

Board of Trustees Meeting 3rd November 2021

Present: Pat Wing, Mark Riley, Clare Reardon, Paul Chew, Nick Shepherd, Miles Parker

Apologies: none

In attendance: David Cusack (Paula was not required to attend)

Declaration of interest – none

1. **Introduction** – Elaine Hanrahan (HR) has agreed to take on Governance Role. PW asked that future minutes kept brief and record decisions/actions required. EH to create an Action Log.
2. **AGM** – DC reported that annual elections took place. Electronic voting was quora, accounts were accepted and filed with Charity Commission and Companies House . NS and CR approved to remain on Board. DC is proposing change to the membership process and this will be discussed later as it is outlined in CEO Report.
3. **Annual Elections. DC asked for nominations:-**
Chair – MR nominated PW, NS seconded. PW accepted. All agreed.
PW resumed as Chair and thanked all Trustees for their support in the last 12 months.
Vice Chair – NS nominated MR. CR seconded. All agreed.
Treasurer – NS nominated PC. MP seconded. All agreed.
Safeguarding Lead – PC nominated MP, MR seconded. All agreed.
DC has not done Representatives for Children’s Centre Performance Contract. NS and MR are attending the meeting tomorrow.
4. **Conflict of Interests** - none
5. **Minutes of previous meeting 8th September 2021. Agreed.**
Matters Arising:-
 - i) Children’s Centre meeting is being held tomorrow, Chaired by Springfield Trustee. MR and NS to attend. Meeting is online. Next year it will be Chaired by St Paul’s.
 - ii) TAWS – no change since last meeting. Joint Statement will go out Monday 8th November to public and staff one will be sent tomorrow. 17th December will be the last food service. Share Shack will be removed once electrics have been disconnected. TAWS has asked to use the Venture building over the Christmas, but not agreed as it would mean a member of our staff would have to be available to open and close the building and also to clean it.
 - iii) PW asked MP if he had managed to arrange a meeting with Lily Johnson Trustee? Not as yet, but will get this arranged and invite DC as agreed.
 - iv) Phone system now up and running.
6. **Management Accounts** – little change from August accounts. There will be an issue with School if they don’t backdate Contract to start of term, and then numbers. Majority of uplift is backdated, but still £10k short. PW asked if this will clear the deficit? No. Main issue is the Primary numbers and its future. Deficit is manageable, but aim to reduce. Bulk is the School. Head is going to restructure and incorporate the Farm. Proposal will come to Board early next year. NS -£50k in report included in Accounts? DC – no. Referrals are looking healthy. Will have better idea going forward with the Draft Contract. In February we will know more about the future of the C Centre Contract. PC – forecast is to spend more, need to be more cautious maybe? DC going to look at this with Paula.

Approved.

7. **Anti-Bribery Policy** – clarification around definition of ‘gifts’. PC asked if this also covers Trustees? DC will ask Paula to make this specific, CR requested that this covers Governors too. **Agreed** and **Approved** with these amendments.
8. **CEO Report**
- School** – Uplift been agreed. Still waiting for date to meet, DC chasing up. Gov Inspector has endorsed what Interim proposed around sustainability of managing SEN pupils and the provision. Amy sent what she had received from BCC and that Independent Schools are still in the mix. Trying to work out restructure without knowing figures is difficult. Land at back of School - DC raised with Ward Councilor. Has had an email back from Education Property and have said we will be part of the discussions. Agreed for DC to write back to open the discussions.
- Farm** – DC met with KP and AM looking at how the Farm can be built in to the School Curriculum. Will start Consultation with Farm staff in New Year once Board have approved. Will still retain bookings for external and current groups around HWB. Risk around the 3 month gap between TAWS funding finishing and School taking over. Will cover with reserves. PC asked will this mean that the School will be subsidising these other costs? DC confirmed that we have funding for the groups. We are considering introducing a charge, which will cover some of the running costs. School will have priority to use, but booked in advance. MR has some information of Minnerva Charity Trust which is open to Schools, up to £3k, he will send info to DC.
- Nursery** – in a strong position, good numbers. Had money to decorate and new furniture, so all looking good.
- Out of School** – not far off where it used to be. Playscheme have guaranteed CIN funding for 3 years and now cover some of the overheads. Anita M to be congratulated for all of her hard work getting it to this position.
- EYHWB** – now entering a critical phase. BCC Cabinet to decide what to with the Contract in February next year. Fear that they wont extend. They are looking at changing scope of service to cover 0-19 age. Invited Dr Varney out to visit and do a presentation on the work that C C does as a District and the impact of what we do, This is happening on 1st December. The current Contract is to March 2023, although years 4 & 5 the funding is not.
- CR asked if there is anything she can help with in terms of background data, do some comparisons with National Frameworks? DC to discuss separately, but yes, that would be really useful.
9. **Health & Wellbeing Managers Report** – discussion. PW asked if the people that attend reflect the ethnicity of the area/community? DC – not necessarily although we are now receiving more referrals through Saheli Group. Struggling to get referrals from Social Workers. DC meeting with Abdullah to get word out in local Mosques. CR – plan to ask Community Members what they want to see? DC confirmed they would do a survey. Want to attract organisations to rent the space also. PC – 12 month secondment would be to get additional income in the longer term. How is this going? DC we have 2/3 groups who rent space at the moment. We originally set aside £20K and now only have to use £8k. Training has increased which raises revenue. Charging C Centre for their Stay & Plays etc. It is going in the right direction. We have been approved as members of the Living Well Consortium who bid for Health & Wellbeing funding. We are also working with Moseley Road Baths setting up a Balsall Heath 3rd Sector partnership that can look at targeted intervention and funding. About to submit a first stage Capital bid to Garfield Weston for building to improve provision. PC – will this be coming to an end after 12 months? DC wants to reserve judgement on this and will report in January. PW asked to pass on thanks for the report.

MR left the meeting.

10. Any Other Business

Following on from AGM, started looking at membership model that we currently have. What started as 50 members, dropped down to 30's. We currently have 20. DC wrote to them to see if they wanted to remain as members. 5 resigned, 6 wanted to continue and 9 have not responded. Have a contact at Shoosmiths who specializes in Governance. Asked about moving away from a Membership Model. To do this we would have to call a special meeting, put in a resolution outlining why current model does not work. Work then to adopt a new set. There would be a cost involved, but in effect it transfers the power for approval of accounts and appointment of Trustees to Board. DC will produce a report on this. We would still do an open public meeting each year to showcase our work. Board will have to approve to hold a special meeting. If no others show up, there is still enough current Board members to fill the quorum. NS asked if we can afford to do it? DC asked if they can get a quote from Shoosmiths. NS will ask. PW – look at doing for new financial year. DC to bring paper to Board.

Date of Christmas Event – 11th December 2-6pm. Would be nice if Trustees came to support. Santa will be there, food available, Choir with No Name and possibly fire jugglers. Nursery will be doing bouncy castle and snow machine. Money raised from this going to the Nursery Pre School Garden. Risk assessing and staff are happy to do this.

PW – should we be increasing how many Trustees we have? DC happy to look at Recruitment. PC – it is good practice to have an odd number. We would like to attract people with the expertise in Early Years, Marketing & PR. 9 would be an ideal number to have. Board asked DC to look at this in the first instance to see what interest there is.

Date of next meeting – 12th January 2022 6pm