



**Minutes of St Cyprian's Greek Orthodox Primary Academy
 Full Trust Board Meeting – Part A
 Held on Thursday, 4th December 2025 at 6:00 pm
 On site at St Cyprian's Greek Orthodox Primary Academy**

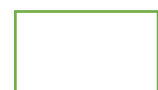
Board Attendance: Peter Papanastasiou (PAP) Aredi Christou (AC) His Eminence Archbishop Nikitas (HEA) Leonie Fernandes (LF) Phillip Prodromou (PP) Peter Tragoulias (PT) Natalie Richards (NR) Maria Loizou (ML) Abigail McNeil (AM)	Foundation Trustee (Chair) Foundation Trustee (Vice Chair) Foundation Trustee Foundation Trustee Foundation Trustee Foundation Trustee Staff Trustee Parent Trustee Parent Trustee	Present Present Present Present Present	Apologies Apologies Apologies Apologies
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In attendance:

Andrew McDonald (AMC)	-	Headteacher
Janet Standen (JS)	-	Croydon Education Partnership Clerk

Agenda Item	Description	Action
1.	Prayer and Welcome The meeting opened at 6.00 pm with a prayer. Natalie Richards was welcomed as the new Staff Governor. Introductions were invited around the table.	
2.	Apologies Apologies for absence had been received and were agreed from HEA, LF, PP, and AM . It was agreed that whilst apologies were accepted for this meeting, persistent absence will be monitored and will not be agreed in future. The meeting was confirmed to be quorate .	
3.	Declaration of Interest/Matters for Governor's Attention AMC confirmed that he has declared that he is connected to an education charity. No declarations of interest were made in respect of any agenda item.	
4.	Academy Accounts Louise Hallsworth was due to attend virtually to discuss the report and accounts. PAP has reviewed the documents which appear complete and cover all necessary items. AMC confirmed that the school is satisfied with the content.	

	<p>PT reviewed the document. It was noted that there was an improvement in the comparison of education operational income vs expenditure between last year and the current year. It was agreed that it was important not to spend more than the income.</p> <p>APPROVAL: the academy accounts were approved.</p> <p>Governors voiced their disappointment that Affinia had not come online to attend the meeting.</p>	
5.	<p>Board Business</p> <p>a) Board Terms of Office It was confirmed that those governor terms in expiry have been extended to 31st January 2026 pending confirmation of new documentation from the Members.</p> <p>b) Term Dates for 26/27 The school made a proposal to keep the term dates in line with the Local Authority. The rationale of this is to mitigate the issues created by different Easter holiday dates. For the 26/27 school year, there is a wide gap. In practice, this means that</p> <ul style="list-style-type: none"> • children will have no preparation time for KS2 SATs, which would start on their first day back to school, • it would massively elongate the Spring Term, unbalancing it against the Summer Term, • it would impact parents where it is out of sync of other schools, particularly for siblings • it could impact parental view for prospective families. <p>A lengthy discussion took place. The key points made were:</p> <ul style="list-style-type: none"> • aligning with the Local Authority was a good idea, because it is difficult to arrange childcare at different times. It was also not possible to arrange playdates with non-school friends. • it is important to provide sufficient preparation time for SATs, but also important to ensure that the Greek Orthodox ethos is celebrated when in school • the proposal was not accepted because the Greek Orthodox religious days have always been aligned with the Greek Orthodox calendar and this was important to retain. • Historically, SATs preparation has been accommodated with holiday sessions. • Children need more time to prepare for SATS • Teachers need a break, and this will be harder with an elongated term • Greek Orthodox celebrations will take place during the period the children are in school <p>AMC stated that the concern is that children's education and welfare would be impacted by the timing. Spring would be too long a term, and the education would suffer. The importance of protecting time around the Greek Orthodox calendar was recognised.</p>	



Q: what special activities would be held?

A: Good Friday would be a non-working INSET day, and the following Monday is a bank holiday. Greek teachers who observe the faith would be able to attend religious services. The non-working INSET day would be made up with twilight sessions. It is recognised that the Greek Orthodox Easter is special to the school and all children would be involved in activities and religious observance.

Governors were invited to vote to accept the proposal to move to the Local Authority term dates:

In favour: 2/4

Not in favour: 2/4

A further discussion took place.

Concerns were raised around the gradual reduction of the Greek Orthodox traditions. Historically, this has been managed.

Q: Will the dates change in future years?

A: The proposal is to align permanently with the Local Authority

It was noted that the dates align every 4 years but there is a wider gap this year. This will occur every 4 years. The DfE testing programme sets dates and this will continue to impact on testing. Governors stated that they were not happy to agree to a permanent change.

It was noted that the final months on the circulated document should read 2026.

It was proposed to change for the 26/27 academic year due to the significant gap.

Agreement: All governors agreed to accept the change for the 26/27 academic year but would revert to the Greek Orthodox calendar for subsequent years. Future governing boards will consider the 4-year cycle.

Q: 6th January 2026 is epiphany and the school used to close on this day? What is in place to support teachers/families who wish to observe that day?

A: The absence would be recorded as religious practice which has not impact on attendance percentage. If a request is received from staff, this will be worked around to accommodate.

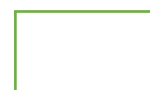
c) Governor Training

PAP reminded governors of the circulated webinar available on the Ofsted framework.

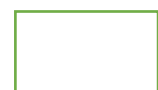
Q: Can training accessed via work be recognised?

A: These can be recognised and logged on GovHub.

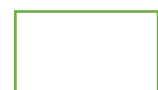
A demonstration took place on how to log training on GovHub via an individual's profile page.



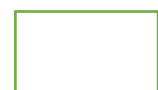
6.	<p>Minutes of previous meeting</p> <p>APPROVAL: The minutes of the meeting held on 25th September 2025, Part A and Part B were approved with no amendments and signed by the Chair.</p> <p>Matters arising A reminder was given for all governors to complete the skills audit as soon as possible to enable the Chair to complete a skills analysis by the end of the year.</p> <p>There were no other matters arising.</p> <p>Outstanding action items were reviewed (see updated summary below).</p> <p><u>Action point 2</u> – Governors were invited to request a 10-minute Governor Hub run through if needed.</p> <p><u>Action point 4</u> – Compliance gaps for AM to be completed.</p>	
7.	<p>Chair's Report <i>A written report had been circulated to Governors and questions were invited.</i></p> <p>The key points noted were:</p> <ul style="list-style-type: none"> • Attendance at the Finance meeting • Attendance at the HT performance management meeting. Objectives were agreed and a follow up meeting agreed • SIP reviewed prior to circulation • Attendance at Ofsted webinar and details circulated to the board • Various training opportunities circulated to the board • Visited an ELP • Review of attendance baseline • Obtained annual compliance confirmation for His Eminence • Followed up with the Chair of the Members regarding extension of terms of office • Supported the school with a safeguarding situation • Agreed release time under a Chair's action for the HT in connection with the education charity. This was agreed by the FTB. <p>Q: an attendance letter had been received in connection with their child's absence. This was for a continuing illness, is this considered?</p> <p>A: Every absence is measured by code. The Education Welfare Officer will review the codes and may invite parents into school for a discussion.</p> <p>It was advised that the National Average Attendance is 95.0% and the school is 93.5%.</p> <p>Governors were reminded to complete the skills audit on GovHub to enable the Chair to complete the skills analysis.</p> <p>Q: Does the skills audit have to be completed every year?</p> <p>A: Yes. The skills audit is a good indication of the current skills of the board and how gaps are filled/skills developed.</p>	



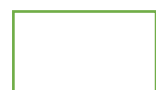
	<p>Governors were encouraged to undertake available training. In particular, governors were directed to courses that enable governors to strongly understand their role. This is important for new governors but also important as a refresher for existing governors.</p>	
8.	<p>Headteacher Report <i>A written report had been circulated to Governors and questions were invited.</i> The report includes a breakdown of the religious and cultural life of the school (items 12 and 13).</p> <p>Q:How is the information derived? A: This is taken from the HT's records and information from the RE Lead, trips, and visits.</p> <p>Q: What is the position with the behaviour report data? A: This is in line with expectations. Any form of behaviour is logged on CPOMs. It is not possible to benchmark this against external sources.</p> <p>Q: Under the staff structure, what does 0.6 and 0.4 mean? A: This indicates part time hours and the hours allocated. This is a Year 3 class and supported by Nina.</p> <p>There has been movement of TAs to respond to the needs of the children. The TAs are very adaptable and able to respond. Following redundancies over recent years, staffing is tight when there are absences. Staff are often covering multiple tasks, and the school recognises their goodwill.</p> <p>Q: Is the staffing structure fixed? A: No. This will change if needed. It is focussed on the needs of the children.</p> <p>Q: There are differences across the performance data. A: Every cohort is different, with different learning challenges. Children are assessed every year and progress in different ways. It is ok to see spikes in data as this reflects a more accurate measurement.</p> <p>ELP Update It was advised that the application for an ELP has not been successful. Paul Thomas was chased for the outcome as governors were ready to progress. Shelly Davis, Director of Education, has stated that any school under 'room for improvement' cannot have an ELP. However, it may be possible to look at alternative options such as a satellite provision for a special school.</p> <p>Governors expressed their disappointment that this had not been flagged early on in the discussion.</p> <p>School Development Plan It was advised that this document has been completely revised and includes input from the Chair and the school's improvement partner. The categories are based on the Ofsted 8 areas used to evaluate schools and includes a RAG rating and timescale.</p> <p>APPROVAL: the School Development Plan was approved.</p> <p>See Part B minutes for confidential items discussed.</p>	



9.	<p>Committee Feedback/Approvals</p> <p>Education Committee It was confirmed that the minutes from the last meeting were on GovHub. AC had chaired the meeting. Key points noted were:</p> <ul style="list-style-type: none"> • The HT sits on the board of a children’s charity • Book scrutiny has taken place • Staff CPD is up to date • In class observation notes are available for governors to see • Staffing structure was discussed • It was confirmed that member details are correct on the TOR • Possible parent workshops were discussed <p>Q: Governor visits are agreed to pick up in the new year. A: Governors will be able to choose areas to observe from a list of subject areas.</p> <p>Q: The minibus was seen on the A22 over the weekend. What was the activity? A: The minibus is sometimes loaned to staff for personal events, with a reimbursement given to the school.</p> <p>Finance Committee Key points noted were:</p> <ul style="list-style-type: none"> • The deficit action plan was reviewed • The SBM walked through the budget reports • The ELP was discussed • Redundancies were discussed • The PVI Nursery was discussed. This is now due to start in February 2026, following a legal delay for the provider. • A discussion took place concerning the potential to increase lettings and review letting fees. A discussion with the Greek School is ongoing on this matter. • The audit action plan and risk register were reviewed. The risk register presents a good position with 2 areas of note regarding purchase orders raised post expenditure and the need for a more comprehensive asset register. <p>The audit findings report from Affinia noted that ‘ Transactions with 2 companies connected to the previous HT exceeded the £40K which required prior DfE authorisation. These transactions were also not reported to the DfE as related party transactions. The impact of this is a regularity breach has arisen as no approval for the related party transaction was obtained and it was not notified to the DfE as a related party transaction.</p> <p>Q: Why were the governors not made aware of this? A: The current HT is not able to answer this question.</p> <p>Q: How will the community be made aware of the Nursery launch? A: The intention is to work with the Chair and board to issue a marketing message to the community.</p>	
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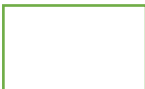


	<ul style="list-style-type: none"> The deficit recovery plan was discussed at the extra Finance Committee meeting. This plan was approved but will need to be revised in light of the ELP not proceeding. 	
10.	<p>Policies The following policies were approved</p> <ul style="list-style-type: none"> Estate vision policy Asset Management Policy <p>Ratification of policies approved by FAR Committee</p> <p>The following policies were ratified:</p> <ul style="list-style-type: none"> FAR updated Terms of Reference (TOR) Dignity at work Finance policy Induction and off rolling of staff Pay policy Performance Management Staff expenses policy 	
11.	<p>Any Other Business</p> <p>a) The asbestos survey has been undertaken with no concerns raised.</p> <p>b) It was discussed and recognised that the annual accounts includes the donations from His Eminence which play a crucial part in the academy's financial health, but which are not guaranteed for future years. His Eminence was thanked for his contributions.</p> <p>c) Invitations to the Christmas assembly will be included in Friday's newsletter.</p>	
12.	<p>Confidential Matters</p> <p>Three confidential items are minuted in Part B, confidential.</p>	
13.	<p>Closure of Meeting and Next Meeting Dates All meetings to be held in person at the school site.</p> <p>FTB at 6.00 pm</p> <ul style="list-style-type: none"> 26/03/26 16/07/26 <p>Education Standards Committee at 6.00 pm</p> <ul style="list-style-type: none"> 29/01/26 07/05/26 <p>FAR Committee at 6.00 pm</p> <ul style="list-style-type: none"> 05/02/26 02/07/26 <p>Closure</p>	



	The meeting was closed with a prayer at 8.10 pm.	
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Signed: _____ Print Name: _____	
Date: _____	



Actions arising from 2025-26

No.	Action	Who	By	Status
Meeting of 25th September 2025:				
1.	PAP to contact Dr Andreas to request a further extension to the terms of office and to notify him of the elected Chair and Vice-Chair	PAP	ASAP	Completed and closed
2.	IT support to be provided to enable all governors to access LGFL secure governor emails and Governor Hub login.	AMC	ASAP	Completed and closed
3.	A reminder of meeting dates to be provided	Clerk	ASAP	Completed and closed
4.	Clerk to follow up gaps in compliance confirmations	Clerk	Next Mtg	Completed and closed
5.	Skills audit template to be pinned to the GovHub bulletin board	Clerk	ASAP	Completed and closed
6.	All Governors were requested to complete the skills audit form.	All	ASAP	Open
7.	PAP to undertake the skills analysis.	PAP	Next Mtg	Open
8.	A link to KCSIE, part 1 to be provided to Governors	AMC	Next Mtg	Completed and closed
9.	Origin of the 4 new children to be identified.	AMC	Next Mtg	Completed and closed
10.	A summary of schemes uses to be presented to the Education Committee	AMC	Next Ed Comm	Open
11.	AMC to advise the SIP of new Chair	AMC	ASAP	Completed and closed

