rather than one.</p>
11.	<p>Admissions</p> <p>AC and AA have looked through the applications for Nursery and Reception places. There were 61 applications with 29 as first choice, which is the highest for some time. The National Offer Day is 17 April 2023 for primary school places and we will get the total numbers of pupils who accepted the offer after this.</p>
12.	<p>Policies</p>

	<p>AC has checked all policies and has been alerted to any amendments by Victoria Yeats.</p> <p>Q : CK queried whether the policies should be sent to everyone?</p> <p>A : Currently the alerts are only sent to AC.</p> <p>ACTION : Governors to be provided with tracked changes in policies.</p> <p>Q : What policies go to each Committee?</p> <p>A : The policies come out with the agenda for the relevant Committee.</p>
13.	<p>Confidential Items</p> <p>A confidential item was discussed.</p>
14.	<p>Any Other Business</p> <p>RD raised her concern that some Governors are not attending consistently, questioning whether they are committed to the Governing Body.</p> <p>AC will look into this and will check the Articles of Association. However, if apologies have been accepted, there will be no ramifications.</p> <p>AC will carry out a review of the last six months' attendance.</p> <p>ACTION : Review Governors' attendance for this academic year.</p> <p>Whilst dropping his child at school this morning, AP said that there were footprints from the pavement all the way up to Wrap-Around, possibly caused by the footballers. It was very dirty and a parent complained. The school may wish to have a conversation with the footballers regarding this.</p> <p>Q : NG asked if we will get dates for the Year 6 exams?</p> <p>A : ST has these dates and will forward them to NG.</p> <p>Q : A lot of parents are concerned about the Year 6 teacher leaving. What will happen after Easter?</p> <p>A : The school is looking for a teacher and we have one coming in to do a trial. We are hoping Ms Hayward will be back on the Wednesday after Easter. If so, she would go into Year 6.</p> <p>Q : Is the Year 6 teacher experienced?</p> <p>A : The agency always say they are experienced teachers.</p> <p>Q : When Ms Hayward comes back, will she go into class full-time?</p> <p>A : Yes.</p> <p>Q : If Ms Hayward is teaching full-time in Year 6, how does this affect the SLT?</p>

	<p>A : Ms Hayward would fully commit Monday to Friday to Year 6; that is the priority. Staff have been coming together to ensure children's learning is not disturbed.</p> <p>Q : In a previous meeting, CV mentioned a Year 4 teacher might want to come back. Is there any update?</p> <p>A : This was an informal contact with CV and the teacher hasn't been in contact with AA.</p> <p>The Greek exam is easier with the Athens trip being cancelled as dates are not clashing. Students are chosen for the exam and can choose whether to take the exam.</p> <p>Q : Do they have to pay for the Greek exam?</p> <p>A : There is a donation request for the cost of the exam but it has been paid for by school. We would encourage a student to go ahead with the exam even if they are unable to pay.</p> <p>The Easter assembly was held this morning which was thoroughly enjoyable.</p>
15.	<p>Closing Prayer</p> <p>AC thanked Governors for their contributions to the meeting.</p> <p>On behalf of the Governing Board, AC would like to thank AA and all the teachers and staff who are stepping into different roles and supporting each other. Governors would like to offer a big thank you and express their appreciation for all of the help and support being given.</p> <p>The meeting concluded with a prayer.</p> <p>The meeting closed at 8.47 p.m.</p>

