



**Minutes of St Cyprian’s Greek Orthodox Primary Academy**  
**Full Governing Board Meeting – Part A**  
**Held on Wednesday, 17 April 2024 at 7pm**  
**Milan Library, St Cyprian’s Greek Orthodox Primary Academy**

Ms Aredi Christou (AC)	Foundation Governor (Vice Chair)	Present	
Ms Rianne Darko (RD)	Parent Governor		Apologies
Ms Naghmana Gani (NG)	Parent Governor		Absent
Ms Zoi Iliokaftou (ZI)	Parent Governor		Apologies
Mr Andrew Mantilas (AM)	Foundation Governor	Present	
Mr Adrian Prescod (AP/CoG)	Foundation Governor (Co Chair)	Present	
Mr Phillip Prodromou (PP)	Foundation Governor	Present	
Mr Peter Tragoulias (PT)	Foundation Governor		Apologies
Ms Nikoleta Tsiamas (NT)	Staff Governor	Present	
Ms Ruth Hadingham (RH)	Co-opted Governor		Absent
Ms Leonora Fernades (LF/CoG)	Foundation Governor (Co-Chair)	Present	
Ms Hazel Peters (HP)	Staff Governor	Present	
Vacancy	Foundation Governor	n/a	
Vacancy	Foundation Governor	n/a	

**In attendance:**

- Mrs Nadina Bedlow (NB) - Croydon Education Partnership Clerk
- Mr Gareth Thomas (GT/HT) - Acting Headteacher
- Ms Victoria Yeats (VY/SBM) - School Business Manager

Agenda Item	Description	Action
1.	<b>Prayer and Welcome</b> AC in her capacity as Acting Chair welcomed those present and opened the meeting at 19:22 in prayer.	
2.	<b>Apologies</b> Apologies for absence had been received from : <b>PT</b> (work related), <b>RD</b> (work related) and <b>ZI</b> (personal) the Board <b>AGREED</b> and <b>ACCEPTED</b> the apologies. The meeting was agreed to be <b>quorate</b> and commenced at 19:23.	
3.	<b>Declaration of Interest/Matters for Governor’s Attention</b> <b>No</b> declarations of interest were made in respect of any agenda item.	
4. 4a	<b>Board Business</b> <u>Ratification of election of Co-Chairs</u> Further to the recent correspondence from AC proposing LF and AP act as Co-Chairs until September 2024.  Resolution: The Board elected LF and AP as Co-Chairs of the Board.  It was noted and agreed to send all correspondence to both Co-Chairs.  <b>Action:</b> Confirm which meetings are being chaired by whom. (VY) <b>Action:</b> Confirm Committee chairs to allocate CK responsibilities (link). (VY) <b>Action:</b> Review and update Annual Statement and update governor details on the website and GIAS. (YV)	          <b>1</b> <b>2</b> <b>3</b>

<p>4b</p> <p>4c</p>	<p>It was confirmed that LF would Chair the remainder of the meeting.</p> <p><u>Revoke governor resignation at Education Committee</u> To be struck from the agenda, it was confirmed that ST resigned at the December LGB meeting not HP.</p> <p><u>Substantive Headteacher Recruitment Update</u> AP presented the Board with an update. The post was being advertised with a closing date of 26.04.2024 and shortlisting on 29.04.2024, Three applications had been received. AP received a weekly update from an external recruitment consultant Vonja Campey (Executive Search, Academics). AP would keep the Board updated as to developments</p> <p><i>Q. In terms of timelines, what is the interview date?</i> A. Friday, 10th of May. (AP)</p>	
<p>5.</p> <p>5a</p> <p>5b</p>	<p><b>Minutes of the Previous Meeting (14.12.2023)</b> The Board <b>APPROVED</b> the Minutes of the previous meeting as an accurate and complete record. Copies would be signed by the Chair for retention by the school.</p> <p><u>Matters Arising</u> None noted.</p> <p><u>Actions</u> The following updates regarding actions were noted. 1 - KCSIE declaration was shared with governors to confirm <b>Action:</b> VY to email LF names of outstanding KCSIE decs. <b>Action:</b> Resend Safeguarding training pack to the Board (LF/VY)</p>	<p>4</p> <p>5</p>
<p>6.</p> <p>6a</p> <p>6b</p> <p>6c</p>	<p><b>Headteacher's Report</b> Circulated prior, the HT confirmed that; as requested, the report contained more contextual information regarding pupil information (numbers on roll, admissions and leavers).</p> <p><u>Numbers on roll</u> The HT confirmed the current number on roll was 318 and that 31 Reception places had been offered and 24 accepted. The HT advised the Board that in response to reading, as a whole school focus, a specialist teacher was employed 2-days per week to support Pupil Premium (PP) children. Analysis indicated good progress was being made.</p> <p><u>Attendance</u> The HT advised the Board that overall school attendance was 95.4% and unauthorised absence was 15% (Greek Orthodox holidays contributed to persistent absence).</p> <p><u>SEN Provision</u> The HT noted that the Starlight Room had been established to meet needs of SEN children. Children attend the provision in the morning and return to mainstream classes in the afternoon. Reports indicate that needs are being</p>	

	<p>met. Where some needs are not being met the Deputy Headteacher (DHT) was liaising with families and SEND at the Local Authority (LA) to find alternative/specialist provision.</p>	
6d	<p><u>Safeguarding</u> The HT advised the Board that; the Deputy Safeguarding Lead (DSL) was in post upon his arrival. Once in post the HT had established a Safeguarding Team who meet weekly to review cases and referrals. The HT confirmed that: all Safeguarding training was up to date, the Behaviour and Safeguarding policies were up to date and a Safeguarding audit had been conducted at the beginning of the year.</p>	
6e	<p><u>Exclusions,</u> The HT noted; there were no internal isolations to report clarifying that an exclusion was the equivalent of a suspension. The DHT was liaising with the LA regarding one child issued with three separate Fixed Term Exclusions (FTE) and was at risk of Permanent Exclusion (PEX).</p> <p>The HT advised the Board that; if further exclusions exceeded 5 days or more the child could be referred to a Pupil Referral Unit (PRU). The HT went onto advise the Board that the child’s behaviour was escalating (assaulting children and staff) and that the child’s needs could not be met.</p> <p>Q. There are two cases, what about the other one? A. Just one child with a one-day suspension in Yr. 4, they are back on track now. (HT)</p>	
6f	<p><u>Bullying and Racism Summary</u> The HT advised the Board that the report had been updated to reflect bullying and racist incidents correlating with CPOMs data. Data recorded eight instances of bullying directly correlating to one child suspended.</p> <p>Q. <i>Have the parents of the bullied children been in touch?</i> A. Approximately four parents have made complaints and come to see me in terms of the behaviour. They are satisfied at the moment, but I don’t think they will tolerate any more.(HT)</p>	
6g	<p><u>Staff Continuous Professional Development (CPD)</u> A number of Senior and Middle Leaders were undertaking training facilitated by the National College (externally funded).</p>	
6h	<p><u>Enrichment Clubs</u> Every class would undertake one trip every half term linked to the curriculum.</p>	
6i	<p><u>Quality of Education</u> The HT advised the Board that he was closely monitoring and updating the curriculum accordingly. All children had been bench-marked in reading and would have appropriate books banded by colour. There was more consistency in Phonics and reading (whole school focus).</p>	

<p>6j</p>	<p>A new science scheme had been established with Science blocked and taught weekly as a subject. The HT anticipated that English, Maths and Science would be reviewed as part of any Ofsted inspection. The HT was confident that Science was not more demonstrably effective.</p> <p>Improvements were being made with History and Geography; Art, DT and Computing were also developing. PE, Greek or Music would be presented for an Ofsted deep dive. A commercial system called Kapow Primary was being utilised to deliver schemes of work, replacing the previous bespoke system.</p> <p>Subject Leadership will review the curriculum to make changes to classes, planning and assessment.</p> <p><u>Monitoring and Evaluation</u></p> <p>Four teaching and learning reviews had indicated improvement. Book walks including observations and speaking with pupils indicated significant improvements in English and Maths. All monitoring visits from School Improvement Partners were circulated to the Board prior. The HT noted that; as the school evidenced progress, it would become less reliant on support.</p> <p>The HT had been advised by the LA School Improvement Partner to remove numbering from the School Evaluation Form (SEF). The HT advised that a measured approach was being taken in light of an anticipated Ofsted inspection. In order to attain a <i>Good</i> judgement two more terms would be required to embed best practice.</p> <p><i>Q. Where we are at the moment in respect of Ofsted?</i>  A. I anticipate an imminent inspection. (HT)</p> <p>The HT advised governors that he would organise a Crib sheet for governors to prepare for an inspection. The SEF and School Development Plan (SDP) were available to governors via the website.</p> <p><i>Q. We have 318 on roll, we expected 24, taking us to 342. How many will we be losing from Yr. 6?</i>  A. We will be losing 49, bring it back to 293 (plus the Nursery, 24). (HT)</p> <p><i>Q. How many are currently in the Nursery</i>  A. There are currently 22 now in the nursery and for next September 16 confirmed, the total being 315. (HT)</p> <p><i>Q. Can you see from your book looks if there has been a change?</i>  A. There is an improvement in the marking and the feedback. There were some classes that weren't marked or some were marked in real detail. (HT)</p> <p><i>Q. Are they able to articulate that as well?</i>  A. In curriculum conversations, in the review, the children were able to articulate the skills and sequence of learning. They will be able to understand persuasive writing but there is work to do around foundation subjects. (HT)</p>	
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	<p><i>Q. Can you see progress in the data?</i> A. Our current tracking system should be reviewed for September. We use a target tracker and NTS assessments. They are coming up much higher because they are linked to a scheme. (HT)</p> <p><i>Q. Pupil engagement has increased, how do you measure that?</i> A. Previously it was passive and quiet, now it's more challenging and there is more of a buzz where children are making links. (HT)</p> <p><i>Q. Why are you looking at new schemes?</i> A. To strengthen schemes you can use commercial schemes to support challenge. What we don't do and is not good practice, is to have separate schemes for everything. (HT)</p> <p><i>Q. You are looking at four new schemes?</i> A. Kapow has all of the subjects in one scheme and you can buy into subjects. (HT)</p> <p><i>Q. Phonics was really low, is the improvement across the school?</i> A. Yr. 1 Phonics were below the national average but now the predictions are above the national average. (HT)</p> <p><i>Q. What are the scores from the Maths tests?</i> A. Good, though I have concerns regarding the external texts. We have done a gap analysis of the external scheme and after the summer we will look at the assessment. The tracking system is quite complicated, for teachers and parents so we need to simplify. (HT)</p> <p><i>Q. What are curriculum conversations?</i> A. We would look at the lesson planning, books and then speak to the children to see if they can articulate a sequence of learning. (HT)</p> <p><i>Q. How are the Yr. 6 in relation to KS2 SATs?</i> A. There were some rejections for Yr. 6. (HT)</p> <p><i>Q. What is the plan moving forward?</i> A. Boosters for Yr. 6 two nights per week which will be opened to Yr. 5. (HT)</p> <p><i>Q. What is the take up?</i> A. Virtually everyone, about 98%. (HT/HP)</p> <p><i>Q. Will the supply teacher stay?</i> A. The supply teacher will stay on, they are very good. (HT)</p>	
7.	<p><b>Committee Reports</b></p>	
7a	<p><u>Education</u> AC presented the Board with a summary of updated actions noting that LF would remain the Link Governor for Phonics and English. AC would remain the Link Governor for Safeguarding and the Chair of the Education Committee.</p>	

<p>7b</p> <p>7c</p>	<p>AC reminded governors to arrange their link visits with VY and confirmed that; The Greek Policy had been reviewed and updated.</p> <p><u>Finance &amp; Resources</u> Recorded confidentially under Part B minutes</p> <p><u>Deficit Recovery Planning Report</u> Recorded confidentially under Part B minutes</p>	
<p>8.</p>	<p><b>Policy Documentation</b> The following policies were <b>APPROVED</b> by the Board:</p> <ul style="list-style-type: none"> <li>i. SEND Policy</li> <li>ii. Acceptable Use Policy</li> <li>iii. Anti-Corruption &amp; Bribery Policy</li> <li>iv. Anti-Fraud &amp; Corruption Policy</li> <li>v. Bereavement Policy</li> <li>vi. CCTV Policy</li> <li>vii. Cyber Incident Response Plan</li> <li>viii. Data Retention Policy</li> <li>ix. Resilience Plan</li> <li>x. GDPR Data Protection Policy</li> <li>xi. Medical Conditions Policy</li> <li>xii. Emotional Wellbeing &amp; Mental Health</li> <li>xiii. Photography &amp; Video Policy</li> <li>xiv. Safeguarding Policy</li> <li>xv. Social Media Policy</li> <li>xvi. Tackling Extremism and Radicalisation Policy</li> <li>xvii. Uniform Policy</li> <li>xviii. Whistle Blowing Policy</li> <li>xix. Privacy Notices</li> </ul>	
<p>9.</p> <p>9a</p> <p>9b</p>	<p><b>Any Other Business</b></p> <p><u>Safeguarding Link Visits</u> AC updated the Board regarding recent visits conducted in November. AC joined the HT and the Safeguarding team for a weekly meeting and was impressed with the way safeguarding was being executed.</p> <p>AC was encouraged by the training and systems being established and developed. During the second visit AC met with the DSL and walked the school. AC advocated the Starlight room, noting it was a safe space for children. Overall AC was impressed; there were no significant safeguarding matters to report, all issues were raised and dealt with appropriately.</p> <p>The Board discussed the name of the provision and AC noted that the room was used for wrap-around-care in the morning and afternoon and that the Starlight provision made excellent use of the space during the day.</p> <p><u>Health &amp; Safety Report</u> PP presented the Board with an update of key health and safety issues noting that:</p>	

	<ul style="list-style-type: none"> <li>i. The heating issues were progressing, the boilers were being repaired.</li> <li>ii. Health and Safety training was up to date.</li> <li>iii. Fire alarm evacuation data was satisfactory and consistent with other tests; however he would review why the evacuation was 1 minute quicker for the last test.</li> <li>iv. Windows must be checked at night and locked.</li> <li>v. Repairs to the leaking roof were in progress with the majority of leaks being rectified by DJ.</li> </ul> <p>PP advised the Board that a cost comparison in terms of unit consumption for electricity post LED installation was pending. PP would like to confirm if there was less usage or the cost of consumption had increased, noting a £200 reduction in the bill. PP also noted a change in supplier and sought confirmation that the units of consumption had been reduced.</p> <p>Governors noted that lights could be seen on in the evening and wanted to ensure that the Site Manager or those responsible for closing the school switch them off to save money.</p> <p><b>Action:</b> Send PP unit consumption for electricity. (VY)</p>	8
10.	<b>Confidential Matters</b> Item 7b Finance & Resource Committee Report was recorded confidentially under Part B minutes.	
11.	<b>Future Meetings</b> Full Governing Board Meeting Wednesday, 10 July 2024 (7pm).	
15.	<b>Closure</b> The meeting was closed by LF at 21:13 with a prayer and vote of thanks to the Board.	

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Signed: _____	Print Name: _____
Date: _____	

#### Actions arising from the meeting 2023-24

No.	Action	Who	By	Status
<b>Meeting of 17<sup>th</sup> April 2024:</b>				
1.	Confirm which meetings are being chaired by whom.	VY	ASAP	Open
2.	Confirm Committee chairs to allocate CK responsibilities (link).	VY	ASAP	Open
3.	Review and update Annual Statement and update governor details on the website and GIAS.	VY	ASAP	Open
4.	VY to email LF names of outstanding KCSIE decs.	VY	ASAP	Open
5.	Resend Safeguarding training pack to the Board.	LT/VY	ASAP	Open
6.	Review expenditure.	F&R	ASAP	Open
7.	Email governors to organise a working party with a remit for marketing and admissions.	LF/AP	ASAP	Open
8.	Send PP unit consumption for electricity. (VY)	VY	ASAP	Open

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	<b>Closed</b>
3.	Update website by year group for newsletters and information.	GT	Not specified	<b>Closed</b>
4.	Send Board SIP/SDP during Christmas.	GT	December 2023	<b>Closed</b>
5.	Share details of Nurture Base with GT.	RH	Not specified	In progress
6.	Send letter to parents pending including update regarding GT extension of contract.	GT	ASAP	<b>Closed</b>
7.	Circulate Final Accounts post meeting for email approval by the Board (all governors to confirm their approval in writing).	VY& All	ASAP	<b>Closed</b>
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>