Minutes of St Cyprian's Greek Orthodox Primary Academy
Full Trust Board Meeting - Part A
Held on Thursday, 24th September 2026 at 6:00 pm, on site at St Cyprian's Greek Orthodox Primary Academy

Board Attendance:		
Leonie Fernandes (LF)	Foundation Trustee (Acting Chair)	Present
George Lazarides (GL)	Foundation Trustee (Acting Vice Chair)	Present
Aredi Christou (AC)	Foundation Trustee	Present
Philip Kakoulli (PK)	Foundation Trustee	Present
Father Stephen (FS)	Foundation Trustee	Apologies
Ahsia Malik (AM)	Foundation Trustee	Present
Maria Loizou (ML)	Parent Trustee	Apologies
Abigail McNeil (AMcN)	Parent Trustee	Apologies
Natalie Richards (NR)	Staff Trustee	Present

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. Everyone was welcomed to the meeting and introductions were made. It was agreed that LF would step up as Acting Chair and would chair the meeting. It was also agreed that GL would be Acting Vice Chair. A discussion took place concerning the importance of building a close professional team supporting the school both in meetings and in the school community. Governors were reminded of the importance of confidentiality of information and that any information shared is on a need-to-know basis. It was emphasised that the Governor Code of Conduct specifies what is expected of the Governor role and that the role is strategic. The Headteacher is responsible for day-to-day operational matters, which do not need to be referred to Governors before action. It was confirmed that the Governor WhatsApp group was for messages but not wider discussion or sharing of information. The Governor Hub portal is the primary communication platform.	
2.	**Apologies for Absence and Quorum** Apologies for absence had been received and **were agreed** from **FS, ML and AMcN.** It was confirmed that Roxanne Gleave had stepped down from the board. The meeting was confirmed to be **quorate.**	
3.	**Declaration of Interest**	

	It was clarified that any item should be declared that could influence decisions or person in role. It was confirmed that all governors had completed the declaration of interest form. No declarations of interest were made in respect of any agenda item.	
4.	**Election of Chair and Vice-Chair** It was advised that following previous Chair stepping down, Members are actively recruiting an experienced Chair to support the school during the Ofsted window and to mentor a successor longer term. LF will be acting Chair and GL Acting Vice-Chair on a temporary basis while the recruitment is finalised.	
5.	**Board Business** **a) Members meeting feedback** It was confirmed that AMC had met with the Members over the summer. They are actively recruiting an experienced Chair. This process is advanced and the new Chair will contact the board once they are confirmed in role. **b) Code of Conduct** This document had been circulated and was signed by those in attendance. Governors who wanted further time or were not in attendance were welcomed to come into school to sign as soon as possible. **ACTION:** Code of Conduct confirmation to be signed by all governors as soon as possible. **c) Keeping Children Safe in Education** This document had been circulated. All governors are asked to confirm they have read part 1 and part 2 by Wednesday 30th September. **ACTION:** All governors are asked to confirm they have read part 1 and part 2 of Keeping Children Safe in Education by Wednesday 30th September. **d) Skills Audit** It was discussed that this is an important part of self-assessment and board development. It was agreed that GL would analyse the skills audit data to present at the next FTB meeting. **ACTION:** All governors are asked to complete the skills audit on GovHub by Friday 2nd October 2026. **ACTION:** Clerk to locate a downloadable form to save in the Skills Audit folder. **ACTION:** GL to analyse skills audit data by next FTB meeting. **e) Governor Training** Governors were advised that training is available via Croydon Education Partnership. New governors were advised to book onto the new to governance training. Vicky Yeats, School Business Manager, can provide support for booking onto training.	**1** **2** **3** **4** **5**

	A discussion took place regarding the annual bespoke training session available through the governance SLA. It was agreed that this session would be discussed at the next FTB meeting. Governors were advised that any relevant training attended through work or other roles is relevant and should be logged onto the GovHub.	
6.	**Minutes of previous meeting** **APPROVAL:** The minutes of the meeting on 16th July were approved with one amendment: Page 7, item 7. Q: How much does the contract cost? The answer should read approx. £3.5 per annum, not per month. **Matters arising** A discussion took place concerning link governors. **ACTION:** All governors were requested to email AMC with their preference of link governor role by 5th October 2026. **APPROVAL:** The following link governor roles were agreed: Link role — Governor Safeguarding including LAC — AC SEND — AM Attendance — LF Governors were referred to the Link Governor document on GovHub for information on role expectations. All action points were reviewed and updated on the action list attached.	6
7.	**Headteacher Report** *A written report had been provided on GovHub.* AMC advised that the uploaded information includes last years data and key aspects. It also includes the community profile that is provided to the Members, which provides a snapshot of the school position. AMC advised governors of a change in the law regarding anaphylaxis, which now has the same profile as safeguarding. It was confirmed that Vicky Yeats, School Business Manager, is the designated allergy lead. New processes have been put in place, and an anaphylaxis drill has been undertaken. All processes were accurately carried out in 1.59 minute against a target of 5 minutes. A new policy based on the Croydon template has been circulated. **APPROVAL:** The allergy policy was approved and signed by the Chair. **Q: If the lead is out of school, who leads?** A: AMC and then the DHT. **Q: Is everyone trained?** A: Yes. All staff undertake training. There are 2 children currently on role at risk.	

	Q: Who is responsible for sharing that information with supply staff? A: VY followed by AMC. There is a list of allergies in all classrooms and photo chart in the staff room. It was commented that training is important for children to understand and be aware of allergies. It was confirmed that this is part of science and PHSE learning and the allergy drill provides practical learning. **Q: What is the current on roll number?** A: 162 in provided data. A couple of families have since moved. The new current roll number is 150. **Q: What was the projected roll number?** A: 160 **Q: Have the children been lost since the start of term?** A: Yes. The families made the school aware at the end of term, but this cannot be confirmed until they do not return. Families have moved out of borough or moved their primary school children closer to the secondary school of year 7 siblings. It was discussed that one of the key roles of governors is to promote the school and provide active support. It was confirmed that AMC has contacted local nurseries, churches and GP surgeries. It was advised that contact will continue across the local area. Digital promotion is intended and support is requested from governors. It was commented that a detailed discussion took place at the previous meeting concerning active promotion taking place in local churches, the local hospital and the intention for the choir to perform. Also, for children to attend the church to meet parishioners. It was discussed at the Members meeting that there is a misunderstanding between the main Primary School and the Greek Saturday Community School. It was advised that the Members are engaging with the Saturday school over the name confusion and there is a need to digitally ensure that the Primary School appears first when the School is searched for. AC advised that she has visited the Saturday school to promote the Primary School. It was discussed that there is a need to promote the school both at the Saturday School and the wider community. **Q: Are open days planned?** A: These are diarised and will be promoted. **ACTION:** Open day dates to uploaded to GovHub for governors to support. **Q: Is there any contact with other culture churches e.g. Russian, Romanian?** A: A list of contacts has been obtained. It was suggested that Father Stephen could have contacts. **Q: Are the other churches local?** A: The Romanian church is in Morden, and the Coptic Orthodox church is in Layhams Road. It was commented that the use of the minibus to provide a school pick up has previously been suggested for those families unable to commute.	**7**

<table>
<tr><td></td><td>Q: Could contact be made with the consulates?
A: This could be included but it is not felt this would be productive.

It was suggested that contact is made with play centres and parent groups.

It was discussed that the growth of the PTA helps to promote the school. GL confirmed that a website is in process and an application to Google has been made for funding.

Q: Is there a link governor for the school website?
A: This could be established for promotional content that can be updated.
Q: Who is responsible for social media content?
A: A role can be established to support with this. It was discussed that this would be a strategic role and any content would need to be approved by AMC.

ACTION: a media plan to be presented at the next FTB meeting for further discussion.</td><td>8</td></tr>
<tr><td>8.</td><td>Committees

a) Terms of Reference (TOR)
The TORs will be reviewed at the first committee meetings and presented for approval at the next FTB.

b) Membership, including Chairs
Committee membership was confirmed as:

<table>
<tr><th>Committee</th><th>Membership</th></tr>
<tr><td>Education Standards</td><td>AC
PK
ML
AMcN
GL
FS
LF
NR</td></tr>
<tr><td>Finance Audit & Risk</td><td>GL
AC
AM
LF
New CoG</td></tr>
</table>

It was confirmed that the committee Chair and Vice-Chairs will be elected at the first committee meeting. AC expressed an interest in being Chair for the Education Standards committee. It was discussed that everyone will be able to volunteer at the meeting.</td><td></td></tr>
<tr><td>9.</td><td>Policies

APPROVAL: The Safeguarding Policy was approved.
This document is based on the Croydon template, updated to reflect the new Keeping Children Safe in Education document.</td><td></td></tr>
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10.	**Any Other Business** One confidential item was discussed.	
11.	**Confidential Matters** One item is minuted under Confidential minutes, part B.	
12.	**Closure of Meeting and Next Meeting Dates** Meeting dates are on GovHub. All meetings are in person, starting at 6.00 pm Education Standards Committee meeting – 22nd October 2026 Finance, Audit and Risk Committee meeting – 5th November 2026 Full Trust Board meeting - 3rd December 2026 **Closure** The meeting was closed with a prayer at 7.41 pm.	

Signed:_____ Print Name:_____

Date:_____

Actions arising from 2026-27

No.	Action	Who	By	Status
Meeting of 24th September 2026:				
1.	Code of Conduct confirmation to be signed by all governors as soon as possible.	All	ASAP	Open
2.	All governors are asked to confirm they have read part 1 and part 2 of Keeping Children Safe in Education by Wednesday 30th September.	All	30/09/26	Open
3.	All governors are asked to complete the skills audit on GovHub by Friday 2nd October 2026.	All	02/10/26	Open
4.	Clerk to locate a downloadable GovHub skills audit form to save in the Skills Audit folder.	Clerk	ASAP	Open
5.	GL to analyse skills audit data by next FTB meeting.	GL	03/12/26	Open
6.	All governors were requested to email AMC with their preference of link governor role by 5th October 2026.	All	05/10/26	Open
7.	Open day dates to uploaded to GovHub for governors to support.	AMC	ASAP	Open
8.	A media plan to be presented at the next FTB meeting for further discussion	AMC	03/12/26	Open

Actions arising from 2025-26

No.	Action	Who	By	Status
Meeting of 26th March 2026:				
9.	All governors to email the Clerk with any changes to contact details	All	ASAP	Complete and closed
10.	Clerk to confirm the location of the skills audit	Clerk	ASAP	Complete and closed
11.	AMC to resend list of current link Governors	AMC	ASAP	Complete and closed
12.	AMC to update website supplementary application form with new HT name.	AMC	ASAP	Complete and closed
13.	AMC to amend the welcome letter to correct the age range to 4 to 11	AMC	ASAP	Complete and closed
14.	All governors to read and review Keeping Children Safe in Education 2026 document on GovHub.	All	ASAP	Complete and closed

No.	Action	Who	By	Status
Meeting of 26th March 2026:				

2	Governors to review the website and email the SBM with any noted gaps or suggestions for change. **16/07/26** Leave open until the next meeting.	All	Next Mtg	Complete and closed
6	Governors to email AMC/PAP with link areas they are interested in. **16/07/26** Leave open until the next meeting.	All	Next Mtg	Complete and closed
7	Governors to complete the skills audit on GovHub. **16/07/26** Leave open.	All	Next Mtg	Closed – new action point

No.	Action	Who	By	Status
Meeting of 25th September 2025:				
	PAP to undertake the skills analysis. **26.03.26** Remain open – pending completion of skills audit by all governors **16/07/26** Leave open	PAP	Next Mtg	Closed – new action point