

**A BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF  
ST PAUL'S COMMUNITY DEVELOPMENT TRUST**

**ON THURSDAY JULY 23<sup>rd</sup> AT 5 PM,**

**REMOTELY FROM HOME VIA MICROSOFT TEAMS**

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

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

**Apologies for Absence**

Paula Paton, Nick Shepard

**1. Management Accounts**

- We are a little delayed on Management accounts due to staff shortages.
- Furlough claiming is very complicated, process takes a long time to work out.

**Nursery**

- 33 children currently
- Parents using free 15 hrs and only buying 2 or 3 additional hours due to working from home arrangements
- 6 positive places lined up for next year
- Up to 55 full time places available
- Had 82 children on closure – Projection for year end is strengthened by better numbers from last year
- End of year projection shows the nursery will be back in a surplus of 10k based on last year's performance

**Out of School Service**

- Only had 2 weeks to organise the summer pay scheme
- 2 members of staff are back for 25 hrs a week
- They have prepared the programmes, and advertised through social media and website.
- 2 different programmes: Children in Need programme and Fee-paying programme
- For Children in Need scheme – numbers are so low its not viable to run.
- 15 fee paying places are full and over-subscribed
- 8 members of staff on furlough, 2 returned and 1 full time volunteer who is a student. Adequate numbers to manage.
- Risk assessment have been conducted – live on website. Issued to parents
- Building has been deep cleaned and hand sanitisers placed around building
- 5 new enquiries for September after school club

- 8 children will be returning for after school service.
- Minimum number for SEP required 22 children
- Children centre can be used while it is empty

### **Support staff**

- Finance employee returned on reduced hours
- Cleaning and maintenance team are back on reduced hours. Hours will increase as services increase.
- Work has started on new ceiling in Primary school hall

### **EY Health and Wellbeing service**

- September reopening services on a phased basis due to reluctance of parents
- Children Centre – rotas for people coming in and working from home
- Holiday food programme online food sessions – small grant, 10 families for 2 sessions per week for 3 weeks.

### **Farm**

- Appointment system is working
- 80% of maximum appointments booked
- 12 families didn't show
- 1 family have missed their appointment twice
- Considering putting in place a small sanction for people who do not attend

### **School**

- Year 11 pupils have submitted their coursework
- End of year assembly done
- End of year award ceremony took place online
- SENAR looking to give us a fixed budget
- They have asked us to submit a proposal, based on proposal from 7 months ago
- 35 students in senior school will agreed amount of vacancies
- Primary school 20 children,
- Will need to discuss what they deem reasonable for the surplus we can make.
- Any surplus we make on the school is ring fenced in the school and reused for improvement programmes in the school
- £1, 245,807 total funding – gives us a cushion
- Needs to be agreed within the next 5 weeks – so still a risk

### **Any other business**

- AGM usually runs in October
- Taken advice from auditor, his view is that we don't need to have an AGM meeting, as the circumstances are not

- The board can approve the audited accounts for the year – that would be acceptable for the charity commission.
- We would need a special meeting on the first Monday in October

### **Interim Chair**

- Chair is interim, only accepted until the AGM. So, decision has to be made.
- This time of year, we usually recruit Trustees.
- Each year Board members have to step down and re-stand
- This year, Nick and Clare would have to stand down.
- Need to decide whether we recruit more Trustees
- Pat willing to continue in role of Chair

### **Trustee Election**

- Odd number is better, 9 Trustees would suffice.
  - Not much diversity amongst the Trustees, need more representation
  - Need Trustees with skills in Marketing and PR and Business and Enterprise.
  - Write to AGM members to advise them that we've cancelled meeting
  - Might have some objections from members
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- CR: Social Media upkeep has been really good – diverse messages and activities
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- MP and PC to meet service leads and staff when centre is up and running to gain better understanding.
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- Section on CEO report for Covid update – contingency plans and updates

**Next meeting:** 5pm 9<sup>th</sup> September. Remote

AGM: October 5<sup>th</sup> meeting