

**BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF  
ST PAUL'S COMMUNITY DEVELOPMENT TRUST  
ON WEDNESDAY APRIL 29<sup>th</sup> 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

**1. Apologies for Absence**

Paula Paton

Agenda

- Business Report
- Initial Incident report on data breach
- Feb Management account

Miles and Paul welcomed to Board of Trustees

**2. Management account**

- End of year predicted deficit stands at £35,064 due to what has occurred in both schools this financial year.
- Predicted reserves going into new year are £36,706
- Predicted deficit for next year's, which was approved, will be £42,500 based on 3-month estimate.
- Local authorities have not clarified when contract conversations will take place regarding school.

Nick: Authorities have confirmed we'd get paid for summer term, so if the lockdown continues for majority of the summer term, will we be paid based on the numbers that we had.

Karenza: New students will not come in until after lockdown. We have had a new referral, so will offer a face to face virtual meeting. We cannot decide without seeing them in the school setting.

- We are looking to have a staggered return, as it will be difficult getting the children back into school.

- Important to note that we should not be penalised for that financially in terms of funding.

We have a firm year end position within the next 2 weeks as we've been focussing on furloughing staff and ensuring our claim is correct.

### **3. Business Report**

Update on position from first of April. The figures from 22<sup>nd</sup> March remain unchanged and are information for the 2 new members.

Nursery – Things going smoothly. We are classed as virtually open, although we haven't had the numbers asking us to open.

- The government released a change stating that local authorities had the power to shift their EEE funding to priorities within their catchment area.
- If a nursery is full with children of key workers, they could take money from nurseries that are closed and are not actively open, which we are. This risk is now apparent, need to wait and see.
- Out of the staff, 3 are working: The Manager and the 2 deputies. Doing welfare checks for staff and families as well as safeguarding checks.

School – The school staff are carrying out safety and welfare checks and liaising with social workers. The online learning platform is working well. Staff in constant contact with all the children. Where children are responding we are working with them.

Delivering food to 23 homes - Free school meals. We cannot get an entitlement to free school meals as we are classed as an independent school. A lot of our students would qualify for a free school meal in a state school, but cannot because we can't access the vouchers.

- Karenza has contacted Cabinet member for Children at BCC and the Director of Education to try and resolve this.
- It costs a few thousand pounds to serve meals and we've been doing it. Talking at senior level to see if we can resolve this.

Family Support – swamped with work right now. Working with 85 families and are taking on additional cases since close down. All cases are banded as high-risk families, poverty, poor housing and over-crowded conditions.

Staff are increasing their online activity – starting to run programmes virtually.

Food is a huge issue; Food Banks cannot keep up with demand. The difficulty in our area is single parents with young children, who cannot go to the supermarket with their kids, so we have been delivering food for them.

- Submitted a bid to the authorities for £4,000 for equipment that is regularly needed for families including safety equipment like stair gates, wellbeing packs for adults, creative toys and toiletries for Domestic violence sufferers being sent into refuges.
- Patrick: Email from Police Commissioner's office for help with these kinds of things, bids up to 5k

IT: Been helping with remote learning, setting up emails to children, Children Centre remote access to files. Online report supports to staff.

Finance: Job retention has gone in. we didn't make it in time for an April payment.

Nick: Payment is guaranteed within 6 days

Staff who have been furloughed - we are in contact with them. They still have jobs just need to keep them updated with everything that is going on.

Fraud: we have had a breach, we don't know if the bank will compensate us for that.

DC advised board on budget: Trustees have seen the reserve for end of Feb, and the resolution agreed for April 1<sup>st</sup> (3 month budget) Board have seen notes of the conversation with our auditor, who felt all the actions we were taking were reasonable. He felt the actions we were taking were robust.

PW: formally proposed that the Trust adopt that budget for a period of 3 months, subject to review monthly.

### **Trustees Approve**

Absence from work: 2 long term absences – 1 on going back problem and 1 suspected Corona Virus. One more suspected case, but will know more over the next few weeks.

All managers are in touch with their staff to check on their mental health and wellbeing. 5 members of staff are pregnant so not available to work.

DC in regular contact with senior staff and have meetings twice a week.

Farm: It is closed, 2 members of staff are doing half days each. TAWS are happy to continue funding as long as they get their money from Sports England.

Changes for contract of Employment: We have extended the consultation for another month. Some of the questions concerned DC about the staff's lack of understanding.

- This change allows us to furlough or remove staff if there is a dip in any of the business areas.
- Staff from children Centre contract are not safe from this either, despite being funded. We want equality amongst all contracts.
- We have done a frequently asked questions, to go out to staff.

- A Q&A has been produced to help staff understanding of the need to make the changes.

DC will write a report for Trustees in June to recommend or not, the proposed change to employment contracts.

Annual Leave: We would like staff to take at least a week's holiday during half terms in May to avoid later issues.

### **Any other business**

Clare: Equality free school meals – reaching out to contacts to see if there's any other avenues we can follow up.

Family support: families needing parental, emotional wellbeing support – Birmingham mind have increased funding to increase their online hours.

Pregnant staff – people who are pregnant with no underlying health conditions, can continue to work from home.

### **Clare to send over drafted checklist for safety.**

For the employee who has experienced loss and symptoms – the tests are available for key workers for them.

Mark: How many of the families that FS are helping attend the nursery? – may be a way to protect funding.

**Next meeting: Wednesday 21st May 5.30pm**