

**A BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF
ST PAUL'S COMMUNITY DEVELOPMENT TRUST
ON THURSDAY JUNE 25th AT 5.30 PM,
REMOTELY FROM HOME VIA MICROSOFT TEAMS**

Present: Patrick Wing, Nick Shepard, Mark Riley, Clare Reardon, Miles Parker
Paul Chew

Staff: David Cusack, Kerenza Palmer, Paula Paton

Apologies for Absence

None

PW: Thanks DC, PP and KP for doing an exceptional job during this unprecedented time.

- DC to go part time from July 3rd.

1. Minutes from previous meeting – 29th April

- Money lost from fraud Phishing email - not retrieved from bank. Unlikely to be retrieved due to nature of fraud.

Minutes approved by Trustees

2. Minutes from previous meeting – 21th May - Approved by Trustees

3. Management Accounts

PP: Surplus for the year is £8, 772.

- Deferred income could be added to this year's total or carried over to next year.
- Block funding received for school is usually split 7 months to end of March, then 5 months for next financial year. August, we don't receive any income so it covers salaries during summer holidays.
- We have now moved to invoice accounting, we have to invoice on a monthly basis for the children in the school and the number of days in the month.
- Deferred income is then calculated from those invoices.

- **PP proposes to change the way it is accounted for to 50% this financial year and 50% for the next financial year.**
 - Even if we move to a contract, the principles will be the same – invoicing per pupil.
 - Assets capitalised: should be a negative in the Management accounts.
 - Some refurbishments have been made in Primary school – funding received from Birmingham City Council.
 - Paid half of total for toilet in the farm – cost deferred into next year.
 - Primary school ended year with 12 children
 - Secondary finished with 29 pupils
 - Nursery has a small deficit at the end – lost 6 days of income at the end of the year
 - End of school services ended with a surplus of £4,386
 - Children Centre had an underspend of £128,000 adding to £200,000 from last year – so now £329,000. This need spending
 - There are cuts coming in the budget so its better to buffer but it does need to be spent.
 - Décor and improvements are needed and may be allowed within the maintenance budget.
 - Across Trust there are budgets that didn't get spent.
 - Reserves: Brought forward from last year. A bit of movement from restricted reserves for Children Centre
 - Actual reserves carried forward is £367
 - After estimated close down cost, gives us £95 reserves
 - Reversed rent for primary school.
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- Balance sheet: the deferred income has increased due to children centre lack of expenditure.
 - Of that £425, £329 is for the Early Years Health and Wellbeing Project.
 - £9200 deferred to next year for toilet on the farm – due to incomplection
 - £4,000 Pupil Premium in the nursery
 - £5,000 in Play care – for completion of the sensory room
 - Funded from third parties for Wellbeing projects – Funders are happy to defer due to closures.
 - Grant for roof to complete ceiling/roof – school
 - £1,500 for primary school equipment
 - £6,000 left that has been deferred to next year

Trustees approve the Financial Year End Management accounts

4. Staff Contract Change

DC: Back ground information given to show frequently asked questions received during consultation period about contract changes.

- Policy is to look at every other option before redundancy, this becomes one of the options.
- There is a consultation period before any changes take place to a contract.
- Debate over whether the change should be made now or should it be implemented slowly.
- Staff are expecting the changes now due to extended consultation period
- To be implemented first week of September

Trustees approve the changes to staff contract

5. Chief Executive Report

Dealing with the reopening of business

EY Health and Wellbeing contract

- Return to work has to be agreed across all of the districts in Birmingham.
- At the moment there is no urgency to return into office as no sessions are running.
- Parents are not comfortable returning for group sessions yet.
- We are running virtual programmes but attendance is low
- Looking to split resources as Early Years are not as busy as Family Support
- Looking at Rota changes and desk changes for the offices as it is not viable to socially distance as it is.
- Communicating with Springfield centre as it is one contract
- Running individual risk assessments with members of staff to identify any underlying health conditions or whether they can come back.
- Staff have mixed opinions about coming back

School

- School is reopened with a phased return
- Attendance is low
- Primary number are very low – considering moving them to one sight
- Kids have settled in nicely
- Staff are on a rota basis – still working with children from home.
- SENAR are reviewing the role of independent schools – conducted rigorous interview with senior staff.
- Hunter's Hill school in Bromsgrove has announced closure, we may be a beneficiary from that closure – in terms of referrals.
- No timescale for the end of review of independent schools

- Meeting next week with Dave Bridgeman to discuss contract details
- Secondary school has received a lot of referrals from City Council – we are in a better place for September.
- Primary school staff are on rota basis – so all are back in.
- Summer holidays will be taken as normal

Nursery

- Nursery figures are getting better week by week
- Fluctuating numbers – parents are coming in then pulling kids out.
- Parents working from home so they do not need day care.
- Operationally working well - Confidence is returning
- If we receive the number we had initially, it will be difficult to socially distance Children.
- Children Centre downstairs hall can be used while centre is closed.
- Staff being furloughed on and off on a weekly basis.
- July, we lose a number of children, and new applicants are quite low.
- Anticipating nursery will end in a deficit.

Out of School Service

- DofE guidance stipulates that you cannot run an out of school programme unless it is in a school.
- We cannot open right now – unlikely to change
- Summer holiday play schemes – may be possible to run but its quite late for us to begin planning and recruiting.
- No staff at the moment to plan
- Right now, we can't afford to bring staff back to plan it
- Discussions with Anita: fears there is no future for after school sessions
- Looking to explore alternative options for building uses to compensate
- Unsure whether parents will feel secure to send children back to after school clubs.
- Potentials for adult learning, job application work
- Decision for Trustees will include when to roll out changes for the building purpose

Furloughing

- Flexibility from July
- Still paying 80% of salaries
- Will need to start paying NI from August

Farm

- The farm is now re- open
 - Farm have now been able to buy an online appointment system
 - Farm is thriving, it has been undisturbed for a while
 - Nursery children have been utilising the farm and the produce
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- Braithwaite road unlikely to re-open so looking at relocating staff members
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- Cleaners are still furloughed, one extra cleaner brought in
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- Staff Hardship Funds – no applications yet

Any other business

- AGM usually takes place in the school hall in October
- Might still take place if we can accommodate one-meter gap
- AGM approves the accounts - Board may be able to approve them instead of AGM

Next meeting: 5pm July 23rd