

Part A Minutes of the Meeting of the Full Governing Body
Monday 20 July 2023 at 7 p.m.

Mrs Angelina Adrien (AA)	Acting Head	Present
Fr Christodoulos (FCC)	Governor	Absent
Ms Aredi Christou (AC)	Governor	Present (from 7.25 p.m.)
Ms Rianne Darko (RD)	Governor	Absent
Ms Naghmana Gani (NG)	Governor	Absent
Ms Zoi Iliokaftou (ZI)	Governor	Present
Ms Carolyn Kellaris (CK) - Chair	Foundation Governor	Present
Mr Andrew Mantilas (AM)	Governor	Present
His Eminence Archbishop Nikitas	Governor	Absent
Mr Adrian Prescod (AP)	Governor	Present
Mr Phillip Prodromou (PP)	Governor	Present
Mr Peter Tragoulis (PT)	Governor	Present (from 7.43 p.m.)
Ms Nikoleta Tsiama (NT)	Governor	Present
Ms Sophia Tsoukkas (ST)	Parent Governor	Present

In attendance:

Miss Mary Rider (MR) - Octavo Clerk

AGENDA ITEM	
1.	Prayer and Welcome The Chair opened the meeting at 7.17 p.m. with a prayer and welcomed everyone present.
2.	Apologies Apologies for absence had been received from RD (baby due imminently), which were accepted. Apologies for lateness were received from AC and PT, which were accepted. FCC, NG and His Eminence Archbishop Nikitas were not present. The meeting was agreed 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 29th March 2023 The Minutes of the meeting held on 29 th March 2023 had been circulated prior to the meeting. The Chair asked Governors if they had reviewed the Minutes and if there were any issues or comments. Governors AGREED that the Minutes of the meeting held on 29 th March 2023 were a true and accurate record of the meeting.

	<p>ACTION : Changes to policies have been circulated.</p> <p>Q : Were there tracked changes?</p> <p>A : AA had asked VY to put on tracked changes but there are none showing as these are the versions to be signed.</p> <p>Governors commented that it is difficult for them to see where changes are made. Policies will be circulated by email with tracked changes but an untracked copy will be provided for signature.</p> <p>ACTION : Jane Frisk coming back after Easter – CLOSED.</p>
5.	<p>Matters Arising from Previous Minutes</p> <p>There were no matters arising.</p>
6.	<p>Head Teacher's Report (submitted by Mrs Adrien, Acting HT)</p> <p>The Headteacher's Report had been submitted by AA, Acting Headteacher, and circulated to Governors prior to the meeting. The following was highlighted:</p> <p>There are 350 children on roll with 57 PP children (16%) and 125 on the SEN register (36%). Four children have an EHCP. There are a small number of FSM children.</p> <p>32 languages are spoken in school and 42% are EAL.</p> <p>The school continues to run a number of extra-curricular activities.</p> <p>Q : What are the arrangements for after school clubs for the new academic year?</p> <p>A : They are roughly the same all year round. We will know definitely in September.</p> <p>The school has been using Inspire Maths but will no longer be using this from September. A lot of children have gaps in their mathematical knowledge and the resources are going out of print and we cannot get copies. We will be using White Rose.</p> <p>Q : Is Inspire Maths the same as Singapore Maths?</p> <p>A : Yes.</p> <p>Q : What was the rationale in choosing White Rose? Are there a lot of options?</p> <p>A : White Rose has an online platform, it does problem solving, fluency and arithmetic, and follows the National Curriculum more closely. Singapore Maths did not link to the National Curriculum. We had to do weekly assessments to cover arithmetic. We have used White Rose in the past. Other options are Numicon and Target Maths.</p> <p>Q : Where there were gaps, were these known?</p> <p>A : We did pick up on gaps in children's knowledge before SATs. Singapore Maths encourages children to work independently. They had a cup system. There were three cups – green, orange and red. The green cup indicated they were working okay, orange showed that a student would talk to someone on their table for guidance and red indicated that a pupil was stuck and needed help.</p>

A : The books were marked and teachers checked each table for understanding and progress. This is not the traditional way of teaching maths.

A : Other schools may have supplemented the learning with other schemes, not solely using Singapore Maths.

A : We will be following the National Curriculum.

A : Yes, progress can be tracked.

A : The only training received was from CV; there was no training available.

Q : Will White Rose go back to traditional teaching?

A : Yes, we've moved way from cups and gone back to whole class teaching. Previously we were told that we could not stand in front of the class and teach; teachers have now gone back to the method they were trained in.

Q : Are teachers trained?

A : Teachers don't need training – it is the traditional way of teaching maths. Teachers won't just be using White Rose. They can use Target Maths and Singapore Maths. We will take topics from various schemes.

Q : Do you have the capacity to teach White Rose with the teachers available and language barriers?

A : White Rose has online resources, power points, levels for mixed abilities and is more accessible to the teachers. We can send people on training.

We will use a mixture of resources and we will revisit the scheme if it is not working.

Q : With the gaps that are there because of Singapore Maths, are we going to revisit classes as they come through to pick up any gaps?

A : Teachers have already stopped using Inspire Maths.

English has seen some improvements across the curriculum. There has been a decline in writing across key stages which will be a focus from September. All teachers are using learning intentions

and success criteria. Children understand what they are learning and how they know they have achieved. They are able to articulate what they are learning through learning walks.

Ms Rashi has been in this week and will be in Year 1. Ms Hopper is going into Reception.

We have put the advert for TAs on the website.

Q : Have you had any applicants?

A : The advert was only put up this week.

Q : How many posts are you advertising for?

A : Two.

AC joined the meeting at 7.25 p.m.

It has been a difficult year with the absence of the leadership team. Nevertheless, AA said that she is very proud of the work staff have put in to help with the smooth running of the school, to ensure children's learning was not disrupted. The Assistant Heads will be classroom-based full time from September.

Q : What classes are the two AHTs going into?

A : They are both going into Year 6.

Q : Is that risky with two people who have been off sick for a long time?

A : This has been discussed at length. We offered Year 5 or Year 6 and he chose year 6.

Q : Is there a Plan b?

A : We have discussed a Plan B. The Year 2 teacher has taught Year 6.

We have had quite a lot of visitors in, including Mrs Loi (Head of Teachers at KEA) and Mrs Pasiardis (Primary School Inspector from Cyprus Ministry of Education) and also the Director of Primary Education of Cyprus.

Q : Did the visits go well?

A : Yes.

Q : Are there any reports?

A : Not yet, we may receive a letter.

Governors suggested some information on these visits should be put on the website to demonstrate the school's links. It would be useful to have official reports from the visits for Ofsted and some material to add to the display screen in the reception area.

Q : Does the Greek Embassy fund the Greek teachers?

A : Yes, they fund two. We have three Greek teachers across the school. We will know who will be getting from the Embassy for September by the end of July/beginning of August.

PT joined the meeting at 7.43 p.m.

School numbers are 352 for September.

There have been two exclusions this academic year.

There are four children on a CIN plan.

There have been no referrals to or from SPOC.

There have been no GDPR data breaches.

Lettings have continued as previously.

Attendance is at 94.4% overall

Q : Are there any strategies to push attendance higher? How does this compete? What is the plan to address attendance?

A : Attendance is normally 97%. Where it falls short, we write to parents and, if necessary, call in the EWO.

Q : Is there any consequence if the parents don't attend a meeting with the EWO?

A : The EWO can go into houses.

Q : Corfu was the lowest for attendance – is there anything to say why?

A : There was an outbreak of Chickenpox in Year 1.

Q : Given that we are an Orthodox school, are we doing anything to bring more Orthodox in?

A : We are talking about going back to churches and putting up our banners and updating flyers. We will continue to build up relationships with Father. We are trying to increase the Orthodox percentage by one or two percent each year.

AC has spoken with the committee members of the Saturday school to do some work together, seeing if we can encourage some of the families who come on Saturdays to come to this school. There is real potential with that relationship. The Saturday school is full of children but they don't come to our school.

There are a few who come to the school but many students travel quite a distance. It is different travelling once a week rather than daily.

We can build on our relationships with the Saturday school. We all have same goal as a community and the school brings us together.

AP spoke about making those connections again and, long term, when we get to being an outstanding school, it will help those parents to come to this school.

	<p>AC suggested inviting families to join the school when there are saints' day events and speaking Greek assemblies. If parents come along, it builds that connection.</p> <p>Q : Do you know what the percentage is coming in for September?</p> <p>A : No, not until they come in.</p> <p>Governors suggested that a target is set target for Orthodox coming in in September.</p> <p>ZI remarked that previously issues were raised regarding the calendar. Changes were sent to CK for comment. CK asked for the calendar to be sent to all Governors and for any issues to be raised as soon as possible. CK will collate responses before dates are circulated to parents. We are moving to the Orthodox Easter but some dates will clash with SATs.</p> <p>AA was thanked for her report.</p>
7.	<p>Budget</p> <p>Documentation had been sent out following the Finance Committee.</p> <p>A confidential matter was discussed.</p> <p>DECISION : Governors AGREED to submit the budget to the ESFA.</p>
8.	<p>Committee Meetings</p> <ul style="list-style-type: none"> i. Education Committee ii. Premises, Health & Safety Committee iii. Personnel & Pay Committee iv. Finance Committee <ul style="list-style-type: none"> a) 3 year budget to be discussed and approved <p>i. Education Committee</p> <p>In her absence, RD had provided a note from the Education Committee highlighting the following:</p> <ul style="list-style-type: none"> o There is to be a revision of the curriculum. o All schemes of work have been reviewed. o Subject leads are in place from September. o The Committee will review the viability of numbers in nursery. o The Education Committee had reviewed the policies it received. <p>Governors all wished RD well on the impending birth of her baby.</p> <p>ii. Premises, Health & Safety Committee</p> <p>There are three main issues - roofing, lighting and the mini-buses.</p> <p>Roofing</p> <p>The estimates received have been circulated. The estimates have been reviewed and compared and have been narrowed down to Dale Jones Roofing. Nico was impressed with the visit. Dale Jones Roofing went up as far as they could to make assessments. There may be possible extra works</p>

A : We could have that discussion when they are on site.

Q : When we invited companies to quote, do they know they are quoting for a school so that they know about optimum light levels in a school?

A : Yes, and we can select the colour – warm, daylight or cool.

Q : We currently spend £36k on electricity. If £12.5k is lighting and we know the budget is £36k, where is the consumption for the remaining £24k?

A : Electricity is used by the kitchen and any classroom equipment.

Q : Is there any reason why we have to do the work this year?

A : There is no time limitation to the grant but it will save money and could be used as a marketing push showing our eco credentials. It would be good for parents to see. If we don't get it done this year, it will be available next year.

Q : Is there an issue with the wiring?

A : If there is, it will be extra. However, we are not changing the wiring and have our inspections every two years. We will receive certification to show we are installing replacements to the equivalent but pulling back on demand on the circuit.

Q : Is there certification on completion?

A : They are not installing electric circuits but changing units.

The grant is for £17k. With the quotes we have received, that will pay for the lights and roofing.

Q : Are we allowed to use that money in other areas?

A : The grant has a preferred designation.

Q : Is this something we could get an award for?

A : Perhaps – this would help to build good communications with the public.

AA was asked to contact LED Eco Lights to discuss dates for the works to commence.

Mini Buses

PP has looked into a possible retrofit to the mini buses to make them ULEZ compliant but there is no retrofit kit available. The mini buses do not qualify for any scrappage schemes.

PP has looked at replacements. To purchase a compliant vehicle would be £25k. Therefore, we will continue to use our current mini buses and pay the ULEZ charge.

Q : How often do we use them?

A : Twice a week.

Q : Do we hire them out?

A : Yes, we do occasionally.

Q : How many do the mini buses seat?

A : They are 17 seaters, taking 15 children.

Q : Who drives the mini-buses?

A : We only have a couple of people driving them.

Q : Can we check the insurance policy to see if it is staff members only?

A : This will be checked.

Governors suggested that it might be necessary to ask parents for contributions to cover the ULEZ charge.

Governors agreed that the mini buses should be used as and when needed but that we need to look long term to get a ULEZ compliant vehicle which could eventually be used to bring students to school if we get numbers up of those who may need transportation to school which would be every day trips. We have had a conversation previously that if we had 6+ children in, it would cover the costs. We would have to revisit this with new or lease costs, factoring in Congestion Charge and ULEZ, to see what the viable options are.

Further questions were invited.

Q : Where are we with the secondary boiler issue?

A : There is no issue.

Q : Was there an issue?

A : We were told that there was but when we visited there was no issue and we found no evidence or documentation to say there is anything to be concerned about. The boiler is serviced and we have checked the log of services which didn't indicate any problem. Maintenance is all up to date.

A confidential matter was discussed

PP said that he wanted to thank ZI for all of the help she has given him over this year.

iii. Personnel and Pay

The resource map is being reviewed and we are becoming familiar with this to discuss overviews of the recruitment approach and where there are gaps or any issues.

Some policy issues were also discussed, with some minor amendments.

In the Well Being Policy we preferred to have a finite time on the number of wellbeing days a member of staff could request. This has now been set at three days.

We also asked to have certain templates if there is an incident.

iv) Finance

This was discussed earlier in the meeting.

9.	<p>Resource Map</p> <p>The resource map is being reviewed.</p>
10.	<p>Safeguarding Update and Keeping Children Safe in Education</p> <p>As Safeguarding Governor, NG had submitted her report prior to the meeting. AA introduced the report.</p> <p>The safeguarding report is completed every year at the end of the year and is a statutory form that we have been using for a number of years.</p> <p>The report lists issues and incidences, children on CP plans, any safeguarding issues, policies in place and the training people have undertaken. There are no safeguarding issues.</p> <p>KCSIE comes out in September.</p>
11.	<p>Governance</p> <p>(a) Committee membership</p> <p>To be carried forward to the first meeting in September where committee memberships will be discussed.</p> <p>CK asked Governors to let her know if there are any preferences for committees.</p>
12.	<p>Governor Training</p> <p>Governors were urged to look at the Octavo website for available training.</p> <p>ZI and CK have done some online courses.</p> <p>CK will send around the request for a skills audit. This has to be completed every year and CK will use this to look at any training requirements.</p> <p>AM has a framework for the skills audit.</p>
13.	<p>Admissions</p> <p>This was discussed under Headteacher's Report.</p>
14.	<p>Policies</p> <p>There were some amendments to policies. Questions on the amended policies were invited.</p> <p>Governors said that it was difficult to see what had changed in the policy.</p> <p>Regarding the Grievance Policy, the language did not flow. The policy also referred to potential outcomes and that as an internal procedure it is not appropriate to award any financial compensation. AM has looked at other schools and no other primary school stated a list of potential outcomes, and asked if it is necessary to have a list of outcomes. A panel cannot make a</p>

	<p>decision but can make recommendations. AM also asked if the reference to 'hurt feelings' should be changed.</p> <p>AP left the meeting at 9.10 p.m. The meeting remained quorate.</p> <p>Point 4.1 regarding collective grievance – 'must' should be changed to 'may'.</p> <p>Other changes were shared previously about HR, 'should' is changed to 'may' as we have an external provider.</p> <p>Also, if there is a grievance, we cannot give copies showing the names of the persons involved in the investigation to other people or witnesses – we cannot disclose everything. This will comply with GDPR.</p> <p>There seems to be two versions of the Grievance Policy on the website and the date has expired.</p> <p>There are other changes: 9b refers to Headteacher or Chair. However, the website version only states Headteacher.</p> <p>CK said that at the next Governors' Meeting she would like the Chair of each committee to review the policies from scratch. There have been developments over the years. Services that we subscribe to have changed and policies may not have been kept up to date.</p> <p>We need to carry out a review of policies and we have to look at how we organise that.</p>
15.	<p>Dates of Meetings 2023-2024</p> <p>Future meeting dates have been provisionally booked. There are two dates for a separate Audit Committee. Governors were asked to check these dates. Meetings are generally on a Wednesday at 7 p.m. If any changes are required, please submit your request to the Chair of the committee.</p>
16.	<p>Confidential Items</p> <p>A confidential matter was discussed, which is recorded in the Part B Minutes.</p>
17.	<p>Any Other Business</p> <p>SATs results will be available on 11.07.2023. These will be circulated to all Governors.</p> <p>Governors offered their thanks to NT for putting on a fabulous assembly with the Cyprus Commission – the play was full of history and music and puppets. Someone came in from the Greek Embassy and some other people from the Commission. It was a lovely morning.</p> <p>CK offered the Governors' heartfelt thanks to AA for everything she has done to get through the term and asked AA to pass on Governors' thanks to staff for their assistance and support – it has been very much appreciated.</p>
18.	<p>Closing Prayer</p> <p>CK thanked Governors for their contributions to the meeting.</p> <p>The meeting concluded with a prayer.</p>

	The meeting closed at 9:26 p.m.
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