

**A BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF  
ST PAUL'S COMMUNITY DEVELOPMENT TRUST  
ON WEDNESDAY SEPTEMBER 9<sup>TH</sup> AT 5 PM,  
REMOTELY FROM HOME VIA MICROSOFT TEAMS**

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

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

**1. Minutes from previous meeting – 25<sup>th</sup> June 2020**

Minutes approved by Trustees

**2. Minutes from previous meeting – 23<sup>rd</sup> July 2020**

Minutes approved by Trustees

**3. Management Accounts**

- Statutory Accounts – Figures the same as the Year End accounts.
- Auditors given clean bill of accounts – no queries
- Much better position than last couple of years
- Concerned about excluding depreciation from the figures, as assets are wearing out.
- Not spending capital money. Haven't been making a surplus including depreciation.
- We have never shown depreciation to avoid confusion.
- Concern of auditors not enough in reserves to replace capital items.
- Long term plan to build a little bit of cash. Assets deteriorating
- Deficit not as big as last year. Deficit has been reduced.
- Generally, look for funding for big assets.
- Reserves split between restricted and unrestricted
- Increased unrestricted reserves at year end – which shows slight improvements
- Most positive report for many years

Approved by Trustees for AGM

## **Actual Figures**

- Budget split over 12 months
- Shows a large surplus – highest income usually come through in summer term.
- Salaries paid out in August.

## **Children Centre**

- Children Centre under spend
- New staff hired for September

## **School**

- Invoicing city for students we had in March which has been paid.
- 12 students in Primary
- 30 students in Secondary
- School has had major recruitment so some budget being used.
- School is awaiting confirmation from SENAR to get fixed value contract – which we may get later in the year.

## **Secondary**

- we started with 22 students gradual increase of 35 by January
- Based expenditure on current requirements for staff and prior year costs
- Original budget was based on what SENAR was going to pay us.

## **Nursery – on £27k surplus**

- Most of which will be used on salaries in August
- Staff were furloughed, which we had claimed 80% for
- January through to spring is usually best time for nursery
- Fewer applicants then last year
- Nursery and Out of School clubs might be cause for concern.
- EEE funding is guaranteed for autumn term based on numbers from last year
- Gradual fee income increase is not as high as anticipated.
- Will be reviewed in October to see what numbers are like.
- We will continue to furlough where we can.
- This budget includes 10k on nursery – government offering 1k for every member of staff retained.

## **Out of School Services**

- September: gone down 16.2 children per day – usually has 30.
- Staff were furloughed up until the end of July – Money has been claimed
- Job retention: 4k – for those employed until the end of Jan
- There is more staff although many of them are not on the £500 limit
- Half term prediction: 14 a day

- End of September, may have to look at letting go of people

### **Early Days Contract**

- Underspent at the moment
- Job retention: Further £6k for support service staff that were furloughed
- Can be used to help Nursery and After school club.

### **Chief Executive Report**

#### **Nursery**

- Numbers increased in summer term
- 22 during holiday period – not different to last year
- Now have 40 – lower than last year
- All but 1 member of staff have returned on part time
- We will continue to use furlough in nursery up until the end

#### **Out of School**

- We currently have 15 children
- Concerned that the numbers will not increase to support the full staff team
- Parents are still working from home and will be for a while
- Use and cost of building to run a small service may not be the best use for it
- 8 staff on furlough, 2 are still off, 6 are coming in.
- Staff is reviewed on numbers of children coming in

#### **Support Staff**

- Finance staff member is back on part time basis
- All but 1 member of cleaning staff back but not doing full time in Children's Centre
- 1 member of staff in quarantine

#### **Early years**

- Phased reopening
- Hoping to have some services running by end of the month
- Large cleaning and reorganisation of offices taking place
- Staff rotas have been put in place to ensure there aren't too many people in
- Freedom Programme will be starting face to face
- due to extreme need of support, we will be conducting 3 different sessions to ensure social distancing – Maximum 6 people per session
- Braithwaite road will not be opening – looking to hand back building

## **Farm**

- Booking system working well
- Some people failing to attend bookings – may have to put a sanction in place
- Funding for farm through the TAWS Sport Eland contract is guaranteed until June 2021
- Agreed to work with senior manager to look at alternative strategies for funding post June 21
- We need a combination of funders if TAWS can't provide the money
- Working relationship is good

## **Junk Food Product**

- Serving food 3 times a week – Takeout
- Will look to get people eating in again

## **School**

- Number are lower than target
- Lack of referrals due to the fact that officers were not meeting
- School staff have put in a lot of work sorting the building and conducting risk assessments
- A few members of staff are absent which has caused some difficulties
- 1 member of staff left during holidays – Karenza has been recruiting
- For now, using agency staff

## **Risk**

- Potential risk around Nursery and after school club – reliant on fees
- Will take early action if necessary
- School contract – won't be comfortable until we have a signed agreement
- Staff have responded very well to coming and making the environment as safe as possible and making sure we're looking after service users.
- Senior managers have been extremely helpful during this time and things would not have gone as smoothly without them.

## **AGM**

- Not safe to hold a meeting so will be doing this virtually
- Letter has been drafted to explain to members the agenda
- AGM members will be asked to approve new Trustees and to wave the motion of having 2 Trustees stand down.
- Time table has been drafted and has to be completed by end of OCT
- Not bound by usual rules to happen at the start of OCT
- Will be ballot paper style Agenda

Trustees approve process

### **Any other Business**

- 3 negative comments on website – should come down
- Trustee profiles on website need updating
- Passport picture and small profile will be needed for each Trustee
- Needed as soon as possible

**Next meeting:** 5pm Wednesday 4<sup>th</sup> November - Remote