



**Minutes of St Cyprian's Greek Orthodox Primary Academy
Resource Committee Meeting – Part A
Held on Tuesday, 13 March 2024 at 7pm
Milan Library, St Cyprian's Greek Orthodox Primary Academy**

Mrs Aredi Christou (AC)	Foundation Governor (Vice Chair)	Present	
Ms Carolyn Kellaris (CK/CoG)	Foundation Governor (Chair)	Present	
Mrs Zoi Iliokaftou (ZI)	Foundation Governor	Present	
Mr Andrew Mantilas (AM)	Foundation Governor	Present	
Mr Adrian Prescod (AP)	Foundation Governor		Apologies
Mr Philip Prodromou (PP)	Foundation Governor		Absent
Ms Rhianne Darko (RD)	Parent Governor	Present	

In Attendance:

Mr Gareth Thomas (GT/HT) – Interim Headteacher
Ms Victoria Yeats (VY/SBM) – School Business Manager
Mrs Nadina Bedlow (NB) – Education Governance Clerk

Item	Minutes	Action No:
1	Welcome The CoG welcomed those present to the meeting which was opened in prayer by AC at 19:13.	
2	Apologies for Absence & Quorum Apologies were received from AP (work related). The apology was AGREED and ACCEPTED by the Committee and PP's absence was noted. The meeting declared quorate and commenced at 19.15.	
3	Declaration of Interests No declarations of interest were made in respect of any agenda item.	
4	Minutes of the Previous meeting – 23.11.2023 The minutes of the previous Finance Committee meeting were AGREED as an accurate and complete record and were signed by the Chair for retention by the school.	
4b	<u>Update on Actions</u> Action: In respect of action 7 the CoG and VY would review policies to make them consistent. (VY/CoG)	1
4c	<u>Matters Arising</u> None noted.	
5	Finance – Recorded Confidentially Under Part B Minutes	
6	Premises	
6a	Current maintenance activity, spend and planned works The SBM presented a summary of works undertaken from November 2023 – February 2024. Future works planned included: exterior varnishing, damp - clean and fix two gullies. The SBM advised the Committee of jobs pending due to expenditure; the most expensive being tree removal.	



	<p><i>Q. Would you be allowed to cut the tree down?</i> A. Yes, we have had a tree surgeon in who quoted about £3,000. (SBM)</p> <p><i>Q. Is it dangerous to children?</i> A. It's been sectioned off. (SBM)</p> <p>The SBM went onto advise the Committee that a boiler panel required replacement to the value of approximately £12,000. The replacement would allow heating to be set automatically and manually. The SBM advised the Committee that the boiler was reaching the end of its life and the school had been replacing parts to keep it going. The cost to upgrade to a new boiler would be significant.</p> <p><i>Q. Can Capital Funding cover the cost?</i> A. We're not sure, I am looking into that for replacing the boiler cover.</p> <p>The SBM went onto advise the Committee that the Premises Team had identified fences (adjacent to the picnic tables) to be replaced.</p> <p><i>Q. Is there phased plan to replace the fence?</i> A. At the moment they are fixing pieces. The site is secure and safe and no-one can be injured; however, they are conscious that parts are rotting and need to be replaced. The spend to date, to replace the fence would be more than £1,000. (SBM)</p> <p>The CoG noted that the cost for remedial repairs was increasing significantly and RD suggested asking the PTA for a donation. The HT confirmed that the PTA had already donated funds for books.</p> <p>Action: Obtained quote to replace the fencing on a phased basis. (SBM) Action: Arrange a premises visit for ZI and PP. (SBM)</p>	<p>7 8</p>
<p>7 7a 7b 7c 7d</p>	<p>Personnel – Recorded Confidentially Under Part B Minutes</p> <p>Leavers and new starters The HT confirmed one leaver a TA who completed their course and four new starters three teachers and one TA (two Early Years ECT).</p> <p>Sickness levels – Long Term/GT to meet with staff who reached trigger point The HT met with all staff who reached the “trigger point” and had no new concerns regarding absence to report. Staff who met with the HT would receive correspondence summarising the meeting. The HT noted one member of staff on long term leave seeking medical retirement.</p> <p>Restructure As minuted in item 5.</p> <p>Substantive Headteacher Recruitment AP was noted as the governor responsible for the process. The advertisement would go live 19.03.2024.</p>	



	<p>Q. Do we need to tell parents? A. We have done before and they were also informed the first time we advertised. (SBM/HT)</p>	
<p>8 8a</p>	<p>Headteacher's Update Self-Evaluation Form (SEF)/School Development Plan (SDP) The HT noted that the Senior Leadership Team (SLT) completed the initial documentation. The JL, (School Improvement Partner) and the governing body provided invaluable contributions. The only changes to note to the SEF were the removal of categories of self-judgement. JL advised that it could be a limiting judgement and was scheduled for review prior to the new academic year.</p>	
<p>8b</p>	<p>Request for donations to support financial stability – Recorded Confidentially Under Part B Minutes</p>	
<p>9</p>	<p>Policies The CoG extended thanks to the SBM for ensuring the Board received all policies.</p> <ol style="list-style-type: none"> 1. Charging & Remissions Policy 2. Charge Card Policy 3. Finance Policy and Procedures 4. Investment Policy 5. Lettings Policy 6. Reserves Policy 7. Risk Register 8. Scheme of Delegation Policy 9. Capability Procedures for School Employees 10. Code of Conduct 11. Equality Policy Statement 12. Grievance Policy 13. ECT Policy 14. Induction of Staff Policy 15. Menopause Policy 16. Obtaining & Providing Employee References Policy 17. Pay Policy 18. Performance Management Policy for Teachers & Support Staff 19. Preventing Violence to Staff Policy 20. Safer Recruitment Policy 21. Staff & Governor Development Policy 22. Staff Sickness and Absence Policy 23. Staff Well Being Policy 24. Disability Access Plan & Equality Scheme 25. Display Policy 26. Display Screen Equipment Policy 27. Epilepsy Policy 28. First Aid Policy 29. Health and Safety Policy 30. School Travel Plan 31. Smoking & Vaping Policy <p>Action: Chase Judicium regarding their review of the Grievance Policy. (CoG) DECISION: The Committee RECOMMENDED the following policies for approval at</p>	<p>10</p>



	the Summer FGB meeting.	
10	<p>Confidential Items The following agenda items were recorded confidentially under Part B minutes:</p> <ul style="list-style-type: none"> i. Item 5 Finance ii. Item 7 Personnel iii. Item 8c Fundraising 	
11	<p>Any Other Business No other business was identified.</p>	
12	<p>Date(s) of Future Meetings The Full Governing Board would next meet on Wednesday, 17 April, in person.</p>	
17	<p>Closure of Meeting The meeting was closed at 21:30 by AC in prayer.</p>	

Signed: _____ Print Name: _____

Date: _____

No.	Action	Who	By	Status
Meeting of 13th March 2024:				
1.	In respect of action 7 the CoG and VY would review policies to make them consistent.	VY/CoG	ASAP	Open
7.	Obtained quote to replace the fencing on a phased basis.	SBM	ASAP	Open
8.	Arrange a premises visit for ZI and PP.	SBM	ASAP	Open
10.	Chase Judicium regarding their review of the Grievance Policy.	CoG	ASAP	Open

No.	Action	Who	By	Status
Meeting of 23rd November 2023:				
1	Send individual email reminders to governors with outstanding declarations of pecuniary business.	VY	ASAP	Complete
2	Amend ToR with relevant inclusions.	VY	ASAP	Complete
3	Review the Education Committee ToRs apology process.	AC	ASAP	In progress
4	Recorded confidentially under Part B minutes.			Complete
5	Recorded confidentially under Part B minutes.	GT/VY	December FGB	Complete
6	Confirm when remedial works (timeline for heating and clarification of LED replacement) will be completed.	PP	ASAP	Complete
7	Send VY written confirmation of policy approval via email by Thursday, 14 December.	ALL	ASAP	In progress