



Minutes of St Cyprian's Greek Orthodox Primary Academy
Full Trust Board Meeting – Part A
Held on Thursday, 19 September 2024 at 7pm
Milan Library, St Cyprian's Greek Orthodox Primary Academy

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

In attendance:

Mr Gareth Thomas (GT/HT) - Interim Headteacher
Mrs Nadina Bedlow (NB) - Croydon Education Partnership Clerk

| Agenda Item | Description | Action |
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| 1. | Prayer and Welcome LF welcomed those present and opened the meeting at 19:08 with a prayer. LF extended thanks to returning Trustees, welcomed and introduced PPa. | |
| 2. | Apologies Apologies for absence had been received from: NT (family commitments), the Board agreed and accepted the apology, PP and NG were noted as absent. The meeting was agreed to be quorate and commenced at 19:10. | |
| 3. | Declaration of Interest/Matters for Governor's Attention No declarations of interest were made in respect of any agenda item. | |
| 4. | Election of Chair and Vice Chair One self-nomination Chair was made by LF. LF withdrew from the meeting between 19:12-19:15 to allow Trustees to confer. | |
| 4a | Resolution: The Board unanimously <u>agreed</u> to elect LF as Chair for the term of one academic year. | |
| 4b | Election of Vice Chair One self-nomination for Vice Chair was made by AC. Resolution: The Board unanimously <u>agreed</u> to elect AC as Vice Chair for the term of one academic year. | |
| 5. | Board Business Trustees were given a demonstration of GovernorHub including: Declarations of pecuniary interest i. KSCIE | |

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| | <ul style="list-style-type: none"> ii. PREVENT iii. Updating contact details iv. Uploading training certificates | |
| 5a | <p>Code of Conduct</p> <p>Trustees signed the hard copy of code of conduct during at the meeting to be uploaded to GovernorHub.</p> | |
| 5b | <p>Keeping Children Safe in Education (KCSIE) Part 2</p> <p>Trustees were advised to read KCSIE and declare it on GovernorHub. Staff Trustees were advised to read KCSIE Part 1 and Part 2.</p> | |
| 5c | <p>Skills Audit</p> <p>It was noted that AM would collate the Trustees Skills Audit electronically and advised Trustees of the process.</p> <p>Action: PPa to assist AM collate Trustees Skills Audit.</p> <p>Action: Send updated training information to Trustees. (LF)</p> | <p>1</p> <p>2</p> |
| 5d | <p>Annual General Meeting</p> <p>Action: AGM date to be confirmed. (GT)</p> <p><i>Q. Do you have an annual meeting with parents?</i></p> <p>A. I do a termly one with updates, but the Trustees don't have an annual meeting with parents. Before COVID we did have a couple of sessions. (GT)</p> <p>Action: Confirm if an annual meeting with parents is required to circulate Trustees Annual Report. (NB)</p> <p>Trustees discussed communicating and engaging with the parent community.</p> | <p>3</p> <p>4</p> |
| 5e | <p>Headteacher recruitment</p> <p>It was noted that the position was live on TES and the Chair was liaising with <i>Academics Recruitment Agency</i> using an outstanding credit note from the previous round of recruitment. With no additional cost, the position was also being advertised in the Croydon Bulletin, Greek Newspapers, and word of mouth.</p> <p>The recruitment consultant had been strictly advised to send all applications to the panel for shortlisting. The Chair advised the Board of the following timeline:</p> <p>Closing date: 15.10.2024 Shortlisting: 17.10.2024 Interviews: 29-30.10.2024</p> <p><i>Q. What notice period would candidates have to serve?</i></p> <p>A. It would be the Spring term, a current serving Headteacher would have a longer notice period. So it would be January or Easter. (LF)</p> | |

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| 5f | <p>The Chair advised Trustees that if the recruitment process was unsuccessful another round would be undertaken. GT confirmed that he would show prospective candidates around the school and stay until the candidate was in post.</p> <p>Trustees were advised that the Local Authority would sit on the recruitment panel in an advisory capacity but would not have a casting vote. Trustees were advised of the recruitment process including ratification.</p> <p><i>Q. Do the Members know who the candidates are?</i> A. They will do, but they don't have a voice in short listing. Trustees who sit on the panel make the decision. (LF)</p> <p>The Chair confirmed that the panel would shortlist and interview. The Local Authority would review/have oversight of the process however Trustees would have the responsibility of managing the tasks and interview. Staff Trustees would not be involved and that the process must be undertaken correctly.</p> <p><i>Q. Do the Members only know who are shortlisted but not who applied?</i> A. Yes, that is correct. (LF)</p> <p><i>Q. How many can you short list?</i> A. Ideally you need more than one, but if you had one that was extraordinary you could go ahead. (LF)</p> <p>The Recruitment Consultant had responsibility to upload the advert to TES, and liaise with the school to arrange tours. If there were appropriate candidates, another round would be undertaken. It was noted that GT had worked hard to improve the school, a specific candidate was required to take over.</p> <p><i>Q. Does the RI rating disappear because of the new grading?</i> A. No, because of the timing. (GT)</p> <p>Action: Write to parents to inform them of the Headteacher recruitment. (LF)</p> <p>Members meeting feedback Recorded confidentially under Part B minutes.</p> | 5 |
| 6. | <p>Minutes of the Previous Meeting (16.07.2024) The Board APPROVED the minutes of the previous meeting as an accurate and complete record. A copy would be signed by the Chair for retention by the school.</p> | |
| 6a | <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> i. The Marketing Working Party was confirmed as: AC, AM, LF ii. It was noted that the school had a stall at a forthcoming Cypriot Wine Festival (03-07 October) for marketing purposes, Trustees were invited to attend | |
| 6b | <p><u>Actions</u></p> | |

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| | See updated summary below. | |
| 7. | Headteacher's Report <i>Recorded confidentially under Part B minutes</i> | |
| 8. | <p>Committees</p> <p>The Chair clarified the historical committee structure for PPa's benefit and went onto propose a two-committee structure for the new academic year. Finance, Audit & Risk (FAR) and Education, Curriculum & Colleagues (ECC). Trustees discussed holding Trust Board meetings in person beginning at 6pm and committee meetings virtually. Trustees reviewed the Articles of Association, and the constitution in relation to the current number of Trustees and the appropriate composition of committees to ensure quorum.</p> <p>It was noted that clarity regarding amending the Articles of Association was required. VB (Member) had taken responsibility and was liaising with Members and the Archbishop who must agree/endorse proposed changes.</p> <p>Action: Commence parent elections (post meeting with LA). (GT)</p> <p><i>Q. Is there a cost to hold meetings in the school?</i> A. Yes. (GT)</p> <p>Resolution: Trustees recommended the Articles of Association be amended/updated; <u>agreed</u> to hold Trust Board meetings in person at the school and hold committee meetings online via Microsoft Teams. (It was noted that the Education Committee, Thursday, 17 October would still be held in person).</p> | 9. |
| 8a | Terms of reference Deferred. | |
| 8b | <p>Trustee Terms of Office</p> <p>Trustees noted that NG's term of office had expired and that she would be removed from the circulation.</p> <p>Action: Remove NG from the circulation list. (LF)</p> <p>Action: Review terms of office for all Trustees. (LF)</p> | 10. 11. |
| 8c | <p>Committee Membership</p> <p>It was confirmed that PPa would join FAR. ECC was confirmed as: NT, AC, HP, LF and PPa.</p> | |
| 9. | <p>Safeguarding</p> <p>Safeguarding Policy 2024 (to be signed)</p> <p>Trustees were advised that the Safeguarding Policy had been signed.</p> | |
| 10. | <p>Policies</p> <p>None presented for approval.</p> | |
| 11. | <p>Date of Future Meetings</p> <p>Full Trust Board Meeting: 04.12.2024</p> | |
| 12. | Any Other Business | |
| 12a | School Trips | |

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| | PP proposed sponsorship for school trips to ensure that all children could attend. Depending on the cost for each trip PP would identify individuals or organisations to subsidise funding so that all children could partake. Action: Send PP a list of school trips for the 2024/25 academic year. (GT) | 12 |
| 13. | Confidential Matters The following agenda items were recorded confidentially under Part B minutes. i. 5f Members Meeting Feedback ii. 7 Headteacher's Report | |
| 14. | Closure The meeting was closed by the Chair at 21:01 with a vote of thanks to the Board. | |

Signed: _____ Print Name: _____

Date: _____

Actions arising from 2024-25

| No. | Action | Who | By | Status |
|---|--|---------|------|--------|
| Meeting of 19th September 2024: | | | | |
| 1. | Collate Trustees Skills Audit. | AM, PPa | ASAP | Open |
| 2. | Send updated training information to Trustees. | LF | ASAP | Open |
| 3. | AGM date to be confirmed. | GT | ASAP | Open |
| 4. | Confirm if an annual meeting with parents is required to circulate Trustees Annual Report. | NB | ASAP | Open |
| 5. | Write to parents to inform them of the Headteacher recruitment. | LF | ASAP | Open |
| 6. | Recorded confidentially under Part B minutes. | | | |
| 7. | Recorded confidentially under Part B minutes. | | | |
| 8. | Recorded confidentially under Part B minutes. | | | |
| 9. | Commence parent elections (post meeting with LA). | GT | ASAP | Open |
| 10. | Remove NG from the circulation list. | LF | ASAP | Open |
| 11. | Review terms of office for all Trustees. | LF | ASAP | Open |
| 12. | Send PP a list of school trips for the 2024/25 academic year. | GT | ASAP | Open |

Actions arising from 2023-24

| No. | Action | Who | By | Status |
|--|--|-----|------|--------|
| Meeting of 16th July 2024: | | | | |
| 1. | Share Subject Lead presentations with Trustees. | NB | ASAP | Closed |
| 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: | | | | |
| 1. | Confirm which meetings are being chaired by whom. | VY | ASAP | Closed |
| 2. | Confirm Committee chairs to allocate CK responsibilities (link). | VY | ASAP | Open |

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| 3. | Review and update Annual Statement and update governor details on the website and GIAS. | VY | ASAP | Closed |
| 4. | VY to email LF names of outstanding KCSIE decs. | VY | ASAP | Closed |
| 5. | Resend Safeguarding training pack to the Board. | LT/VY | ASAP | Open |
| 6. | Review expenditure. | F&R | ASAP | Closed |
| 7. | Email governors to organise a working party with a remit for marketing and admissions. | LF/AP | ASAP | Closed |
| 8. | Send PP unit consumption for electricity. (VY) | VY | ASAP | Closed |

| No. | Action | Who | By | Status |
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| 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 |