



**Minutes of St Cyprian's Greek Orthodox Primary Academy
Resource Committee Meeting – Part B
Held on Monday, 15 July 2024 at 7pm
Milan Library, St Cyprian's Greek Orthodox Primary Academy**

Ms Leonie Fernandes (LF)	Foundation Governor (Chair)	Present	
Mrs Aredi Christou (AC)	Foundation Governor (Vice Chair)	Present	
Mr Andrew Mantilas (AM)	Foundation Governor		Apologies
Mr Philip Prodromou (PP)	Foundation Governor	Present	
Ms Rhianne Darko (RD)	Parent Governor		Absent

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 Those present were welcomed by LF and the meeting was opened in prayer by AC appointed to Chair the meeting at 19:04.	
2	Apologies for Absence & Quorum Apologies were received from AM (personal commitment). The apology was AGREED and ACCEPTED by the Committee. RD's absence was noted. The meeting declared quorate and commenced at 19:06.	
3	Declaration of Interests No declarations of interest were made in respect of any agenda item.	
4	Confidential Items	
5a	Deficit Recovery (Confidential) It was noted that the deficit carry forward had increased to £105,319 (variance of approximately £10,000) due to: i. The fall in roll, the way funding was allocated for Universal Free School Meals (UFSM) and the timing of the payment. ii. SEN funding of £22,000 would be received in termly instalments (Summer 2024 followed by Autumn and Spring 2025) as opposed to one payment as predicted in the previous forecast. iii. Staff costs including overtime payments. <i>Q. Would it [SEN funding] normally have been paid in a lump sum?</i> A. We are getting used to how funding is paid, we will know that next year it will be termly. (SBM) <i>Q. Have we had funding from them [LA] before in one instalment?</i> A. Yes, we are still getting the money, just not in the timescale we had anticipated, that will be factored in moving forward. (VY) LF assured the Committee that the school would receive the SEN funding between two academic years (Summer 2024 followed by Autumn and Spring 2025). The SBM	



went onto updated Trustees that savings were being identified in cost centres, where possible.

Q. What was the overtime?

A. Mostly for cover supervision, if a TA covers a class, they are paid a flat rate for covering that class as an enhanced payment which will stop and there won't be as much cover. (SBM/HT)

Q. We have had some settlements and two AHT posts deleted?

A. Correct. (HT)

Q. When is the second AHT leaving?

A. At the end of August. (HT)

Q. Is the cash flow healthier since the donation from His Eminence?

A. We received a pledge of approximately £47,000 from His Eminence. £17,000 has been received and VB (Member) contacted VY during the week to confirm that another £20,000 or \$20,000 will be deposited before the end of August. (HT)

Q. Are we in credit?

A. We are and making sure we work hard to stay in credit. (SBM)

Q. You still have the deficit to carry forward?

A. Yes, the deficit will carry forward. (SBM)

The impact of the deficit carry forward was noted on the 2024/25 budget. Trustees were advised that a balanced surplus budget must be produced to satisfy ESFA. To that ends changes identified in the Debt Recovery Plan (DRP) had been implemented and in addition recommendations from recent SMRA visits which included the restructure of mid-day supervisors and a reduction in kitchen assistants.

Q. Are you making any redundancies?

A. The original structure was approved including: four full-time TAs, Greek/Classics and we would not be replacing the Music Teacher when they leave. In terms of the SMRA recommendations it was decided that staff could come in as lunch time supervisors for 1.5 hours. For this term each TA will lose their lunchtime role and cover the playground. (HT)

Q. How many do we have?

A. Three who are just mid-day Supervisors and some TAs who are as part of their role. There will be four TAs leaving, (not on rolling contracts). In January lunch time supervisors would be made redundant. (HT)

Q. How many TAs are in the school?

A. Eighteen, we are losing four at the end of the year and a further four which takes numbers down to ten. (HT/SBM)

To mitigate the carry forward deficit and balance the 24/25 budget, based on SRMA



recommendations, the HT proposed: the reorganisation of the mid-day supervisors, reorganisation and redeployment of TAs and Kitchen Assistants (review of catering and cleaning contracts).

Q. You're asking us to agree this budget as further reorganisation is needed to balance the budget?

A. Yes, based on the visit by SRMA. (HT)

Q. So, the second part of any reorganisation would be to consider catering costs?

A. Yes, although we have produced a balanced budget we need to make further cost savings. We are looking at the catering and cleaning contracts and increasing fees for wrap around care (currently £11 - £13) we haven't increased prices for approximately ten years. (SBM)

Q. Do the other schools charge the same for wrap around care?

A. A lot of them charge more than we do, so we're not being unreasonable. (SBM)

Q. What to the TAs who will be covering lunchtime currently do?

A. Some of them are mid-day supervisors but they have a contract and are paid as an additional role. It will now become part of their day, which means a thirty-minute lunch break and thirty-minute lunch duty.

It was noted that TA roles were being redefined and all TAs would be required to undertake lunchtime duty. The SBM advised Trustees that the reduction of posts as a result of mixing classes and further change management was ultimately the only way to cut expenditure, keep the school open and retain jobs in the longer term.

Q. What is the reduction in hours and what does that mean in terms of savings?

A. It would work out they go from 31 hours to 27.5 hours per week. It's a potential saving of around £35,000pa. (SBM)

Q. What is the average TA losing?

A. I can't give you a figure, they only do seven hours per week as supervisors. (SBM)

Q. Are the four lunchtime supervisors only lunchtime supervisors?

A. Some might do wrap around care, and one is purely a mid-day supervisor. (SBM)

Q. If we agree, will you inform the TAs of this on Thursday?

A. We could wait until September, but I am sure that people would appreciate it if it was communicated sooner, I am sure they won't be surprised.

Q. Donations, we are still waiting for £30,000 in assurances?

A. We don't have anything in writing. In terms of the fund pledges for £90,000, we have asked for something in writing for the benefit of the EFSA. (SBM)

It was noted that £40,000 of the budget was allocated to redundancies. The SBM went on to advise Trustees that consideration was being given to moving the



school's Management Information System (MIS) from SIMs to Arbor (cloud based with the ability to incorporate more systems saving £3-4,000 over a two-year period.

Q. Do you have to pay a penalty for leaving SIMs?

A. No, our contract ends in April 2025.

Q. Have you looked at the system?

A. Yes, and the feedback is good, I have looked at another and wasn't keen. (SBM)

Resolution: The Committee agreed to move the contracted provider for the school's MIS from SIMs to Arbor in January 2025.

The HT went onto confirm that as of September 2024 paying TAs for cover would revert incremental increases on scale points, rather than a flat fee.

Q. Is that called acting up?

A. Yes, if they are paid on the difference between scale points. (HT)

The HT went onto advise Trustees that class trips would have to be reviewed because parental contributions had decreased the school's subsidisation was untenable in the long term.

Q. Can you give of the top of your head a cost of a trip that parents have to contribute to?

A. Sometimes they are asked to pay £10 which can be a considerable expense if every class does those six times per year. Parents pay for residential trips but we are finding it more difficult to get parents to contribute. (SBM/HT)

The HT and LF outlined the significance and benefit of class trips and the SBM went onto clarify that the school was not financially able to subsidise class trips. Trustees discussed fundraising/sponsorship options to ensure that class trips and residential were available to all children.

The Committee discussed the importance of marketing to increase numbers on roll. LF reminded Trustees that a Working Party tasked with devising a Marketing Strategy would be convened in the new academic year and that whilst marketing would help to attract new families it would not have a significant or immediate impact on the deficit. LF concluded that there would be too many staff for a One-Form entry especially with a budget that indicated a growing deficit carry forward.

Q. What is happening with reception staff, why are we keeping two?

A. One is on maternity leave not to be replaced VY and another member of staff will be allocated her work until her return. (HT)

Q. How long will we pay the salary?

A. It is so many weeks at 0.5 of her salary and statutory thereafter. (HT)

Q. That £18,000 on the expenditure and income report was down as £12,000 for the



	<p><i>maternity cover, we are saving how much?</i></p> <p>A. £18,000 for one year, for not replacing the post. If she didn't return, we would review it. The position is in the budget for subsequent years. (SBM)</p> <p>It was noted that the 2024/25 budget recognised the reorganisation of mid-day supervisors but not revised catering or cleaning costs. The restructure of mid-day supervisors would commence in January 2025, four TA posts and one KA post would be lost.</p> <p>LF clarified the VB contacted the clerk for the Umbrella Trust which the school is formally a member of and can benefit from its buying power when tendering for contracts (cleaning/catering).</p> <p><i>Q. In terms of the reorganisation of the TAs duties; that's not a restructure are you changing grades?</i></p> <p>A. No just their duties. (HT)</p> <p><i>Q. Are middle managers paid extra?</i></p> <p>A. No there is no one that has a TLR. (HT)</p>	
17	Closure of Meeting The meeting was closed at 20:10 by LF in prayer.	

Signed: _____ Print Name: _____

Date: _____