

A BOARD MEETING HAS BEEN ARRANGED FOR THE TRUSTEES OF
ST PAUL'S COMMUNITY DEVELOPMENT TRUST
ON WEDNESDAY 8TH MAY 2019, 6.45 PM,
THE CHILDREN'S CENTRE, 10 MALVERN ROAD, BALSALL HEATH, B12 8NN

AGENDA

Present: Gill Coffin, Pat Wing, Nick Shepherd, Judith Millington

Staff: David Cusack, Kerenza Palmer

The minutes were taken by Alison Watson

1. Apologies for Absence

Mark Riley, Zeenat Akbar, Alison Moore, Paula Patton

2. Minutes of the previous meeting held on 13th March 2019

Trustees approved the minutes from the meeting held on 13th March 2019.

Risk register has not been bought back to the board as it has been approved.

3. Declaration of interests

There are no declarations of interest.

4. Management Accounts

DC presented the management accounts to Trustees up to year-end, draft. We are confident on figures but there might be some movement between budgets. There has been a vast improvement. Key factors, nursery end of year was stronger, school numbers have increased and some money that was put aside has not been spent, so can go back into reserves.

School and Nursery are full, out of school services has increased, and the farm is being funded elsewhere now. The risk is with SENAR and the number of referrals received.

5. Fixed Assets Review

DC presented the Fixed Assets report.

PP seeking advice on including the Primary works within the assets, as it was not funded by St Paul's.

To be amended once advice from auditors received.

The next fixed assets will change considerably, due to work to be carried out, e.g. the new phone system. The depreciation of items will fall off the assets when broken.

Trustees approved the Fixed Assets.

6. Health & Safety Policy Review

The Health and safety Policy has to be approved by Trustees every 21 months. Only one change - 7.1

Trustees approved the revised Health and safety Policy.

7. Absence Review – Presentation

DC presented the HR Absence report.

To consider that St Paul's have taken Braithwaite Road, the staff numbers has increased for Children's Centre. There was also absence due to job uncertainty.

St Barnabas and Chatterboxes are a small group of staff.

Maternity leave distorts the staff absence figures. Unauthorised absence has gone down. There is better staff awareness of how to report absence.

Health and Wellbeing committee has been set up to help with staff absences and ensure that staff can talk to someone.

Last year there was discussions in the way that staff report absence. We have decided to keep it the same and it was not practical to change.

8. Safeguarding Report

DC presented the Safeguarding report to Trustees. A standard format needs to be designed to show uniformity.

Failings are not as severe as they may seem written. We are not doing enough reflection on cases and what it means. Training need to be completed by GC, PW and Z.A. If other Trustees want to go on the training, they are welcome to attend.

DC to email out the next Safeguarding training to Trustees.

An action plan detailing what we need to do next needs to be drafted.

The School have improved on identifying and actioning Safeguarding concerns, as well as informing the right external agencies. The IT department captures and reports websites that pupils have tried to access, which may flag concerns.

Children's Centre safeguarding is connected a lot to domestic abuse. Staff are good at gaining the confidence of women in the community and can assist them with the right help.

Trustees approved the safeguarding action plan.

9. IT Strategy

DC presented the IT Strategy, supported with a presentation.

> Confidential item discussed< There has been increased expenditure on IT, as old items need to be replaced. There has been an increase in spending on security. There has been a lot of upgrades in CC, which have been covered in the CC costs.

Bids are taking place to replace IT equipment in the school.

Risk – finance software needs to be replaced. Options are being explored over the summer. St Paul's is working with Newman University on a system for purchase orders. We have no HR reporting system currently.

There will be an increase in the cost of telecoms. The switch off may be sooner than 2021, which will increase the risk and costs. BT visited and completed a floor walk, prices to follow. This may change, as we don't know when we will be doing it.

A new contract has been entered into for reprographics. Overall, the contract cost slightly more, but the cost per print has reduced. Targets will be set on printing cost for each department. Costs are already included in 2019/2020 budget.

Items will be bought back to Trustees as and when we have up to date costs.

NS to contact Solihull School.

Trustees thanked IT and Matt for their hard work and the report presented.

10. Business Report

DC presented the Business Report.

Primary referrals have decreased. We have recruited, but we cannot give start dates, as numbers are not up. SENAR have raised concerns with pupils in Secondary who are missing school. Individual timetables for off-site have been arranged for these pupils. There is a risk that SENAR may claw back funding for these pupils. Meeting to be held on Monday 13th May at SENAR. The School team have worked hard to pull information and results for these pupils. Included, testimonials from partners that we have worked with. The concern was that the Primary was not ready.

The transfer of Chatterboxes was announced at the Staff training day.

The Farm is progressing with The Active Wellbeing Society (TAWS), DC attending meeting next week. The team are focussing on delivery of services that we offer. Settlement have already taken on all the financial risks. They took the boat out over Easter. They have given us free usage of the farm for up to 12 times a year.

> Confidential item discussed > DC attended a series of talks with Heath. Barnardos and Spurgeons are concerned about risks. St Paul's risk register may have to amended.

The School has had part of the playground re-surfaced. A bid has gone in for a caged sports space for the area, with a new surface for the playground. At half term, the youth base will be taken down.

Work will carry on throughout the summer.

11. A.O.B

PW reported on the updated information on closing the BH forum. If BH forum ceases to exist, could St Paul's assist with funding for the carnival.

> Confidential item discussed >

KP informed the Trustees that the School will be getting a school dog, but owned by KP. Get Grants are helping with funding bids.

The next meeting will be held on Wednesday 10th July 2019, 6.45 pm