



**Minutes of St Cyprian’s Greek Orthodox Primary Academy  
Full Governing Board Meeting – Part A  
Held on Thursday, 14 December at 7pm  
Milan Library, St Cyprian’s Greek Orthodox Primary Academy**

Mr Gareth Thomas (GT)	Acting Headteacher	Present	
Ms Aredi Christou (AC)	Foundation Governor		Apologies
Ms Rianne Darko (RD)	Parent Governor		Apologies
Ms Naghmana Gani (NG)	Parent Governor	Present	
Ms Zoi Iliokaftou (ZI)	Parent Governor	Present	
Ms Carolyn Kellaris (CK) - Chair	Foundation Governor	Present	
Mr Andrew Mantilas (AM)	Foundation Governor	Present	
His Eminence Archbishop Nikitas (+N)	Foundation Governor		Absent
Mr Adrian Prescod (AP)	Foundation Governor	Present	
Mr Phillip Prodromou (PP)	Foundation Governor		Absent
Mr Peter Tragoulias (PT)	Foundation Governor		Apologies
Ms Nikoleta Tsiamas (NT)	Staff Governor	Present	
Ms Sophia Tsoukkas (ST)	Foundation Governor	Present	
Ms Ruth Hadingham (RH)	Co-opted Governor	Present	
Ms Leonora Fernades (LF)	Foundation Governor	Present	
Ms Hazel Peters (HP)	Staff Governor	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 AP opened the meeting at 19:18 with a prayer. The Chair welcomed new members to the Board RH and LF and made introduction outlining their experience. RH was appointed SEN Link Governor, LF’s Link responsibility was to be confirmed.	
2.	<b>Apologies</b> Apologies for absence had been received from : <b>AC</b> (work related), <b>RD</b> (personal) and <b>PT</b> (none specified) the Board <b>AGREED</b> and <b>ACCEPTED</b> the apologies. <b>PP</b> and His Eminence Archbishop Nikitas were not present. The meeting was agreed to be <b>quorate</b> and commenced at 19:24.	
3.	<b>Declaration of Interest/Matters for Governor’s Attention</b> The following statutory requirements had been satisfied by the Board: Declarations of pecuniary interest register and Code of Conduct. The Keeping Children Safe in Education Part 2 Register was not compliant with some outstanding signatures. <b>No</b> declarations of interest were made in respect of any agenda item. <b>Action: Chase outstanding KCSIE declarations. (CK)</b>	<b>1</b>
4.	<b>Minutes of the Previous Meeting (20.09.2023)</b> The Board <b>APPROVED</b> the Minutes of the previous meeting subject to amending the date.	

<p>4a</p>	<p><u>Matters Arising</u> None noted.</p>	
<p>4b</p>	<p><u>Actions</u> The following updates regarding actions were noted.</p> <ol style="list-style-type: none"> <li>1. Link Roles closed (English Link Pending)</li> <li>2. Website closed</li> <li>3. Committee Closed</li> <li>4. Minutes Closed</li> </ol> <p>AP requested that papers were distributed at least one week prior to each meeting.</p>	
<p>5.</p>	<p><b>Head Teacher’s Update</b> GT presented the Board with an executive summary of the School Self-Evaluation Form (SEF) including:</p> <p>The Evaluation (including contextual information and data) was currently a draft and in the early stages of development. GT advised the Board of the fall in numbers on roll and summarised admissions by ethnicity and religion.</p> <p><b>Action: Share predictions for July 2024 and combined data including Phonics. (GT)</b></p> <p>In response to the changing profile of SEN and the number of EHCPs GT and the SLT had worked closely with the SEND team to revise the provision. The previous TA model for children with EHCPs had been replaced with the Sunlight room as a resource base to access EHCP plans. GT noted significant improvement in the provision of SEN.</p> <p>GT went onto update the Board that the SLT had a better understanding of slippage since the last inspection. There was a focus on effective teaching, in relation to the lower 20% and more able (in respect of reading).</p> <p>GT reported that there were no issues with Safeguarding. The new inspection document outlining what Requires Improvement (RI) demonstrated the capacity to improve evidenced by sustained and demonstrative plans.</p> <p>GT offered the Board reassurance that school was making satisfactory progress. The main priorities were: reading and adapting/refining the curriculum, (foundation subjects). GT advised the Board that Music, PE and Greek would stand withstand the scrutiny of deep dives.</p> <p>GT advised the Board that Ofsted would conduct deep dives in: Reading, Phonics, Maths and possibly one or two other subjects. The ability within the school to review documentation was in early stages of development, however the Leadership Team was established. GT clarified that a judgement would be derived from: full reviews, lesson observations, books, Leaders, children and parents. The overwhelming view from that was teaching ranged from Good to</p>	<p>2</p>

	<p>Required Improvement, though lessons were not judged individually. The majority of Teachers welcomed the feedback with clear next steps.</p> <p>GT noted that the strengths identified were in early stages: inconsistencies across the school were noted. Significant CPD would be undertaken in relation to the components of effective teaching (stripping back of learning objectives and assessment criteria) to address any lack of understanding or non-compliance.</p> <p><i>Q. Maths and Reading are the main areas of concern and Maths low; how is Maths progressing with change?</i></p> <p>A. It took staff 5-6 weeks to get familiarise themselves with White Rose. They experienced Issues in terms of using slides. On a basic level for skills and progression I am pleased with there is a sharper increase in progress than English. (GT)</p> <p>In relation to Reading GT advised the Board that every child had been assessed by the Reading Lead in collaboration with external consultants. Issue raised had been addressed in terms of: correctly assessing children at the correct level (addressing inference and comprehension) and staff were shown how to effectively benchmark.</p> <p>The Board were updated in respect of a donation of £5,000 from the PTA for a diverse selection of fiction books for book corners. GT was confident that Reading would continue to accelerate. GT advised the Board that schemes like <i>Read Write Ink</i> required more training for those children in Yrs. 2 and above but was confident of attaining improved Phonics results.</p> <p><i>Q. Is there continuous assessment of the lower 20%?</i></p> <p>A. Yes they are assessed regularly and recently the School Improvement Partner visited and expressed satisfaction with the results compared to September. (GT)</p> <p><i>Q. Are you personally undertaking the assessment/observations yourself?</i></p> <p>A. The Maths Subject Lead are very confident and I have witnessed observations in Maths during the review. Progress is being made and gaps are being closed. I have made it clear that; if children are that low, mastery won't increase their ability. Lower down the school, the focus needs to be on the basics and quality. (GT)</p> <p><i>Q. What do the children think?</i></p> <p>A. Now they are more confident, there more of a buzz but not as much as I would like. (GT)</p> <p>GT and the SLT had established a clear plan for the next two terms, focusing on the curriculum. Teachers had adapted and reviewed curriculums for Autum 1 and 2. Support included cursive content coverage, with more detail as opposed to lots of individual lessons and an overreliance on closed procedures and work</p>	
--	---	--

	<p>sheets. GT clarified that curriculums would constantly be reviewed and adapted on an ongoing basis.</p> <p>GT advised the Board that Subject Leadership would work with the School Improvement Partner (SIP) to develop the Senior Leadership Team and develop a curriculum fit for purpose which could take 3-4 years to establish.</p> <p>A half-termly review would be conducted half termly with a different focus. A recent full Safeguarding Audit was conducted by the Local Authority which raised no concerns. The full report was shared with AC as the Safeguarding Link, small recommendations in relation to best practice were noted.</p> <p>GT updated the Board in relation to two recent School Improvement visits by the SIP to review Phonics and the role of Subject Leaders. GT found it beneficial to be held to account, and was satisfied that notes from the visit demonstrate impact made.</p> <p>GT felt confident that a grading of Requires Improvement (RI) was attainable but did not want to overwhelm staff with change. Managing change (albeit welcomed by staff) would be challenging under the new Ofsted framework. GT assured that Board that if a Good grading was achievable it would be a massive jump but could be realistically achieved in due course.</p> <p><i>Q. Would Ofsted see the Requires Improvement and be inclined to go above?</i>  A. It is better to be accurate with the SEF as opposed to being overgenerous. This is a draft by our leadership team, unedited. I just wanted the Board to get an understanding. (GT)</p> <p><i>Q. You have four ECTs; are they being mentored?</i>  A. Yes, by some of the stronger staff and some of the Leadership Team. I have met with them, and have no concerns in terms of them meeting their targets. (GT)</p> <p><i>Q. You listed 8 points in terms of the next steps for the Quality of Education what assurance can you give us about the implementation? Can you guarantee there will be improvement?</i>  A. If any of them were not implemented, they would go into inadequate, what you will see is the draft School Development Plan which addresses some of these, they have to be implemented. (GT)</p> <p><i>Q. What is the timeline to implement the next steps?</i>  A. There are a lot in relation to the quality of education which will be ongoing, they are not points you tick off, they need to be embedded in what we do. If it was tick box exercise we would have done that already. (GT)</p> <p><i>Q. When is the SIP returning and what did their notes show?</i>  A. The SIP is returning on Monday, 08 January 2024 to work with 5 Subject Leaders new to their role. They will review part of the curriculum with the Subject Leaders who will answer targeted questions. The subjects are:</p>	
--	---	--

	<p>Geography, History, Science, Design Technology, Religious Education and Computing. The notes indicated that there is now a thread, you would be able to highlight issues all the way through. (GT)</p> <p><i>Q. Are your leaders clear about development?</i>  A. That is inconsistent, we have put people in teams with an allocated leader overseeing development since September. (GT)</p> <p><i>Q. What about the Resources in Yr. 1?</i>  A. Resources were a major issue; we have asked Subject Leaders to ensure they have what they need. There is still more to do, I would rather do it gradually. To map something out for the year is not easy for a new Subject Lead, I have funding for that. (GT)</p> <p><b>Action: Update website by year group for newsletters and information. (GT)</b></p> <p>Life of the School as evidenced by the quality of assemblies and the forthcoming nativity was improving. GT noted that morale was good and staff attendance had improved.</p> <p><b>Action: Send Board SIP/SDP during Christmas. GT</b></p> <p><i>Q. What are the issues with long term absence over 5 days, what are persistent absences like and what is the Pupil Premium attendance level like?</i>  A. Children missing in education or identified are followed up, we have six children all accounted for. We have a rigorous approach with the support of Welfare every term following up on key children. (GT)</p> <p><i>Q. Why do think that the SEN levels have gone up, for the size of school it's huge, these are not children with EHCPs, but they are put on a level that deems them SEN?</i>  A. Due to the categorisation of the need in terms of cognition and learning. (GT)</p> <p>RH noted that SEN numbers and children with EHCP were growing, but Local Authorities were more reluctant to give out EHCPs</p> <p><i>Q. Have you applied to Locality for extra funding?</i>  A. I met with an SEN advisor who explained the process for us to create the sunlight room (we were successful in obtaining the appropriate funding).</p> <p><b>Action: Share details of Nurture Base with GT. (RH)</b></p> <p>AP noted that information regarding the increase in children on the SEN Register had been historically requested by the Board.</p> <p><i>Q. On leavers since September there are 17; is this from 2023, what Year Groups are effected and what are the reasons?</i></p>	<p>3</p> <p>4</p> <p>5</p>
--	---	----------------------------

	<p>A. In Yrs. 1 and 2 quite a few went to other local schools, some left the area and we had 5/6 who didn't specify. The decision was driven by the uncertainty for a large number of families. What was disappointing, was that parents had made the decision without having a conversation with the school. Change and the perception of an Interim Headteacher can cause issue. (GT)</p> <p>AP extended thanks and noted the progress in terms of improvements made including attendance which was well above the National average.</p> <p><i>Q. Are you sharing progress with parents?</i></p> <p>A. I had the first meeting with parents to speak about school improvement. The next one is due, collectively, where the real bonus is, is Reading Workshops or Curriculum Workshops with Early Years and Reception. More of these are needed to reassure parents, you can only have so many collective meetings. (GT)</p> <p><b>Action: Letter to parents pending including update regarding GT extension of contract.</b></p>	6
6.	<p><b>Final Accounts</b></p> <p>The Board were advised that Final Accounts were finalised and with <i>Baxters</i>. Accounts demonstrated an improved position; some adjustments had been made since the Budget Monitoring Report had been circulated.</p> <p><b>Action: Circulate Final Accounts post meeting for email approval by the Board (all governors to confirm their approval in writing).</b></p>	7
7.	<p><b>Committee Reports</b></p> <p>Verbal updates were received and minutes of the following meetings were noted: Finance Committee; 23.11.2023 and Audit Committee; 30.11.2023.</p>	
8.	<p><b>Governance</b></p> <p>Recorded confidentially under Part B minutes.</p>	
9.	<p><b>Contract Register</b></p> <p>Contracts reviewed.</p> <p><b>Resolution: The Board APPROVED the Contract Register.</b></p>	
10.	<p><b>Spend by Supplier Report</b></p> <p>Contracts reviewed.</p> <p><b>Resolution: The Board APPROVED the Supplier Report.</b></p>	
11.	<p><b>Term Dates 2024/25</b></p> <p>As circulated prior; the Board discussed the importance of aligning the term dates with the church and Local Authority calendar.</p> <p><b>Resolution: The Board APPROVED term dates 2024/25.</b></p>	
12.	<p><b>Any Other Business</b></p> <p>HP informed the Board of her imminent resignation and extended thanks to the Board and best wishes to the school and the Board in their future endeavours moving forward.</p>	
13.	<p><b>Confidential Matters</b></p> <p>Item 8 Governance was recorded confidentially under Part B minutes.</p>	
14.	<p><b>Future Meetings</b></p> <p>Education Committee Wednesday, 17 January 2024. Full Governing Board Meeting Wednesday, 27 March 2024.</p>	

15.	<b>Closure</b> The meeting was closed in prayer by HP at 21:22 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 14<sup>th</sup> December 2023:</b>				
1.	Chase outstanding KCSIE declarations.	CK	ASAP	Open
2.	Share predictions for July 2024 and combined data including Phonics.	GT	Not specified	Open
3.	Update website by year group for newsletters and information.	GT	Not specified	Open
4.	Send Board SIP/SDP during Christmas.	GT	December 2023	Open
5.	Share details of Nurture Base with GT.	RH	Not specified	Open
6.	Send letter to parents pending including update regarding GT extension of contract.	GT	ASAP	Open
7.	Circulate Final Accounts post meeting for email approval by the Board (all governors to confirm their approval in writing).	YV & All	ASAP	Open
8.	Recorded confidentially under Part B minutes			
9.	Recorded confidentially under Part B minutes			
10.	Recorded confidentially under Part B minutes			
11.	Recorded confidentially under Part B minutes			
12.	Recorded confidentially under Part B minutes			
13.	Recorded confidentially under Part B minutes			

No.	Action	Who	By	Status
<b>Meeting of 20<sup>th</sup> September 2023:</b>				
1	CK to review Governor Link Roles	CK	Not specified	<b>Closed</b>
2	AM, GT and VY to meet and review the updates required to the website.	AM/GT/VY	Not specified	<b>Closed</b>
3	CK to liaise with governors over committee membership.	CK	Not specified	<b>Closed</b>
4	CK to circulate revised meeting dates.	CK	Not specified	<b>Closed</b>