School Council Meeting Minutes
Held 16h00-21h00 on 21st November 2017
At Hood Barn
Dartington - Totnes TQ9 6AB
United Kingdom

Minutes of the Steiner School South Devon Council Meeting – Tuesday 21st November 2017 at 16h00

Present:
Trustees: Mark Drewell (Chair), Christopher Cooper, Juliet Crittenden, Joshua Malkin, Almut Woolard, Cathy Day
By invitation: School Management Team (SMT) members Marcus Link and Elizabeth Elsholtz,
Prospective Trustees Jacqueline Bagnall and Glenn Woodcock, Secretary to the SDSS Rosie O’Neill

1. Opening Verse, Welcome, Apologies & declaration of conflicts of interest
   • The meeting opened with a Verse
   • The Chair welcomes all attendees
   • Conflicts of Interest not previously declared: None

2. Approval of minutes of last meeting
The Minutes of the School Council Meeting held on 9th September 2017 were approved.

3. Inspection
An inspection of the school by the School Inspection Service is expected in the coming months.

The Chair and Safeguarding Trustee will be required to attend a meeting with SIS.

The following documents will be provided by Council prior to any inspection taking place:

   • All relevant checks on Trustees. Action: Rosie and Cathy to ensure checks are done as new members to Council
   • Companies House and Charity Commission Records. Action: to be updated by Rosie

4. Strategic Plan
The 2016 Strategic Plan have been reviewed and updated by SMT, College and Collegiate and was presented to Council for their views and approval.

The content was reviewed at length and it was agreed that the Ideals, Mission and Vision were to be carried forward enthusiastically for the coming years. A concern was raised that without a clear business plan and strategy, which this document is not, the school would fail. It was agreed that SMT will use the document as a working resource to inform the creation of the annual plan and budget.
for 2017/18 which will include 2 additional years so it is overall a three-year projection. **Action:** timetable and process for completion of 3 year plan and budget to be tabled by SMT at next Council meeting.

5. Policies
All School Policies were circulated by SMT prior to the meeting. Council has accepted the recommendation from Cathy Day that all policies tabled at the meeting be approved. All Trustees must re-familiarise themselves with the following three policies by the end of November 2017:
- Curriculum Policy
- Cycling Policy
- Outdoor Learning Policy
All Trustees must re-familiarise themselves with ALL policies by the end of this school year.

6. SMT Report
SMT Report was table and reviewed:
It was noted that Trustees need to approve all Overseas Trips. **Action:** The overall approach to trips to be reviewed by Safeguarding and H&S oversight trustees once per year liaising with the relevant line-responsible individuals. The same line responsible individuals will be expected to raise any exceptional issues on a case-by-case basis.

Council requested future reports are tabled minimum 5 days prior to the meeting so trustees can read ahead of time. **Action:** SMT

7. Governance
7.1. Timetable of meetings for 2018 – to be circulated to all trustees when completed **Action:** Chair and Secretary
7.2. Board Self Assessment – the process was started with trustees completing a self-assessment and will be completed through a board discussion in the New Year **Action:** Agenda item for next meeting
7.3. Changes regarding Statutes prior/in preparation for Annual General Meeting – Chair and Secretary to consider and table if needed

8. GDRP
Council asked SMT to review approach the GDPR in light of regulation changes and table recommendations to the next Council meeting **Action:** SMT

9. Correspondence (for noting)
9.1. Minutes of all SMT and College meetings – have been circulated to all Council members by email
9.2. Appeal against decision to end GCSE’s – has been reviewed by Cathy Day and noted by Council

10. Review of Matters Arising
None.

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As a charity we charge only to cover our costs and offer extensive public benefit.
11. Any Other Business
11.1 Post the meeting, by round robin, Council approved the appointment of Jacqueline Bagnall as a Trustee. Public announcements will take place once all formal checks and documentation are complete **Action: SMT**

11.2 Post the meeting Council also agreed by round robin that the School Business Manager post would become a permanent one and that the role would be offered internally to staff only. It was felt that the current incumbent who is on a fixed terms contract was an excellent candidate for the permanent post and therefore the expense, risk and time of advertising externally was not justified or needed. **Action: Chair to write to all staff and then Chair, Joshua Malkin and Elizabeth Elsholtz to interview all candidates and make a formal recommendation to Council.**

The meeting closed with a Verse at 20:10