



**Minutes of St Cyprian's Greek Orthodox Primary School
Finance, Audit & Resource Committee Meeting Part A Minutes
Held on 5th February 2026 at 6.00 pm, in person**

Aredi Christou (AC)	Foundation Governor (Co Vice Chair)	Present	
Leonie Fernandes (LF)	Foundation Governor (Co Vice Chair)		Apologies
Philip Prodromou (PP)	Foundation Governor		Absent
Peter Papanastasiou (PAP)	Foundation Governor	Present	
Peter Tragoulias (PT)	Foundation Governor (FAR Committee Chair)	Present	

In Attendance:

Andrew Mcdonald (AMC) - Headteacher
Victoria Yeats (VY) - School Business Manager
Janet Standen (JS) - Education Governance Clerk

Item	Minutes	Action No:
1.	<p>Welcome, Apologies for Absence and Quorum The meeting opened at 6.00 pm with a prayer.</p> <p>Apologies have been received from: L Fernandes – personal reasons. Apologies approved</p> <p>P Prodromou was noted as absent.</p> <p>The meeting was declared quorate.</p> <p>Declaration of Interests No declarations of interest were made in respect of any agenda item.</p>	
2.	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> Minutes of meeting held on 06/11/25, Part A and Part B <p>APPROVAL: Part A and Part B minutes were approved as an accurate account.</p> <p>Matters Arising There were no matters arising. Outstanding actions were reviewed and noted on the outstanding actions attached.</p> <p>Actions Discussed 06/11/26 Part A Item 1 A list of common occurring abbreviations was circulated. Governors were referred to the Bradford resource link for wider information. https://bso.bradford.gov.uk/content/communications/common-acronyms</p> <p>Item 2 A discussion took place regarding the letting fees for the Greek School. AMC has been trying to obtain the contact details of the Greek School HT to arrange a discussion.</p>	



	<p>Q: What are the current fees and what should they be? What is the cost to the school for the let?</p> <p>A: The fees of £7k have been in place for some time and the school has been trying without success to renegotiate them for 3 or 4 years. The current standard charge would be £11k. It is believed that pupil numbers have reduced and fees charged to families will be adjusted to support attendance.</p> <p>A discussion took place and it was agreed that AMC would pursue setting up a meeting with the Chair of Governors, Chair of Finance, AMC, Greek School HT and the Greek School treasurer.</p> <p>Q: What is the benefit to St Cyprians of the letting?</p> <p>A: It had been hoped that the Greek School would act as a feeder to the main school. However, this has not happened, despite visits to the Greek School to promote the school. It was felt that many pupils attending the Greek School were not local to the area. A discussion took place concerning using the school minibus to collect pupils. However, it was confirmed that this has been considered but was not viable due to insufficient demand and too wide an area to cover.</p> <p>Q: What is the minibus used for?</p> <p>A: School trips and hired out for a donation.</p> <p>It was agreed that the meeting should also discuss how the two schools can co-operate and work together for the benefit of both schools.</p>	
<p>3.</p>	<p>Finance Report</p> <p>BMR – December</p> <p>It was explained at the last meeting that the small end of year projected surplus would move to a deficit.</p> <p>There is a projected end of year deficit of £27,136. This is due to the employment of a SEND TA; redundancy payments not originally budgeted and TA class cover enhanced payments not budgeted.</p> <p>Q: Why are class TA staff paid enhancements?</p> <p>A: TA staff receive an £8.00 enhanced payment when they cover the class over 1 hour.</p> <p>Q: Does each class have 1 TA?</p> <p>A: Yes. The teacher does all the planning and preparation, and the TA teaches the class.</p> <p>Q: Why would the teacher be out of class?</p> <p>A: This will be for reasons such as PPA, meetings, absence. It is a cost saving for the TA to cover the class but not the best. However, a supply teacher cost is £220 per day.</p> <p>Q: What is PPA cover?</p> <p>A: PPA is statutory release time and must take place during school hours.</p> <p>Q: Are the TAs qualified to teach a class?</p> <p>A: They are not qualified but skilled enough. The ideal if for quality first teaching by qualified teachers.</p> <p>Q: Could other qualified teachers cover? Could the DHT cover?</p> <p>A: It is not possible to resource from elsewhere. The DHT is in class all day Monday</p>	



and Friday and has other responsibilities on the other days.

Q: How will the £27k deficit be covered?

A: The plans for the private nursery are progressing but have taken longer than anticipated. This is due to DfE required steps. It is likely to open by Easter 2026 and will generate £5.5k per month. This will provide a significant income to reduce the deficit. If the Year 5 classes are combined, this will improve the budget.

Q: What is the delay in the Nursery?

A: A Red Book valuation was required by the DfE. This took place last week and will now be with the DfE to agree. As soon as agreement is received, the Nursery will be asked to proceed.

It was advised that the BMR assumes full spend on all budget lines. Some savings may be possible, and a more accurate position will be provided further in the year.

It was commented that improved fees from the Greek School would be of benefit from Easter.

Q: Are any costs missing or further staffing costs that need to be factored?

A: Any further redundancies are unknown at this stage. However, it is important to be mindful that there may be further costs.

An item was discussed and minuted under Confidential, Part B minutes.

Governors stated that they were not happy with a deficit financial report. It was recognised that the school has had a difficult time and is trying to manage the position and improve upon it. It was advised that the ESFA continues to provide support. The ESFA receives monthly reports, showing a deficit position since October 25. It was commented that it was felt that the ESFA will come into the school. It was discussed that the ESFA will see that the school is doing all it can to mitigate and reduce any deficit and will work with the school on this.

Concerns were raised and a discussion took place concerning staff expenditure lines and the imbalance of actual staff expenditure against planned budget spend.

Q: Has the school had a negative bank balance?

A: This happened once a few years ago but not since.

Q: What is the current bank balance?

A: £204k. The balance ended last month at £70k and the GAG funding has since been received. Cash flow is constantly monitored.

Q: Additional SEND expenditure was added for a support TA. Will there be any further funding?

A: Out of borough SEND funds have been received but SEND funding rarely covers the cost of the support.

Q: Is PPG funding maximised?

A: There are fewer eligible children. As primary age children receive universal free meals, it is more difficult to get means tested application forms completed. This is promoted every term.



<p>A discussion took place concerning the importance of contacting every parent to ensure all eligible families are captured. It was advised that there is a general apathy by parents for this and for some, a cultural barrier against applying for help.</p> <p>Q: Why is there a cultural barrier?</p> <p>A: Some families are not keen to accept free meals. For some it is a pride issue.</p> <p>Q: What is the potential gap?</p> <p>A: PPG is currently approx. 17%.</p> <p>It was commented that it was felt that this figure should be closer to 50%.</p> <p>ACTION: VY to look into options for uplifting the PPG %.</p> <p>It was commented that any new applications would not impact funding until the following financial year. Commentary from other schools supports the experience that further promotion is not successful.</p> <p>Q: Can an explanation be provided on how staffing costs are calculated?</p> <p>A: The budget is set based on expected expenditure. Any overspend is due to increased need. This is mainly due to cover costs and additional costs for staff running booster sessions after school.</p> <p>Q: Is it usual to not include all elements in the budget?</p> <p>A: These will be items not known at budget setting and part of the school adapting for pupil need during the year.</p> <p>Q: What is happening with the teacher on sabbatical?</p> <p>A: The budget includes not on payroll from September. They will be added back in the next budget setting.</p> <p>It was noted that there was an underspend under teachers of £34k and a higher cost of £45k for supply cover. This is higher than the underspend for teachers. It was commented that any saving should balance any overspend. It was advised that the budget is set with the best knowledge at that time and circumstances determine the need as the year progresses.</p> <p>It was confirmed that the £30k settlement payments and £20k pension payments are included in the report. Savings elsewhere in the budget have reduced the overall deficit to £27k.</p> <p>Cash Flow</p> <p>It was confirmed that cash flow is stable and monitored daily.</p> <p>ACTION: VY to send current cash flow report to governors.</p>	<p>1</p>
<p>Q: How does cash flow work each month?</p> <p>A: There is £204k in the bank today. On an average month, payroll is £80K, there are 2 other DDMS at £30k each and £5k for utilities.</p> <p>Q: Where do donations appear?</p> <p>A: There are recorded under Income/donations/gift aid.</p> <p>Donations have been received from His Eminence; £80k out of the promised £90k and £5k and £8k further donations from US Charities to date. The Governors and</p>	<p>2</p>

Initials

	<p>school expressed their thanks for the generous donations which has helped the school. The budget also includes some small parental donations.</p> <p>It was commented that there was a small deficit projected last year and the final report showed a small positive.</p>	
<p>4.</p>	<p>Premises A report of premises works completed had been circulated. Two key points were discussed:</p> <p>Boilers A discussion took place concerning boiler works. It was confirmed that a CIF bid of £200k has been submitted for this work. It was noted that RAAC works is the priority for bids.</p> <p>Q: Could the CoG write to anyone to reinforce the importance of this work? A: CIF bids are processed via a central evaluation system and process. It is not possible to send communications.</p> <p>It was discussed that the boilers are ancient and the CIF report submitted was well written. The outcome will be known in May, with the works taking place in the summer if successful. It was confirmed that removal of any asbestos was included in the bid.</p> <p>Academy Self-Assessment Tool This item was reviewed. It was noted that the submission deadline for the approved document is 15th March 2026.</p> <p>Q: What is the purpose of the document? A: To inform the DfE.</p> <p>Q: Has any query been received in the past? A: No</p> <p>Q: Would Ofsted query this or challenge? A: No. Ofsted do not look at finances.</p> <p>It was discussed and agreed that additional information should be added to make it more meaningful to governors.</p> <p>ACTION: Links to documents and explanatory notes to be added.</p> <p>APPROVAL: The Academy Self-Assessment Tool was approved for submission, subject to the addition of supporting links and notes.</p>	<p>3</p>
<p>5.</p>	<p>Headteacher's Update</p> <p>A report was presented. The key points noted were:</p>	

	<p>Admissions</p> <p>It was advised that 25 applications had been submitted for Reception 2026. Of this, 4 were 1st choice, 8 2nd choice and 3 3rd choice.</p> <p>It was discussed that, with a surplus of spaces available, the majority will take their 1st choice place. Whilst it may be possible to pick up walk ins and movements, there is a need to explore options. It is felt that the Ofsted judgement will have an impact on choice.</p> <p>Two options were discussed; run a blank Reception year or run the Reception year with low numbers, 7 or 8 pupils. The blank Reception year would run through each year. The private Nursery may provide greater 1st choice numbers for the September 2027 intake. The suggestion is to run the Reception class.</p> <p>It was agreed to reflect on this and discuss at the next FGB, with all governors able to input.</p> <p>Q: What staff would be required if there is a Reception class? A: 1 teacher for Reception. 1 teacher plus 1 TA if Nursery aged children are merged to ensure ratio.</p> <p>Q: Is it possible to combine the Reception and Year 1 classes? A: Known as vertical grouping, where 1 teacher teaches different things in the same class. This could be detrimental to the Reception children but is possible and will need further thought.</p> <p>Whilst it was noted that is a strategic decision and not just about financial implications.</p> <p>Q: How many will be in the September 2026 class? A: Final offers will be known on 15th April. So far, there are 4 1st choice applications out of the 25 applications with the school named.</p> <p>Q: How many children are moving from Reception to Year 1? A: All are moving to Year 1</p> <p>ACTION: AMC will consult with colleagues regarding the use of vertical grouping.</p> <p>ACTION: Options for 2026 to be discussed at the next FTB.</p> <p>ACTION: An additional meeting to be discussed for budgeting reviews to be added to the next FTB.</p> <p>Staffing</p> <p>A discussion took place over concerns about staffing reductions and TA staff in particular. It was felt that TA staff have been affected more than other staffing areas, and reductions should be considered for other support staff roles. It was advised that funding is affected with falling pupil numbers and if a class closes, there is a need to lose the teaching staff.</p> <p>It was requested that a staffing structure with role clarification be provided for September 2026. It was advised that skilled advice would need to be taken for clarification of other staff roles and responsibilities. There needs to be a clear understanding of each role for decisions about cost savings to be made.</p> <p>Q: Is there still a falling roll? A: Current numbers are 217. This is projected to fall to 195 in 2026 and 170 in 2027.</p> <p>Q: What year group will the teacher returning from sabbatical be in? A: This unknown at this stage.</p>	<p>4</p> <p>5</p> <p>6</p>
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	<p>Enhanced Provision It was discussed that S Davies, Director of Education, will be visiting the school at the invitation of AMC. This will be an opportunity to gauge the view of the school against its RI status and query whether evidence seen in the school could support an ELP agreement.</p> <p>A colleague has also contacted VY regarding other possible options, such as using spare rooms for HUB activity. No other details are known at this stage.</p> <p>Ofsted Reinspection It was mentioned that an RI school could currently expect a revisit in 30 months, which would be December 2026 for St Cyprians. However, to support greater applications in the next application round, a good assessment is needed before December. A discussion took place concerning the options for requesting an earlier inspection date.</p> <p>Q: Is the school ready for an inspection? A: AMC feels more confident and feels that if an earlier inspection is possible, this should be investigated.</p> <p>Q: Will everyone be on board? A: The school could be ready by the summer. If new staff join in the new year, they will need to get ready.</p> <p>Q: Has the SIP indicated the school is ready? A: All the factors are assessed amber and/or green</p> <p>Q: Are local schools all good? A: All the local schools are good.</p> <p>It was agreed that it was important that the school was ready.</p> <p>ACTION: AMC to consider further and investigate if anyone locally has done this recently.</p> <p>Positives were noted that the Private Nursery is progressing and that the Director of Education is visiting the school.</p> <p>AMC was thanked for his report.</p>	7
6.	<p>Audit Action Plan Update & Review of Risk Register It was confirmed that all the actions have been completed.</p> <p>Q: Is the issue of payment to GT resolved? A: The issue was not about the amount paid but that it had not gone through the accepted process. As GT has left the school, this issue does not go forward. It was confirmed that this would not be part of an Ofsted inspection.</p> <p>VY advised that the school wish to use the same auditors for the following year at a cost of £3560.</p> <p>APPROVAL: The recommended auditor was agreed.</p> <p>It was confirmed that there were no changes to the risk register.</p>	
7.	<p>Policies and Documentation For Approval Comments on the following circulated policies were requested to be sent to VY as soon as</p>	



	<p>possible for final approval at the next meeting.</p> <ul style="list-style-type: none"> a) Asset Management Plan Policy – July 2026 b) Capability Procedures for school employees c) Charging Policy d) Code of Conduct e) Competitive Tendering Policy f) Dignity at Work Policy – July 2026 g) Disability Access Plan and Equality Scheme h) Display Policy i) Display Screen Equipment Policy j) ECT Policy k) Epilepsy Policy l) Equalities Policy Statement m) Estate Vision Policy – July 2026 n) Finance Policy & Procedures – July 2026 o) First Aid Policy p) Grievance Policy q) Health and Safety Policy – July 2025 r) Induction & Off Rolling of Staff Policy 2025 s) Investment Policy t) Menopause Policy u) Pay Policy July 2025 v) Performance Management Policy Teachers & Support Staff July 2026 w) Premises Management Policy x) Preventing Violence to Staff y) Reserves Policy z) Risk Policy aa) Safer Recruitment Policy bb) Scheme of Delegation cc) School Travel Plan Policy dd) Smoking and Vaping Policy ee) Staff & Governor Development Policy ff) Staff Expenses Policy July 2026 gg) Staff Sickness and Absence Policy hh) Staff Wellbeing Policy <p>Q: Do the policies comply with statutory requirements and/or best practice? A: Yes</p>	
<p>8.</p>	<p>Any Other Business</p> <p>Marketing of the School It was suggested that the school participates in a session at local churches to promote the school. Staff could do a presentation, and it could be considered to take a group of children.</p> <p>Action: AMC to email the CoG and Members with a potential plan.</p>	<p style="text-align: right;">8</p>
<p>9.</p>	<p>Confidential Items</p>	

	One item was discussed and minuted under Part B, confidential minutes.	
	<p>Date(s) of Future Meetings</p> <ul style="list-style-type: none"> FAR 2nd July 2026, 6.00 pm, in person <p>Closure of Meeting The meeting was closed at 7.55 pm with a prayer.</p>	

Signed: _____ Print Name: _____

Date: _____

Action Points

Outstanding Actions and Actions arising from the FAR Committee 2025-26

No.	Action	Who	By	Status
Meeting of 5th February 2026:				
1.	VY to look into options for uplifting the PPG %.	VY/AMC	Next meeting	Open
2.	VY to send current cash flow report to governors.	VY	ASAP	Open
3.	Links to documents and explanatory notes to be added to the Academy Self-Assessment Tool	VY	ASAP	Open
4.	AMC will consult with colleagues regarding the use of vertical grouping	AMC	ASAP	Open
5.	Options for 2026 intake to be discussed at the next FTB to be added to FTB agenda	Clerk	FTB	Open
6.	An additional meeting to be discussed for budgeting reviews to be added to the next FTB.	Clerk	FTB	Open
7.	AMC to consider and early Ofsted further and investigate if anyone locally has done this recently	AMC	ASAP	Open
8.	AMC to email the CoG and Members with a potential plan for sessions in Church services	AMC	ASAP	Open

No.	Action	Who	By	Status
Meeting of 6th November 2025:				
Part A				
1.	AMC to circulate the glossary of terms included in the first HT report.	AMC	ASAP	Completed and closed
2.	AMC to meet with the Greek School to negotiate letting fees.	AMC	ASAP	Open
3.	TOR to be added to the next FTB for approval	Clerk	Next mtg	Completed and closed
4.	Policies to be added to the next FTB to be ratified	Clerk	Next mtg	Completed and closed

5.	AC to sign original copies of the TOR and policies and return to VY	AC	ASAP	Completed and closed
Part B				
1.	Add Redundancy plan to the next FTB meeting agenda	Clerk	FTB	Completed and closed
2.	The redundancy plan document to be amended to specify the sub-committee to FAR. The Governor name to be changed to PAP and AC as those present at the meeting.	AMC	ASAP	Completed and closed

No.	Action	Who	By	Status
Meeting of 15th October 2025:				
9.	AMC to obtain contact details to arrange a visit to the South Norwood ELP provision. 06/11/25 – Winterbourne to be considered as an alternative site to visit if necessary.	AMC	ASAP	Completed and closed

Outstanding Actions and Actions arising from the FAR Committee 2024-25

No.	Action	Who	By	Status
Meeting of 2nd July 2025:				
2	GG/VY to include commentary on future budget reports. 06/11/25 – item to be kept open	GG/VY	ASAP	Open
3	GG to provide a budget template to enable governors to understand the budget construction 06/11/25 – item to be kept open	GG/VY	ASAP	Open

Initials