

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

ON MARCH 3rd AT 5 PM,

REMOTELY VIA MICROSOFT TEAMS

Present:

Trustees: Patrick Wing, Paul Chew, Miles Parker, Nicholas Shepard, Mark Riley, Clare Reardon

Staff: David Cusack, Paula Paton

Apologies for Absence

Karenza Palmer

1. Report of CEO

DC Runs Trustees through CEO Report for March

Nursery

- Financially looking good
- Numbers are starting to increase
- Confidence seems to be returning for parents
- Slightly false position because of state stepping in and giving generous settlements
- Settlements were based on the previous year which is the best year we've had at ST Pauls
- Not yet at full capacity, we're moving towards that if tasters continue to attend

School

- When DC wrote report for school, there was no response from SENAR
- Since then, a response has been received.
- We are still not clear whether we have an agreement with them from April 1st.
- PW: school was closed for 1 day.
- Incident on Friday, a student was beaten by other students.
- His family have links to the Burger Bar Boys, there were fears that they might come into the school on Monday.
- We have a lockdown policy in the school but this would have threatened that.
- Nothing happened, issues have been dealt internally.
- New police sergeant coming in to talk about the lockdown policy.
- Child is ok, he is back in school.
- The fight was over a female pupil.

- The student lives in difficult circumstances

EY and wellbeing

- Will be discussed every other meeting.

Out of School service.

- a separate report which will need an amendment after the Chancellors announcement around Furlough
- The numbers are the same as last week, with about 15 coming in from next week.
- Some positive indications that parents will be looking to return
- Work places will be returning in April, and it will be phased so will take time.
- The news on Furlough will be positive
- The service is not generating enough income for that building
- Looking for a new business proposition going forward
- The building was broken into
- Police view it was children, looking for cash.
- Didn't spot the safe luckily
- Made a mess of the office
- Used an ornamental wheel barrow to smash the window
- Resulted in insurance claims
- It is safe, but the doors and frames need replacement
- Need new carpet in the foyer, because of the glass shards
- Insurance claim will affect the premium for next year
- Police did get some forensics from blood of the culprits

The Farm and TAWS

- Been invited to a review of the previous year with TAWS and the service going forwards
- Funding in place for the farm until end of July
- Have a meeting on March 10th to review the performance over the last few months
- TAWS aware of closures so that will be taken into consideration
- Will report back in next meeting
- Budget for next year would usually be given at this meeting for new Financial Year.
- Due to uncertainty and assumptions, have not been able to gather information.
- Aiming to get that out in the next couple of weeks.
- Will need an online approval.

DC to report back TAWS decision to Trustees in next meeting

2. Management Accounts

PP runs Trustees through the Management Accounts for March

- Management accounts are looking better than they were last month.
- We have a surplus of £15,000
- Income overall will show lower due to the movement of the Job Retention Scheme money to set against Personnel Costs.
- These accounts are prior to depreciation – once added it will turn into a deficit.

School

- Since last report the school has welcomed 4 new children
- **1** in Primary and **3** in Secondary – started in FEB
- That has added **£20,000** to income
- 2 members of staff have left and will not be replaced this Financial Year
- That adds another **£9,000** savings.
- Minor saving made in other areas.
- Now breaking even **£490** surplus showing
- Electricity, Gas repairs and renewals might bring further savings.
- School currently has **10** students in Primary and **26** in Secondary
- PC: If we look at the year to date position of school, it shows a surplus of nearly **£30,000**, break even at the end of the year – the school still isn't viable for the cost base for the new students.
- PP: First term, we were paid for 1-1 support. We weren't using agency for the first term
- If we had to use that we would be in deficit now.

Nursery

- **£17,000** Surplus
- Spring term for EEE usually worked out by headcount, but this has been changed due to current circumstances.
- If you have an intention from the parent that they will be sending the child, even if they haven't attended, we receive the funding for them.
- There has been a delay in replacing some of the staff we lost last year for Maternity cover and Admin Support.
- Closed down in January so support staff were furloughed for a week.
- That money will go into their pot.
- We will not be furloughing from next April.
- Nursery is busy now with a lot of children in.

Out of School Services

- Opening next week

- Any income they get will go against salary costs that we are not claiming furlough for.
- Made a loss of **£17,000** if closed until the end of the year.

DC: Did not anticipate this time last year when lockdown was initially introduced, things would be as positive as this.

- There are still some underlying issues like the schools' position.
- Nursery is looking much healthier
- Out of school will be discussed in another report.
- If a deal can be made on the Farm, that will be settled.
- Children Centre is ringfenced so we can't use that funding to help other aspects of organisation.
- Other than that, it's looking good.

NS: This gives us a bit of leeway with about **£17,000** more than we expected

DC: These numbers give us more comfort than we've had the last 3 years. As long as nothing major happens.

- We will try to get the draft budget out to you by the end of the month.

PW: We will try to do it online and we can meet for 15 minutes if we need to.

PC to sit with PP to help out with Budget.

Out of School Service

DC: Chancellor has extended Furlough until the end of September.

- Wrote this report with the end of it being March.
- Would like Trustees not to withdraw redundancy proposal but to extend it.
- The difference of income from the 2 years is obvious
 - We need to find a different way of managing the building. Eg Different services paying rent for the building
 - Taws paying a large chunk of the electricity and gas – which is a help.
 - Until that's confirmed for post July, it's a risk.
 - Proposing to take the manager out of that operation for 12 months.
 - Need some money out of the reserves to fund the salary for the manager to allow them to spend time finding organisations that may rent the building and fit in with the local community.

- Would also need to increase the salary of the team leader within the group because they would take on management duties.

- It is risky but the only other option is to give the building to another organisation completely, but we would lose ownership

Need Trustees approval to make these changes for a 12-month period.

PC: Would be better to do it at 3-month intervals as opposed to 12 months.

DC: - Staff have suggested halving all their hours so there will be no redundancies.

- This option saves redundancy costs and helps build loyalty with colleagues.
- Will be progressing that proposal when we need it, but after furlough.

Trustees approve these changes for a 12-month period

1. Any Other Business

PC: Are Pay Awards for staff factored into budget?

DC: PP to build in assumptions around the budget and will then make a judgement call.

- We are looking at splitting the award to the lower pay from April and senior pay from October
- Reduces a few thousand - **16k by 3.5 k**

PC: May have to say that it is a one off and may have to come back down after for next year.

- Need to do something to say thankyou

DC: A lot of our salaries are extremely low but the loyalty is strong.

PW: Next meeting scheduled in May – may put an interim meeting in to discuss further.

NS: If meeting is 2 months away, can we agree a time frame for DC to report back on progress.

DC to report back after each meeting.

Next Meeting: April 20th 5pm