



Minutes of St Cyprian’s Greek Orthodox Primary Academy
Full Trustee Board Meeting – Part A
Held on Tuesday, 16 July 2024 at 7pm
Milan Library, St Cyprian’s Greek Orthodox Primary Academy

Ms Aredi Christou (AC)	Foundation Governor (Vice Chair)	Present	
Ms Naghmana Gani (NG)	Parent Governor		Absent
Mr Andrew Mantilas (AM)	Foundation Governor		Apologies
Mr Phillip Prodromou (PP)	Foundation Governor	Present	
Mr Peter Tragoulias (PT)	Foundation Governor	Present	
Ms Nikoleta Tsiamia (NT)	Staff Governor	Present	
Ms Leonora Fernades (LF/CTG)	Foundation Governor (Co-Chair)	Present	
Ms Hazel Peters (HP)	Staff Governor	Present	
Mr Peter Papanastasiou (PPa)	Foundation Governor		Apologies
Vacancy	Foundation Governor	n/a	
Vacancy	Foundation Governor	n/a	
Vacancy	Co-opted Governor	n/a	
Vacancy	Parent Governor	n/a	
Vacancy	Parent Governor	n/a	

In attendance:

- Mrs Nadina Bedlow (NB) - Croydon Education Partnership Clerk
- Mrs Angelina Adrien (AA/DHT) - Deputy Head Teacher
- Ms Carrina Hopper (CH) - Early Years Lead
- Mrs Natalie Richards (NR) - Year 3/4 Phase Lead

Agenda Item	Description	Action
1.	Prayer and Welcome The CoT welcomed those present and opened the meeting at 19:22 with prayer.	
2.	Leadership Report Presented by the SLT, AA presented an executive verbal summary of the contextual data and SATs results with comparative data from 2022/23. The CoT commented on the excellent results all round noting the data indicated the following: <ul style="list-style-type: none"> i. Positive progress in relation to Phonics KS2. ii. Children were in line with or above national average. iii. Progress was clear at every level. iv. Writing was noted as a strength in KS2 with children working at <i>Greater Depth</i> and <i>Expected</i>. The CoT extended thanks to the SLT and all staff on behalf of Trustees for their efforts. <i>Q. What was the combined increase?</i> <i>A. 72% which is above national average, once we have sent reports to parents it will be published on the website. (AA)</i>	

- i. Trustees were advised of the key Ofsted headlines to note including: Arrangements for Safeguarding were effective,
- ii. teaching to read is a high priority and children are confident,
- iii. the Phonics programme was effective and all staff were adequately trained.
- iv. Ongoing assessments were used to identify gaps.
- v. SEN provision
- vi. Additional support was being offered to parents to help support learning at home.

A new Math's Scheme had been successfully introduced and all staff had undertaken the appropriate training. Some historical gaps (linked to reading and writing) had been identified and were being closed. Maths would be bought in line in the 2024/25 academic year.

Greek Language is taught from Early Years to Yr. 6 and pupils with SEND were accurately identified and supported in the Sunlight Room. It was noted that children in Early Years learn well, some enter at lower abilities and staff are attentive.

Leaders work effectively with parents to promote attendance and staff feel well supported by Senior and Middle Leaders. Leaders are approachable and considerate of staff's wellbeing.

Trustees were advised that next steps included ensuring:

- I. A broad and balanced curriculum is delivered across all subjects as intended. Pupils will be taught in such a way that they remember what has been taught over time (recall/sequencing). A new literacy programme was also implemented consistently across all year groups.
- II. Sharpen the oversight of safeguarding, all staff are to report all safeguarding issues, ensuring any follow up issues are clearly sign posted and using the online system consistently to record concerns. AA advised Trustees that an action plan was in place for September and that some recommendations, such as recording information and CPOM training were simple to expedite. Trustees were advised that in INSET day was scheduled for Safeguarding Training and once confirmed, if appropriate Trustees would be invited to attend (if available).
- III. Follow up with queries in relation to contradictions relating to SEN found in the Ofsted Report (Trustees were advised that some matters had already been acknowledged and amended).

The Board were received an update regarding events, enrichment, residential trips and fundraising. Plans were in place for a McMillan Coffee Morning in September and an Easter Lunch with Celebration.

Children were learning Music and performing to the community. The enrichment offering included: school choir, football, rock steady club and performances. Learning trips (in class) were planned for the Charles Dickens Museum.

It was anticipated that the PTA would undergo development and increase fundraising event and the school's profile within the community. AC noted, there was significant interest expressed in the PTA at recent parents meetings.

Trustees were updated there has been a fall in staffing numbers in 2024 due to the merging of classes in vertical groups. Two sessions introducing children to their new class had been undertaken with children settling well and meeting their new teacher. Parents who had expressed concerns had been invited to school to review the curriculum map also being made available to parents on the website.

Q. What were the concerns?

A. A lot of the parents of Yr. 4 had concerns that their children would be held back and how they were being selected. We have reassured them that we are teaching from the Yr. 4 curriculum. Other parents were concerned about the Yr.1-2 mix but the chance to meet with staff has help. We will also so hold parent consultations in September. (AA)

TAs will be reduced and have been assigned to YG's rather than individual classes. 1 full time and 1 part time TA across. TAs have been allocated to work with pupils in the SL room. Children's requirements have been central to all decisions in relation to staffing.

Q. Will they get another day to meet their new teacher?

A. Yes, in September. (AA)

Q. Did the children seem happy?

A. Yes definitely today was their second session and they seemed very happy and settled. (AA)

Q. Did you try and keep friendship groups together?

A. We thought about friendship, but are boy heavy, we tried to do an even split to keep a balance. (AA)

Q. What is the mood of staff after the report?

A. I have not picked anything negative up. (AA)

HP noted comments in relation to the consistency of the curriculum querying what would be done to address it.

Q. It stated "does not offer a broad and balanced curriculum consistently" or to that affect, and that the new curriculum is not embedded and infrequently taught?

A. That was about Computing DT and Art, which was from PV. NR has been working with staff to develop the curriculum MAP for September which will be uploaded to the school's website as an example. (AA)

Q. Is the curriculum changing from September?

	<p>A. It will change a bit to juggle Science for mixed classes and maintain a balance between Geography and History. (AA)</p> <p><i>Q. Have you changed English?</i> A. Only if it impacts on history.</p> <p><i>Q. Will you change topics linked to reading?</i> A. Only where we didn't have Geography, there are not many year groups where this is a drastic change. (AA)</p> <p><i>Q. What is the mood of the staff in light of the report?</i> A. There is disappointment from staff. There is a lot going on with the report and staffing changes the mood is down. The Ofsted Report didn't help, they are not in the best place right now and feeling frustrated. (AA)</p> <p>Trustees expressed concerns regarding staff wellbeing offering supporting. The DHT advised Trustees, they would be welcome to meet with staff. The CoT noted that uncertainty was unhelpful for staff and that she had sent a letter thanking staff and offered staff the full support of the Board.</p> <p><i>Q. What are the projections on admissions?</i> A. 36 children for Reception and 315. (AA)</p> <p><i>Q. Next year will it go down to 290?</i> A. 307 in September including the 36 new admissions. (AA)</p> <p>Trustees discussed revenue and predictions based on numbers on roll. PP commented that staff should be updated and reassured with an open-door policy to access the SLT, on a consistent basis.</p> <p><i>Q. Is there a plan to promote the school and bring numbers in?</i> A. There will be working party quite early on in September. Marketing is key and sometimes the least obvious way of marketing are the best ways. There is a wider strategy that is required, which is not just the responsibility of the school. (CoT)</p> <p>AC noted that a marketing campaign must review advertising and make improvements to the website using with data and marketing material. AC suggested that the Hellenic Centre and Greek Education Commission should be contacted and all networks exploited.</p> <p><i>Q. Why do the Greek School have 250 students and most of them don't come to our school?</i> A. Some of them live too far away and can manage once a week but can't do more than that. (NT)</p> <p>AC noted that historical discussions regarding the provision of transportation had yielded anything useful.</p>	
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	<p><i>Q. Do we have anyone on the website looking at optimisation?</i></p> <p>A. We don't have anyone currently. (AA)</p> <p>Trustees discussed contacting the parent community to access knowledge and skills in terms of IT or other key skills that might help (such as website - fences). AC passed on details of a parent who offered to help assist with painting the perimeter fence.</p> <p>Thanks was extended to the SLT, by the CoT on behalf of Trustees. The SLT left the meeting at 8.03pm.</p>	
3.	<p>Apologies</p> <p>Apologies for absence had been received from: AM (previous commitment), PP (annual leave) the Board AGREED and ACCEPTED the apologies. The meeting was agreed to be quorate and commenced at 19:22.</p>	
4.	<p>Declaration of Interest/Matters for Governor's Attention</p> <p>No declarations of interest were made in respect of any agenda item.</p>	
5.	<p>Board Business</p> <p>Substantive Headteacher recruitment update</p> <p>VB (Member) and the LF had arranged to meet with recruitment company <i>Academics</i> to discuss the cost of recruitment and a credit note. VB was currently drafting a recruitment pack and job description. Trustees discussed the recruitment package and procedure.</p> <p><i>Q. When we placed an ad with them before why did they only put forward one candidate?</i></p> <p>A. Because they didn't use TES if you go with one agency with a data base of candidates then you're limiting your field. (CoT)</p> <p>Trustees discussed the process of recruiting a new substantive Headteacher. The CoT outlined requirements to sit on the panel including safer recruitment training. Trustees were advised that VB and LF would undertake the research and organise the logistics to present to Trustees.</p> <p><i>Q. When will we advertise?</i></p> <p>A. We Looking at the Autumn term. Any Heads looking for a new position would not be looking in September. You would you give a terms notice unless you're not in post. Autumn or early spring is when people look. (CoT)</p> <p><i>Q. If we start in September, what happens with the overlap, when GT leaves?</i></p> <p>A. In terms of the time line from advertising, followed by a successful selection process (end to end 3-4 weeks) an appointable candidate couldn't start until January 2025 but GT would be in post until December 2024. (CoT)</p> <p><i>Q. Are we advertising in the Greek newspaper again?</i></p> <p>A. Yes the first time there were two and the second time one. It's such an important process that it must be handled correctly. (CoT)</p> <p><i>Q. How do you overcome the problems when recruiting?</i></p>	

	A. Everyone is different and some people love challenges. You can't say that you will never find a good candidate for this school. You have to choose the right fit for you and someone on paper might not be the right fit. (CoT)	
6.	Minutes of the Previous Meeting (17.04.2024 and 11.06.2024) The Board APPROVED the minutes of the previous meetings as accurate and complete records. Copies would be signed by the Chair for retention by the school.	
6a	<u>Matters Arising</u> Part B Minutes (17.04.2024) AC requested to clarify for the accuracy of the minutes that; all Trustees had made a significant commitment to effective governance undertaking responsibilities seriously in relation to improving standards and the school's financial situation. Historic responses and action had been taken in relation to the SMRA/EFSA visit conducted in 2023.	
6b	<u>Actions</u> See updated summary below.	
7.	Committee Reports	
7a	<u>Education Committee</u> Held 15.05.2024 received a presentation from Senior Leadership (Early Years, Phonics, Reading and Maths). The Committee received a positive presentation regarding White Rose. CA spoke about Early Years and the implementation of subjects confirming that previous issues with Phonics had been addressed. Policies were reviewed and recommended for approval by the Trust Board. Hard work and commitment were evidenced in presentations Action: Share Subject Lead presentations with Trustees. (NB)	1
7b	<u>Finance & Resources - 24-25/Budget approval</u> AC advised Trustees that the Finance & Resources Committee had approved the 2024/25 budget. The CoT advised Trustees that as an Academy the budget could not be in deficit to satisfy the EFSA funding agreement. The HT and the CoT had been in liaison with EFSA outlining a recovery plan with steps and potential steps beyond phase one. The CoT clarified that the Academy Trust did not want to receive a financial notice to improve. On that basis necessary and difficult strategic measures taken had taken. As part of the recovery plan the HT would continue to look at the needs of the school, children and staff. The CoT reassured Trustees and that that all staff matters and any change management would be overseen by an external HR consultant. AC advocated prioritising the communication with TAs to clarify any staffing strategies early. The CoT advised Staff Governors to offer reassurance to other staff that measures outlined were necessary. The process would commence in the Autumn term with a staff consultation. The HT would address all TAs collectively in September.	

<p>7c</p>	<p>The changes to staffing as a result of the recovery plan were to ensure that surplus budget. The main savings would be made by mixing classes. Other savings would be made from the second phase mixed classes and changes to lunchtime staffing.</p> <p><i>Q. How likely or unlikely is £105,000 deficit carry forward to the end of August 2024 to materialise, will it be lower?</i></p> <p>A. It could be marginally higher. (CoT)</p> <p><i>Q. Does that include the £50,000 grant as income?</i></p> <p>A. The donation from His Eminence goes towards cash-flow and maintaining a positive cash flow. In the commentary there were a couple of grants paid in two instalments which impacted on the reporting (SEN) and UFSM. On a given day when the census was taken the numbers are fed into the income generator if only 80% of children eat on census then 80% will be funded. That is the difficult thing about school finance the numbers will fluctuate. (CoT)</p> <p><i>Q. There are £24,000 over three years in terms of saving?</i></p> <p>A. Yes YV is making savings in expenditure where she can. There is another meeting with EFSA and DfE, which will be the third meeting to make sure that the school can demonstrate/evidence change. (CoT)</p> <p><i>Q. Have they given a timescale?</i></p> <p>A. If a notice to improve was likely to be issued its unlike that we would be having as many meetings. They would like to see a clear long-term plan and how we will address things. (CoT)</p> <p><i>Q. Would they have implemented that already?</i></p> <p>A. They haven't issued one and there are steps they need to take to make that decision. They can see we are trying to move towards decreasing the deficit. If you look at the budget the three-year budget is in surplus. (CoT)</p> <p><i>Q. Do we know the financial situation of other schools?</i></p> <p>A. I think there are other schools in similar positions, in secondary schools the bills are much higher. (CoT)</p> <p><i>Q. From a revenue perspective, has there been an increase for pupil funding?</i></p> <p>A. Just over £4,000 per pupil. (CoT)</p> <p>PP noted that change could be a positive thing and that GT had undertaken the change management well. Moving forward there should be more cohesion and consistent communication. communication.</p> <p>Resolution: Trustees agreed and approved the 2024/25 budget.</p> <p>Action: Send projected actuals – on carry forward (179) – on BMR. Shows where the savings have been made in Yr 1. (YV)</p> <p><u>Cleaning Contract</u></p>	<p>2</p>
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	<p>The CoT presented a verbal update of the tender information to Trustees Proposing Crystal Care was instructed.</p> <p><i>Q. Is there a fixed term contract?</i></p> <p>A. Yes, the Umbrella Trust is a Trust of local Catholic Schools, St Cyprians was part of that though less involved. When the other schools tender there are more beneficial savings in terms of volume. The HT will contact School Business Managers in terms of working with other schools to benefit from savings.</p> <p>Resolution: The Board accepted and agreed the proposal to instruct Crystal Care Cleaners.</p> <p>NT left the meeting at 20:33</p>	
8.	<p>Policy Documentation</p> <p>The following policies were APPROVED by the Board:</p> <ul style="list-style-type: none"> i. SEND Policy ii. Acceptable Use Policy iii. Anti-Corruption & Bribery Policy iv. Anti-Fraud & Corruption Policy v. Bereavement Policy vi. CCTV Policy vii. Cyber Incident Response Plan viii. Data Retention Policy ix. Resilience Plan x. GDPR Data Protection Policy xi. Medical Conditions Policy xii. Emotional Wellbeing & Mental Health xiii. Photography & Video Policy xiv. Safeguarding Policy xv. Social Media Policy xvi. Tackling Extremism and Radicalisation Policy xvii. Uniform Policy xviii. Whistle Blowing Policy xix. Privacy Notices 	
9.	<p>Date of Future Meetings 2024-2025</p> <p>To be advised.</p>	
10.	<p>Safeguarding</p> <p>Nothing noted.</p>	
11.	<p>Any Other Business</p> <p>None raised.</p>	
12.	<p>Confidential Matters</p> <p>None noted.</p>	
13.	<p>Closure</p> <p>The meeting was closed by the CoT at 21.06 with a vote of thanks to the Board.</p>	

Signed: _____	Print Name: _____
Date: _____	

Actions arising from the meeting 2023-24

No.	Action	Who	By	Status
Meeting of 16th July 2024:				
1.	Share Subject Lead presentations with Trustees.	NB	ASAP	Open
2.	Send projected actuals – on carry forward (179) – on BMR. Shows where the savings have been made in Yr. 1.	YV	ASAP	Open

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

No.	Action	Who	By	Status
Meeting of 14th December 2023:				
1.	Chase outstanding KCSIE declarations.	CK	ASAP	Open
2.	Share predictions for July 2024 and combined data including Phonics.	GT	Not specified	Closed
3.	Update website by year group for newsletters and information.	GT	Not specified	Closed
4.	Send Board SIP/SDP during Christmas.	GT	December 2023	Closed
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	Closed
7.	Circulate Final Accounts post meeting for email approval by the Board (all governors to confirm their approval in writing).	VY& All	ASAP	Closed
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
Meeting of 20th September 2023:				
1	CK to review Governor Link Roles	CK	Not specified	Closed
2	AM, GT and VY to meet and review the updates required to the website.	AM/GT/VY	Not specified	Closed
3	CK to liaise with governors over committee membership.	CK	Not specified	Closed
4	CK to circulate revised meeting dates.	CK	Not specified	Closed