



**Minutes of St Cyprian’s Greek Orthodox Primary Academy  
Education Committee Meeting – Part A  
Held on Tuesday, 17 January at 7pm  
Milan Library, St Cyprian’s Greek Orthodox Primary Academy**

Aredi Christou (AC)	Foundation Governor/Committee Chair	Present	Apologies
Rianne Darko (RD)	Parent Governor	Present	
Naghmana Gani (NG)	Parent Governor		
Nikoleta Tsiamas (NT)	Staff Governor	Present	
Sophie Tsoukkas (ST)	Foundation Governor	Present	
Gareth Thomas (GT)	Acting Headteacher (HT)	Present	
Zoi Iliokaftou (ZI)	Parent Governor	Present	
Leonie Fernandes (LFe)	Foundation Governor	Present	
Ruth Hadingham (RH)	Foundation Governor (check)	Present	
Hazel Peters (HP)	Staff Governor (check)	Present	

**In attendance:**

Mrs Nadina Bedlow (NB) – Croydon Education Partnership Clerk

Agenda Item	Description	Action
1.	<b>Prayer and Welcome</b> The Chair welcomed those present and opened the meeting at 19:11 with a prayer.	
2.	<b>Apologies</b> Apologies for absence were received from : <b>NG</b> (ill). The Committee <b>AGREED</b> and <b>ACCEPTED</b> the apology.	
3.	<b>Declaration of Interest/Matters for Governor’s Attention</b> i. <b>No</b> declarations of pecuniary or personal business were raised in respect of any agenda item. ii. The Chair confirmed that the Pecuniary Interest Register 2023/24 was up to date and complete.	
4.	<b>Minutes of the Previous Meeting (18.10.2023)</b> The Committee <b>APPROVED</b> the Minutes of the previous meeting subject to amending the date.	
4a	<u>Matters Arising</u> AC confirmed that as per item 7 regular meetings were in place with the Deputy Headteacher (DHT). The HT confirmed he had the 2023-2024 results and predictions for EFYS, Yr.1 and Yr2. <b>Action: AC, RD, ZI to meet with DHT to review results, predictions within the next two weeks (to be co-ordinated by AC).</b>	<b>1</b>
4b	<u>Actions</u> See updated Action table below.	
5.	<b>Head Teacher’s Report</b> The HT clarified that a comprehensive Headteacher’s Report would be produced for Full Governing Board (FGB) meetings . For Committees a verbal executive summary and presentation would be presented.	

5a	<p>The HT advised the Committee of updates to the School Improvement Plan (SIP) in relation to the changes in the Ofsted Framework 2023.</p>	
5b	<p>GT communicated the importance of being prepared for Ofsted outlining the updates to the Handbook and confirming inspections had been reinstated. The HT anticipated four deep dives (Reading, Maths, Greek and Music) that would be undertaken on the first day of an inspection. The HT explained that the website would be reviewed two weeks prior to the call/inspection.</p> <p>The HT was in the process of ensuring each Subject had the same amount of information for knowledge and skills. The HT advised the committee that Ofsted would take visit notes from the Local Authority (LA), external support and review minutes from three previous FGB meetings.</p> <p>The HT advised the Committee that the CoG was in the process of arranging an Ofsted working party and encouraged Governors to undertake visits using the updated proforma to record and submit them.</p> <p>The HT informed the Committee of the importance of Parent View and that the school must alert parents before an inspection signposting them to <i>Parent View</i>. The HT went onto advise the Committee that readers in Reception may only be assessed in the Summer Term (pending confirmation).</p> <p><i>Q. Is there an action plan for governor when we get the call?</i>  A. They like to meet the CoG in person and possibly 3-4 governors with a mixed experience. (HT)</p>	
5c	<p>The HT updated the Committee regarding key actions since the previous meeting. The HT confirmed that a full Audit was complete at the end of term moving the school into a secure <i>Requires Improvement</i> (RI) category.</p> <p>The HT had communicated the outcome to staff outlining that; whilst the grading received was RI, the ambition was to achieve <i>Good</i> or beyond. The HT reassured the Committee that there was significant work being undertaken and a significant shift was demonstrable/evident.</p> <p>The HT confirmed that Senior Leaders had undertaken training provided by the LA and had reviewed and adapted plans inline with the Curriculum Map. Reading had showed some measurable results with <i>Read Write Ink</i> and Maths was also strong, however the HT noted other subjects required further work.</p> <p>The HT advised the Committee the was in the process of being reviewed and modified to provide a more broad and balanced offering.</p> <p><i>Q. Last year we didn't do well in the SATs; for Yrs. 5 and 6 it is a crucial time. Can you see any issues with staff in those Year Groups?</i>  A. Currently in Yr.6 we have two of our most experienced teachers who have been observed, so I am confident that the data/outcomes are better than last year. I</p>	

want to start boosters or interventions earlier than anticipated. I want to be clear with that. (HT)

The HT advised the Committee that one Teacher was on long term sick leave; the Committee discussed staffing in relation to Yr. 5 and cover required for a long-term absences. The HT confirmed that cover in that instance was being provide by internal staff.

The Committee acknowledged the impact that COVID had on Yr. 5 in addition to challenges with cover and supply teachers. The HT reassured the Committee that those challenges were the main factor in providing internal cover.

*Q. You have a teacher there for two days?*

A. Yes and she teaches two days per week for tuition funded students. (HT)

*Q. What is the criteria?*

A. It has to be a qualified teacher, before it wasn't targeted enough. KS2 is the focus for catch up at the moment, working with things like non-fiction and comprehension which is going quite well. We are working in focused 6-week blocks. (HT)

*Q. Is there the opportunity for teachers to teach foundation subjects through writing?*

A. It is being done but we are at the very early stages. There is some confusion with objectives in writing. It is the one thing that is a barrier with Foundation subjects. (HT)

*Q. So you think you will be moderated for writing?*

A. Yes I do think we will fall into that category. Senior Leader training has been conducted and more resource for all subjects has been provided. (HT)

The Committee were advised that in terms of Continuous Personal Development (CPD) the focus was on the characteristics of teaching. This involved not being prescriptive and reminding staff what is "good teaching". The HT reassured the Committee that "good teaching" was not missing, rather, inconsistently practiced and was being addressed.

The HT clarified that Senior and Middle Leaders should consider themselves Practitioners and had to be empowered to perform as such. The HT went onto confirm that; Safeguarding training, facilitated by the LA, had been conducted (child on child and domestic abuse) in September 2023.

The HT went onto advise the Committee that the approach/focus for the Spring Term was a combination of coaching and modelling. The HT would use the framework to hone the curriculum in terms of standards. The HT informed the Committee of a legal requirement relating to performance management and target setting, which had been included for support staff.

<p>5d</p>	<p>The HT noted that further Phonics assessments had been conducted and that working with the School Improvement Partners from the LA had been beneficial. When reviewing Phonics with Senior Leaders, School Improvement Partners identified improvements across seven groups within the school.</p> <p>The HT acknowledged; the improvement required in terms of reaching reading at age related expectations across the school. The HT advised the committee of the following steps to raise standards: regular assessment and benchmarking, changing books regularly, trained staff to teach and assess effective reading. RD advised the Committee that the workshops led by the School Improvement Partners were excellent and offered practical support.</p> <p><i>Q. Now the children are banded how do we know what level they are reading at?</i>  A. We are going to continue workshops for parents, the children were very good at decoding but they need more support in terms of comprehension. The PTA have donated a sum of money towards books. It will shift, but it was a much lower starting point than expected. <i>Read, Write, Ink</i> does well, we need to move away from Phonics and we need to teach Reading in terms of sequencing which must be the continued focus. (HT)</p> <p><i>Q. Would you say that the progression is across the school into Key Stage 2?</i>  A. That lower 20% in Key Stage 2 need the most acceleration. I have asked the Phonics and Reading Lead to get the focus on Reading in Key Stage 2. (HT)</p> <p><i>Q. Would your data support your progress?</i>  A. The data would support Phonics, I have introduced external tests that compare reading ages. The data would be secure higher up the school, which is where the gap is. Progression is spikey, and will not happen overnight. (HT)</p> <p><i>Q. For Maths do you use White Rose?</i>  A. <i>White Rose</i> is the basis to use for Maths, we had an overreliance on slides and work sheets which is much improved. (HT)</p> <p>The HT advised the Committee that fluency in terms of the use and application required improvement. The HT had conducted significant gap analysis to prevent repetition.</p> <p>The HT was facilitating regular team/subject meetings. The HT advised the Committee that Greek as Modern Foreign Language (MFL) was strong and that a meeting with the Greek Team (in place) was pending.</p> <p><i>Q. Was that meeting with mission teachers?</i>  A. No, from an MFL aspect then I met with a representative from the Greek Embassy in relation to Greek. We looked at qualifications, the end of year exam and embedding the Greek culture in the longer term (Greek classics)</p> <p>The HT updated the Committee regarding The Starlight Room, the SEND provision where seven children with EHCPs attend for part of the day. Each child has an individual time table designed to meet their needs. The HT advised the Committee</p>	
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that immediate impact had been noted by KC (Area SEND Lead) from the Outreach team who conducted a recent visit.

*Q. Has it made an impact on the classrooms?*

A. Yes but what is really good is that children can access PE and Art. One of the things we need to budget for is CPD. It is not fair that we have staff who haven't had relevant training. I have put investment into that and there is also funding available via Locality Funding. (HT)

*Q. What are the ages?*

A. It is mixed from Reception to Yr4 and its mainly ASD nonverbal.

The HT advised the Committee that weekly meetings were held with Teaching Assistants (TAs) that identified and supported specific training requirements. The HT noted the limitations in relation to staffing and funding. The HT confirmed that no new TAs would be appointed and that all TAs had been reallocated to support children's needs across the school.

The HT advised the Committee that the changes had been well received but noted it had resulted in a shift in culture. The previous staffing model was not sustainable due to funding and it was challenging for Teachers to understand that TAs could be redeployed to support other classes.

The HT went onto update the Committee that work was also required in relation to assessment. A tracker was employed; however the HT noted that staff needed to be secure in terms of categories (what is *Working Towards*) as well as Foundation Subjects. The HT went onto advise that National Tutoring funding would continue for Reading and Writing for disadvantaged pupils.

*Q. What are our pupil numbers?*

A. 322. (HT)

*Q. How many in the nursery?*

A. 16 in the morning and 12 in the afternoon. We will find out how many for the new Reception intake shortly. (HT)

**Action: Send Expression of Interest Forms for Nursery to HT. (AC)**

2

The HT offered the Committee a summary of the Curriculum including:

- i. PE was considered a strength particularly with the enrichment offering.
- ii. Science was not taught weekly.
- iii. DT was an area for development.
- iv. History was stronger than Geography.
- v. The HT was working with the AHT and RE Lead to review and update the RE curriculum for the forthcoming denominational inspection (Section 48).
- vi. Enrichment and school trips were a key focus.
- vii. Challenges for the current term include achieving *Greater Depth* in Subjects and improving the curriculum offering.

<p>5e</p>	<p>The Committee discussed Link Governors confirming the following:</p> <table border="1" data-bbox="256 219 1110 504"> <thead> <tr> <th>Governor</th> <th>Subject/Area</th> </tr> </thead> <tbody> <tr> <td>AC</td> <td>Greek Link Governor</td> </tr> <tr> <td>LFe</td> <td>Safeguarding Link Governor</td> </tr> <tr> <td>RD</td> <td>Music Link Governor</td> </tr> <tr> <td>LFe</td> <td>English Link Governor (temporarily)</td> </tr> <tr> <td>CK</td> <td>Curriculum Link Governor</td> </tr> <tr> <td>AP</td> <td>Maths Link Governor</td> </tr> </tbody> </table>	Governor	Subject/Area	AC	Greek Link Governor	LFe	Safeguarding Link Governor	RD	Music Link Governor	LFe	English Link Governor (temporarily)	CK	Curriculum Link Governor	AP	Maths Link Governor	
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<p>5f</p>	<p>The HT highlighted two key updates in relation to the School Development Plan (SDP) circulated prior.</p> <ul style="list-style-type: none"> <li>i. Streamlining planning to include sequence plans for lessons and</li> <li>ii. a more consistent approach to the Marking Policy according to each phase.</li> </ul> <p>The Committee discussed the merits of live marking and its success in Maths as well as a more meaningful approach to homework setting.</p>															
<p>5g</p>	<p>The HT summarised the main points of the report including:</p> <ul style="list-style-type: none"> <li>i. Staff CPD, focus on leadership and empowerment and all levels.</li> <li>ii. Efforts to achieve <i>Good</i></li> <li>iii. Giving Staff the license to be professional without impacting wellbeing</li> <li>iv. Challenge of managing a cultural shift within the school.</li> <li>v. Preparing for Ofsted - focusing on what is achievable.</li> <li>vi. Predictions 2023/2024 would be shared with Committee</li> </ul> <p>ZI suggested contacting parents of pupils accessing The Starlight Room for feedback to contribute to the <i>Parent View</i> element of the Ofsted inspection, supported by RD. ZI also extended congratulations to the HT for the curriculum newsletter.</p> <p>Action: Arrange a Gov visit via YV. (All)</p> <p>Action: Draft questionnaire for parents evening. (HT)</p>	<p>3</p> <p>4</p>														
<p>6.</p>	<p><b>Policies For Approval</b></p> <p>The Following policies were REVIEWED pending approval at the Summer Term FGB Meeting.</p> <ol style="list-style-type: none"> <li>1. After School Clubs Policy</li> <li>2. Attendance Policy</li> <li>3. Behaviour &amp; Anti-bullying Policy</li> <li>4. Calculations Policy</li> <li>5. Complaint Procedure</li> <li>6. EAL-EMA</li> <li>7. Educational Trips &amp; Residential Visits Policy</li> <li>8. Freedom of Information Policy</li> <li>9. Handwriting &amp; Presentation Policy</li> <li>10. Home School Agreement Policy July 2024</li> <li>11. ICT &amp; Computing Policy</li> <li>12. Intimate Care Policy</li> <li>13. Learning Challenge Curriculum Policy</li> <li>14. Maths Policy</li> </ol>															

	15. Mobile Phone Policy 16. Music Policy 17. Phonics Policy 18. Physical Education Policy 19. PSHE Policy 20. Pupil Premium Policy 21. RE Policy 22. Reading Policy July 2024 23. Register of Pecuniary Interests 24. RSHE Policy 25. Science Policy 26. Single Central Register 27. Visitors Policy 28. Whole School Food Policy 29. Wrap Around Care Policy 30. Writing Policy 31. Young Carers Policy <b>Action: Review Greek Policy. (AC/NT)</b>	5
7.	<b>Any Other Business</b>	
7a	Recorded confidentially under Part B minutes.	
7b	ST informed the Committee of her imminent resignation, extending thanks and best wishes to the school and the Board in all future endeavours.	
8.	<b>Confidential Matters</b> Agenda item 7 was recorded confidentially under Part B minutes.	
9.	<b>Future Meetings</b> Full Governing Board Meeting Wednesday, 27 March 2024. Education Committee Wednesday, 15 May 2024.	
15.	<b>Closure</b> The meeting was closed in prayer by AC at 20:19 with a vote of thanks by the Chair.	

Signed: _____	Print Name: _____
Date: _____	

Actions arising from the meeting 2023-24

No.	Action	Who	By	Status
<b>Meeting of 17<sup>th</sup> January 202:</b>				
1.	AC, RD, ZI to meet with DHT to review results, predictions within the next two weeks (to be co-ordinated by AC).	AC	Jan-Feb	Open
2.	Send Expression of Interest Forms for Nursery to HT.	AC	ASAP	Open
3.	Arrange a Gov visit via YV.	ALL	ASAP	Open
4.	Draft questionnaire for parents evening.	HT	ASAP	Open
5.	Review Greek Policy.	AC/NT	ASAP	Open

No.	Action	Who	By	Status
<b>Meeting of 18<sup>th</sup> October 2023:</b>				
1.	Committee membership to be clarified	CoG/AC/Clerk	ASAP	<b>Closed</b>
2.	Committee ToR to be amended to include a statement on when apologies for absence must be received by	AC	ASAP	<b>Closed</b>
3.	Consistent practice with regards to apologies for absence to be agreed by the collective Board/other committees	CoG	ASAP	<b>Closed</b>
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	Ongoing
5.	Croydon Education Partnership to circulate proposed safeguarding training dates for the Board's consideration	Chair/CEP	ASAP	<b>Closed</b>