

**BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF**

**ST PAUL'S COMMUNITY DEVELOPMENT TRUST**

**ON WEDNESDAY 6<sup>TH</sup> November 2019, 6.45 PM,**

**THE CHILDREN'S CENTRE, 10 MALVERN ROAD, BALSALL HEATH, B12 8NN**

**Present:** Patrick Wing, Nick Shepard, Mark Riley, Salma Hamid, Judith Millington

**Staff:** David Cusack, Paula Paton, Kerenza Palmer

Minutes taken by Zaima Khaliq

**1. Apologies for Absence**

None received

**2. Minutes of previous meetings held on September 11<sup>th</sup> 2019**

No amendments required

**3. Matters Arising**

DC states that following the AGM meeting, he has been approached by 2 people who are interested in becoming trustees. These are in response to advertisements on LinkedIn. Sharon Bryan, a consultant who has worked in the Public and Private sectors has expressed interest. DC to meet her next week. If she is still interested, an interview will be arranged. DC also approached by an individual who works in Public Health for Wolverhampton City Council. Meeting to be arranged this week. We are still short on someone with a background in finance.

**4. Trustee Nominations**

MR asks if there are any nominations for Chair, Vice Chair and Treasurer. PW nominated SH for Chair, NS seconds his nomination. All Trustees vote in favour through a show of hands.

SH asks if there are any nominations for Vice Chair. MR states that he would be happy to continue as Vice Chair, however his affiliation with schools means he cannot leave to attend important meetings within office hours. DC states that a more available Vice Chair may be more helpful.

Trustees agreed to having two chairs. Pw nominated MR, seconded by NS. NS nominated by PW seconded by JM. Board agrees nominations. Pw nominated BS as treasurer, seconded by MR. decisions approved by Trustees. Safeguarding lead, PW agreed by Trustees.

## 5. Management Accounts

PP Presented accounts. Looking at September, there is an actual surplus of £43k. £14k in support services and £49k in Children and Family services. Central services surplus will be spent on support services later on in the year. Donations and Bank debits have created a little bit of surplus for dual use. There is £66k unspent on the Children's services.

Nursery – There is quite a large deficit, but we are still awaiting direct debits to come in. Nursery have recently changed to a new system during September. Invoices and statement have only been sent out at the beginning of October, so some parents will need to be chased. More money started to come in during Oct.

Primary – Primary school currently running on deficit.

Children Centre – There is a lot of surplus to spend for the CC. Braithwaite road bills costing £66k. DC adds that CC money is not really surplus, it cannot be used anywhere else. That is not entirely our bill, we received an invoice from the NHS without any breakdown of what it's for. PP states that they have asked us to agree, which we haven't. Some of the surplus will go towards those costs, some are genuine expenditures.

**Action: PP to get a breakdown of the large bills from the city to see what we are accountable for.**

Predicted surplus is approximately £75k deficit. £5,400 has been put towards the primary school's medical room and £1,800 on the nursey. They have come out of reserves, which makes the true deficit £67k.

Primary school – These accounts show the worst case scenario. £52k deficit once medical room costs have been removed. That is if we do not receive any new children from now until the end of the year. There are other general costs in there. DC states that when initially budgeting for the primary school, running costs were over-estimated, so some savings will come from there.

Secondary school - We were aware that we were going to lose children. We ended the year on 35 children and started in Sep with 25 students. If we increase by 10 students towards the end of the year, we should be back to where we were last year.

Nursery – Nursery now has a system that can predict the fees up until the end of the year, which is more accurate. The Nursey will be set to break even. DC adds that the nursery opens up for more children in January and then closes again in March. The nursery does better from Jan to March than September to Oct.

After school services – small loss, number appear to be down during half term holiday sessions, however they didn't have the staff costs. Overall, still on target. DC reminds trustees that after school services were restructured last year to imbed the fact that if the numbers aren't there then we don't bring the extra staff in. Some of the managers' costs come out of the funding bids for the farm.

Early years contract – There is a surplus of £66k plus £200k that we bought forward. As it was a 5 year plan, some of that will go towards salaries. We are now 20 months in. We will look at how much we have left after we pay for Braithwaite.

DC adds that we are looking at building decorating Braithwaite as requested after the latest risk assessment. That will cost £1000. This needs to be done in order to be compliant

Reserves summary – Close down costs not saving as much as anticipated as redundancy costs have gone up due to years of service. We will be looking to transfer business rather than closing down to save on redundancy costs.

PW comments that the reason we opened the primary is because the secondary would not support on its own. There was supposed to be balance. SH adds she has spoken to Jane Francis to notify her of the situation. She may have spoken to David Bridgeman. KP is confident that those referrals will come through, as secondary referrals are quite consistent. There are other things in the pipeline that could have a positive impact on the secondary school. KP also positive about post 16 provision.

Trustees approve management accounts.

## **6. Business Report**

DC presents Business report to the Trustees. SENAR are unaware of the number of children that they have from one month to the next. We were told that 75 children out of school, we have been told this year that there are no referrals for us. We have 3 referrals that we are actively working on. This will take us back to where we were in July. DC explains that he was informed by Dave Bridgeman that there are 3 more referrals who need SEN provision. Risk involved is that parents or students might not like it. The best case scenario, is that all 6 referrals stay, that would take deficit on primary school down to £28,976, which is better than £50k but still too much. If 3 of the 6 referrals materialise, this would equate to £39k. More children are needed.

**Action: DC to map out how many children are needed.**

Dave Bridgeman looking to send children across to the school. DC has spoken to Nicola Jones, to express concerns. KP to liaise with Nicola Jones. KP expressed concern at the referrals for the Primary school, as they are predominantly Autism related. We are not equipped for that.

SENAR express that they do not want to mix the primary pupils with the secondary pupils, KP disagrees with this as the decision should be based on our ability to manage. DC looking to accommodate primary children into secondary school and return the St Pauls Rd site back to the city, if numbers do not improve.

KP recommends creating a defined area in the secondary school for Key stage 2. Many of the pupils are transitioning into the secondary school. DC to present the official plan with risk assessment.

PW suggest creating a middle school stage, to filter more students into the Primary school. DC surmises that other options will be explored, however if things do not improve, decisions will have to be made because we cannot carry so much deficit. For every week places have not been filled, money is lost.

PW suggests reaching out to Sandwell and Solihull and undercut their current providers. DC adds that smaller authorities pay less per child than Birmingham, but it is an option. The 'Good' rating might help to draw referrals from other areas.

NS concerned whether merging schools would reduce secondary capacity. Provisions for secondary are outsourced. There are children offsite. Creative around timetabling. We can look to commission the work out so we don't need fulltime teachers.

DC states that they have considered becoming a feeder school as an option, keeping the provision but not being responsible for the running of Primary provision.

**Action: Trustees agree to the fact that closure may be an option. It is set to be reviewed within a 4-week period.**

**KP and DC to contact other district authorities in that time.**

Nursery – reaching 77.5% occupancy compared to the target of 82%. We will be getting new referrals in January, DC confident that this can be turned around by then. If there is a deficit, it will be small and manageable.

Early Years & Health and Wellbeing – Carol begun in September, she has been invited to the next board meeting to give Trustees her view on the service.

Out of School – No major concerns, money to come in from Children in Need, position will improve from the summer.

Time to look at a new business plan, as old one was out of date and not realistic to the financial situation. Conducted an away day, began by doing a S.W.A.T. analysis and then collated the vision people have for their services.

**Action: DC to resume work on a business plan for the organisation, subject to 4-week decision made by Trustees about the school.**

**Business Plan meeting to be scheduled for a half day on a Saturday to create a business plan.**

Active bid for play-ground turned down, PW to find out why we have been turned down. Our turnover prohibits us for lots of funding pots. Creating separate business units allowed us to receive free advice.

PW mentions Gill wanting to become a Patron, DC explains that she wasn't keen at this point in time, but will revisit in future.

Trustees approve the report.

## **7. Safeguarding Report**

With Alison leaving, Anita Moore has agreed to undertake the role of safeguarding lead for the Trust. She will be conducting a review with all the senior Safeguarding leads next week. She will be changing the reporting process as the school is out of sync with the rest of the Trust.

Safeguarding constantly on our radar, staff are alert. The school is particularly active in terms of safeguarding, and the reporting process is much improved during these 2 years. City have acknowledged in the last audit that they were very pleased with our approach. Our consultations, on cases where we need services, are much better as well. It is all managed appropriately and sensitively. Safe Guarding Training takes place every year Trust wide, with individual accredited courses running during the year.

**Action: Anita looking to change reporting to 3 terms to fit everyone. Changes will be taking place after the term end.**

Trustees approve the report.

Zaima endorsed as new company secretary, all in agreement.

Any other business – None

**Next meeting to take place 15<sup>th</sup> January 2020.**