



Minutes of the Education Committee Meeting – Part A
Held on 18th October 2023 at 7pm
Meeting held at the School

Aredi Christou (AC)	Foundation Governor	Present	
Rianne Darko (RD)	Parent Governor	Present	
Naghmana Gani (NG)	Parent Governor		Apologies
Nikoleta Tsiamia (NT)	Staff Governor		Apologies
Sophie Tsoukkas (ST)	Foundation Governor		Apologies
Gareth Thomas (GT)	Acting Headteacher (HT)	Present	
Hazel Peters (HP)	Staff Governor	Present	
Zoi Iliokaftou (ZI)	Parent Governor	Present	

In Attendance:

Sonia Malik (SM) – Croydon Education Partnership Clerk

Item	Minutes	Action No:
1 and 2	<p>Welcome and Apologies for Absence; Prayer <i>The meeting commenced at 19.04</i></p> <p>As the outgoing Chair, RD welcomed everyone to the first Education Committee meeting of the new academic year.</p> <p>RD led the Committee in a prayer.</p> <p><u>Committee Membership</u> It was noted that Angelina Adrien and Andrew Mantilas had both stepped down from the Education Committee for 2023-24.</p> <p>The Committee acknowledged that membership needed to be agreed so that, going forward, the Chair, HT and Clerk were aware of who needed to be included in the circulation of meeting papers and to help determine whether the meeting was quorate or not ACTION</p> <p><u>Apologies</u> These had been received from NG (unwell), ST (childcare issues) and NT. GT informed the Committee that NT had been attending a two-day union training session.</p> <p>Whilst the Committee accepted the apologies received, concern was raised with respect to the late timing of when some of the apologies had been received. Late apologies meant there was a risk that other Committee members still attended a meeting which was not quorate and where key decisions, therefore, could not be made.</p>	1



	<p>Thus, it was agreed that</p> <ul style="list-style-type: none"> The Committee Terms of Reference (agenda item 5) would be amended to include a specific statement that apologies for absence must be received, emergency situations being the only exception, by 10am the day of the meeting ACTION <p>This would allow the HT, Chair and Clerk to determine whether the meeting was still quorate or whether, to aid Governor attendance, the meeting could switch to a virtual platform.</p> <ul style="list-style-type: none"> The Committee Chair would highlight this to the Trust Board and the other Committees to ensure consistency with the dealing of apologies ACTION <p>The meeting was quorate.</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">3</p>
<p>3.</p>	<p>Election of Committee Chair</p> <p>RD, the current Committee Chair, stated that it was not her intention to stand again as Chair for 2023-24. One nomination for Chair had been received from AC.</p> <p>Decision: The Committee unanimously elected AC as the Committee Chair for the year.</p> <p>The Clerk thanked RD, on behalf of the Committee, for her work as Chair.</p> <p>It was advised that electing a Committee Vice-Chair was good practice. The Committee agreed and ZI put herself forward for consideration.</p> <p>Decision: The Committee unanimously elected ZI as Vice-Chair for the year.</p> <p>AC, as Chair, welcomed HP to the Committee and asked her to introduce herself to the Committee members.</p> <p>HP has been a member of support staff (TA) since 2012. Her children had attended the school, she had been involved in some volunteer work at the school and then been asked to apply for a permanent role. HP loved the school community, the children and the work involved.</p> <p>As a staff Governor, HP is keen to embrace a new challenge and see how a Governing Board works, allowing her to have a positive impact on the school from a governance, rather than paid perspective.</p>	
<p>4.</p>	<p>Conflict of Interests</p> <p>It was confirmed that pecuniary interest forms had been completed and updated for the new academic year at the first Board meeting of the year.</p> <p>HP confirmed that she had completed her pecuniary interest form before the meeting and had passed this to AC.</p> <p>No Governor declared any conflict of interest in any of the agenda items for this meeting.</p>	



5.	<p>Terms of Reference</p> <p>Other than the amendment identified in agenda item 1, the Terms of Reference, as presented, were agreed .</p> <p>Decision: The Committee approved the Terms of Reference subject to a statement being added regarding the time by which apologies for absence should be sent in by.</p>	
6.	<p>Minutes of Previous Meeting</p> <p>No amendments were noted to the draft minutes of the meeting held on the 3rd May 2023.</p> <p>Trustees agreed the minutes as a true and fair reflection of the meeting held.</p>	
7.	<p>Matters Arising</p> <p><i>AC to continue to arrange a meeting with the priest</i></p> <p>It was confirmed that a meeting had been arranged. Relations with the Church in Crystal Palace were slowly improving. HP confirmed that the school had been attending the Church for occasions like Saint and House Days.</p> <p>Governors agreed to close this action.</p> <p><i>AC to book a meeting with AA to look through data</i></p> <p>Governors stated that previously data had been presented in a format which was difficult to analyse. The meeting with AA had been set to focus on how to present data to the Governors more effectively. GT stated that the way in which data would be presented to Governors would be changing and this would be covered in his Headteacher’s Report (agenda item 8).</p> <p>Governors agreed to close this action.</p> <p><i>Key outcomes and progress data to be brought to the Education Committee</i></p> <p>Again, this would be covered in agenda item 8 of this meeting.</p> <p>Governors agreed to close this action.</p> <p><i>AA to update Governors by email during the first week back after half-term regarding Nursery numbers</i></p> <p>GT stated that as of September 2023 there were 15 children attending the Nursery in the morning with 8 in attendance in the afternoon.</p> <p>Q: Were all parents aware that their children could stay for 30 hours per week?</p> <p>GT confirmed that all parents of all the attending children were aware of this.</p> <p>Action was agreed as closed.</p> <p><i>AA to update Governors on which teachers are taking on other subject leads</i></p> <p>This has been addressed by GT; Governors confirmed that they were happy to close this action.</p>	
8.	<p>Headteacher’s Report</p> <p>This discussion has been included in Part B of the meeting minutes.</p>	



9.	<p>Policies</p> <p>There was some confusion regarding the approval status of the policies that had been brought to this meeting. AC will confer with the Chair of Governors after this meeting to clarify what is required from this Committee ACTION</p>	4
10.	<p>Any Other Business</p> <p>It was noted that ZI and HP still needed to sign the register to confirm that they had read and understood Part 2 of Keeping Children Safe in Education 2023. Both Governors signed to confirm that they had done this.</p> <p>The Board wished to use their bespoke training session, available through their annual governance contract with Croydon Education Partnership, on a safeguarding update. After some discussion, it was agreed that SM would approach the safeguarding facilitator to deliver a session. For this session, Governors would be together in the school whilst the facilitator would be virtual. It was agreed that they wanted the session delivered sooner rather than later and thus SM will reach out for the facilitator's availability in early December ACTION</p>	5
11.	<p>Date of Next Meeting</p> <p>The next Education Committee meeting will take place on 17th January 2024 at 7pm at the school.</p> <p>AC thanked everyone for their attendance and participation.</p> <p><i>The meeting closed at 20.20.</i></p>	

Signed: _____ Print Name: _____

Date: _____



Action Points

Outstanding Actions and Actions arising from 2023-24

No.	ACTION	WHO	WHEN	STATUS	NOTES
18th October 2023					
1	Committee membership to be clarified	CoG/AC/ Clerk	ASAP		
2	Committee ToR to be amended to include a statement on when apologies for absence must be received by	AC	ASAP		
3	Consistent practice with regards to apologies for absence to be agreed by the collective Board/other committees	CoG	ASAP		
4	AC to meet with Chair of Governors and agree what is required for the policies tabled at the 18.10.23 meeting	CoG/ AC	ASAP		
5	Croydon Education Partnership to circulate proposed safeguarding training dates for the Board's consideration	Chair/ CEP	ASAP		