



Minutes of St Cyprian’s Greek Orthodox Primary Academy
Full Trust Board Meeting – Part A
Held on Tuesday, 11 December 2024 at 6pm
Milan Library, St Cyprian’s Greek Orthodox Primary Academy

Ms Aredi Christou (AC)	Foundation Trustee (Vice Chair)	Present	
Mr Andrew Mantilas (AM)	Foundation Trustee		Apologies
Mr Phillip Prodromou (PP)	Foundation Trustee	Present	
Mr Peter Tragoulias (PT)	Foundation Trustee		Apologies
Ms Leonora Fernades (LF/CTG)	Foundation Trustee (Co-Chair)	Present	
Mr Peter Papanastasiou (PPa)	Foundation Trustee		Apologies
Vacancy	Foundation Trustee	n/a	
Vacancy	Foundation Trustee	n/a	
Vacancy	Co-opted Trustee	n/a	
Vacancy	Co-opted Trustee	n/a	
Ms Nikoleta Tsiamas (NT)	Staff Trustee	Present	
Ms Hazel Peters (HP)	Staff Trustee		Apologies
Ms Abigail McNeil	Parent Trustee	Present	
Ms Maria Loizou	Parent Trustee	Present	

In attendance:

- Mr Gareth Thomas (GT/HT) - Apologies
- Mrs Nadina Bedlow (NB) - Croydon Education Partnership Clerk
- Ms Louise Hallsworth (LH) - Audit Partner, Baxter & Co

Agenda Item	Description	Action
1.	Prayer and Welcome LF welcomed those present and opened the meeting at 6.10pm with a prayer. LF welcomed and introduced AMc and ML to the Board.	
2.	Apologies Apologies for absence had been received from: HP (personal), AM (prior commitments), PT (work related), PP (work emergency) and PPa (personal). The Board agreed and accepted the apologies. The meeting was agreed to be quorate and commenced at 6.10pm. Action: Meeting dates to be shared with all Trustees. (VY)	1
3.	Declaration of Interest/Matters for Governor’s Attention No declarations of interest were made in respect of any agenda item.	
6.	Finance Update	
6a	<u>End of Year Accounts 2023/24</u> LH made introductions and presented the Annual Reports and Financial Statements for the year ended August 2024 for Trustee’s approval. Trustees were advised that the purpose of an audit was to provide assurance that the Trust’s accounts were full and fair representation of the Trust. No material concerns identified in relation to income, expenditure or financial transactions as of the 31 st August 2024 had been identified.	

No comments were noted regarding the Trustees Report. The Audit Report was noted as truthful and fair. LH advised Trustees that the report was unqualified given some level of material uncertainty.

LH advised Trustees of the scope of the Regularity Report (covering the regularity of both income and expenditure and also governance and control arrangements that oversee it). The Regularity Report explained that income from EFSA and LA (restricted income) had been expended correctly with adherence to regulation. No material breaches or errors were identified.

LH advised Trustees that the balance sheet was a snapshot of assets and liabilities. LH went on to advise Trustees of the specific purposes of the following funds: Restricted General Funds, Pension Reserves, Restricted and Unrestricted.

Trustees were advised of the overall deficit position, how the Trusts share of the LGPS pension fund deficit/surplus was usually valued and how information was presented.

It was noted that the Audit Findings Report did not identify anything in the 2023/24 that could lead to a material error. The following medium risks were noted:

- i. The procedure for raising purchase orders to ensure that liabilities were appropriately tracked (POs raised prior to purchase).
- ii. Month end procedures and monthly reconciliation undertaken to ensure meaningful and accurate information.

It was noted that accurate management information was required to reduce the number of adjustments required and the overall associated risk.

The closure of ESFA in March 2025 was noted; Trustees were advised to identify the Trust's Regional Contact to liaise with regarding funding issues and queries due to the Trust's reserve position.

Q. Will the Regional Contact's details be passed onto us?

A. You should already have it, there are regional hubs. The school should have had contact with someone. (LH)

It was noted that the Trust's position was more stable but the deficit had to be addressed to ensure that income met expenditure hence.

For the benefit of the new Trustees, LF explained the historic financial position and the financial impact of the reduction in numbers on roll resulting in the current debt recovery plan presented to ESFA.

Q. Are there concerns about a drop in numbers and people leaving in year?

A. It's a mixture of both. It's a case that some families have moved out of London and some may have issues regarding mixed classes. The school moved

	<p>into <i>Require Improvement</i> even though there has been improvement. When Ofsted came in there just wasn't sufficient time to demonstrate that consistent progress had been made. However, there were enough positives not to be tipped into special measures. (LF)</p> <p>ML suggested; given the reduction in pupils on roll and changes in staffing parents required reassurance there was adequate staffing to maintain high standards.</p> <p>LF explained that a monthly Budget Monitoring Report (BMR) was circulated to trustees and reviewed by the FAR Committee in more detail. Trustees were advised that the Trust must maintain a surplus cashflow, and accurately forecast expenditure. LF advised Trustees of the impact of LA funding on the forecasting the budget and cashflow as it could be difficult to confirm when it would be paid/received. It was noted that the SBM was supported by an external advisor to help predict cash flow.</p> <p>Resolution: The Board approved the 2023/24 management accounts.</p> <p>6b <u>Contract Register</u> The Contract Register was noted.</p> <p>6c <u>Spend by Supplier Report</u> The Board reviewed quotes and recommendation to replace boiler panels. Resolution: The Board agreed to appoint Thermoserv to undertake remedial repairs to the Boiler (replacement of panels £12,811.50)</p> <p>Action: Explain BMR and finance reporting to ML and AMc. (VY) 2</p> <p>Action: Send Audit Findings Report to all Trustees. (VY) 3</p> <p>Action: SDP and SEF uploaded to GH. (HT) 4</p> <p>Action: Send any supplementary questions regarding boiler panels to VY. (All) 5</p> <p>LH withdrew from the meeting at 6.27pm.</p>	
<p>4.</p> <p>4a</p> <p>4b</p> <p>4c</p> <p>4d</p>	<p>Board Business Board membership / vacancies / appointments / terms of office due to expire.</p> <p><u>Committees</u> It was note that: ML and AMc would join the Education Standards Committee and that a Chair needed to be appointed for FAR. Action: LF to liaise with Trustees most appropriately skilled to undertake responsibility of Chairing FAR. 6</p> <p><u>Terms of Office</u> It was noted that Members had written to AM, AC, PT to renew their terms of office until July 2025.</p> <p><u>Skills Audit</u> Action: Complete skills audit. (ML/AMc) 7</p> <p><u>Training</u></p>	

	<p>LF outlined available training and new parent governors were asked to register for with CEP for Introduction to Governance training.</p> <p>AC outlined her responsibilities as the Vice Chair and Safeguarding Link Trustee. Ac and LF went onto explain how safeguarding incidents were handled and communicated to Trustees by the Headteacher in his reports.</p> <p><i>Q. Do incidents come to our meetings?</i> A. It would be part of the Headteachers Report, names are never mentioned, high level data and contextual information are shared with us.</p>	
5.	<p>Minutes of the Previous Meeting (19.09.2024) 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>	
5a	<p><u>Matters Arising</u> Action: Confirm date of the AGM. (VY, LF, AA) For the benefit of new Trustees the Chair explained the structure of SATs and the remit of Members and Trustees.</p>	8
5b	<p><u>Actions</u> See updated summary below.</p>	
6.	<p>Headteacher’s Report It was noted that the Headteacher’s Report would be circulated post meeting.</p> <p><i>Q. When would the Deputy Headteacher (DHT) come?</i> A. The DHT or Subject Leads can be present, however due to the circumstances that required the Headteacher’s attention there was insufficient time to organise a replacement for his report. (LF)</p> <p>Trustees were advised to use their LGFL email accounts for Trust business only.</p>	
8.	<p>Risk Register For the benefit of new Parent Trustees the Chair explained how a Risk Register (RR) works in terms of rag rating risk. AC extended thanks to the SLT for their work on the RR commenting it was a much-improved document and easier to use.</p>	
9.	<p>Schedule of Musts Nothing noted.</p>	
10.	<p>Committee Reports</p>	
10a	<p><u>Education</u> It was noted that since the final Ofsted report was published, some of the actions put in place for Maths and Phonics have indicated progress. Improved SATs results were noted and ongoing training for staff. Committee Terms of Reference were pending amendment and approval by Committee for approval by the Trust Board.</p> <p>Action: Share data to assert progress and an update regarding teacher training with all Trustees. HT)</p>	9

	<p>Action: Table /attainment progress data for the January ES Committee. (NB)</p> <p>Action: Suggest/signpost a Committee Report template for Trust Board meetings. (NB)</p> <p><u>Finance, Audit & Risk</u></p> <p>In the absence of electing a Chair, AC chaired the meeting. Governors requested further clarification on the information presented. Trustees met with the SLT post meeting to review and update the RR. NT noted the importance of electing a Chair for the FAR Committee and the importance SLT representation at Trust and Committee meetings. Committee Terms of Reference were pending amendment and approval by Committee for approval by the Trust Board. Thanks extended to AC for chairing FAR committee.</p> <p>Action: Table strategic development of the Trust Board as a standing item on FTB agendas. (NB)</p>	<p>10</p> <p>11</p> <p>12</p>
10.	<p>Policy Documentation</p> <p>Resolution: The following policies were reviewed and approved by the Board and the Admissions Policy was signed by the Chair:</p> <ul style="list-style-type: none"> i. Admissions Policy 2026 <i>(It was noted that Reception would reduce to a One-Form Entry)</i> ii. Exclusions Policy iii. Finance Policy iv. Scheme of Delegation 	
11.	<p>Any Other Business</p> <p>None noted.</p>	
12.	<p>Confidential Matters</p> <p>None noted.</p>	
13.	<p>Next Meetings</p> <p>Education Committee 15.01.2025 (6pm) online Finance, Audit & Resources 05.02.2025 (6pm) online Full Trust Board 26.03.2025 (6pm) in person</p>	
14.	<p>Closure</p> <p>The meeting was closed by the Chair at 8.04pm with a vote of thanks to the Board.</p>	

Signed: _____ Print Name: _____

Date: _____

Actions arising from 2024-25

No.	Action	Who	By	Status
Meeting of 19th September 2024:				
1.	Meeting dates to be shared with all Trustees.	VY	ASAP	Open
2.	Explain BMR and finance reporting to ML and AMc.	VY	ASAP	Open
3.	Send Audit Findings Report to all Trustees.	VY	ASAP	Open
4.	SDP and SEF uploaded to GH.	HT	ASAP	Open
5.	Send any supplementary questions regarding boiler panels to VY.	All	ASAP	Open
6.	LF to liaise with Trustees most appropriately skilled to undertake responsibility of Chairing FAR.	LF	ASAP	Open
7.	Complete skills audit.	ML, AMc	ASAP	Open
8.	Confirm date of the AGM.	VY, LF, AA	ASAP	Open
9.	Share data to assert progress and an update regarding teacher training with all Trustees.	HT	ASAP	Open
10.	Table /attainment progress data for the January ES Committee.	NB	Jan 25	Closed
11.	Suggest/signpost a Committee Report template for Trust Board meetings.	NB	ASAP	Open
12.	Table strategic development of the Trust Board as a standing item on FTB agendas.	NB	ASAP	Open

No.	Action	Who	By	Status
Meeting of 19th September 2024:				
1.	Collate Trustees Skills Audit.	AM, PPa	ASAP	Closed
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	Closed
5.	Write to parents to inform them of the Headteacher recruitment.	LF	ASAP	Closed
6.	Recorded confidentially under Part B minutes.			Closed
7.	Recorded confidentially under Part B minutes.			Closed
8.	Recorded confidentially under Part B minutes.			Closed
9.	Commence parent elections (post meeting with LA).	GT	ASAP	Closed
10.	Remove NG from the circulation list.	LF	ASAP	Closed
11.	Review terms of office for all Trustees.	LF	ASAP	Closed
12.	Send PP a list of school trips for the 2024/25 academic year.	GT	ASAP	Closed

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	Closed

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	Closed
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	Closed
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
Meeting of 14th December 2023:				
1.	Chase outstanding KCSIE declarations.	CK	ASAP	Closed
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	Closed
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