Minutes of the Steiner School South Devon Council Meeting – Tuesday 11th June 2017 at 16h00

Present: Trustees: Mark Drewell (Chair), Edwina Ratcliffe, Christopher Cooper, Juliet Crittenden, Almut Woolard,
By invitation: Caroline MacDonald, Rosie O’Neill
SMT: Marcus Link, Elizabeth Elsholtz, Anja Toddington, Finance: Tara Davies

1. The meeting opened with a Verse

2. Apologies: none

3. Welcome
The chair welcomed Rosie O’Neill as an invited guest and prospective for the post of Secretary to Council. Rosie is an alumnus of the school.

4. Housekeeping: No conflicts of interest

5. The minutes of Meeting held on 9th May 2017 were approved.

6. SMT Report:

SMT updated the Council on general matters within the school. The following specific issues were discussed:

6.1 SAFEGUARDING – With Edwina stepping down as a Trustee a new Safeguarding Representative is required. It was agreed that Juliet Crittenden will take on this role.

Anja has handed her notice as designated safeguarding lead and new appointment will be made in due course and reported back to Council.
6.3 PERSONNEL
A review was held of staff leavers over the year and Council noted that plans are in place to address all staff requirements. Staff turnover for the past year looks higher than normal but is a consequence of the ongoing restructuring. There are no major causes for concern. Teacher recruitment is in process in music, art, eurhythm and German as well as in one admin role.

6.4 SMT REVIEW OF PAST YEAR AND ASSESSMENT OF 2017/18 FINANCIAL OUTLOOK

Marcus Link presented a comprehensive review of developments of the past year and an extensive discussion was held. A great deal has been achieved in many areas of the organisation however as always there is more to do. Tara Davies shared additional insights on the financial situation which is transformed from 12 months ago.

TD was especially thanked by Council for all the positive outcomes she has achieved.

Overall the theme going forward is one of achieving a level of calm stability after a year of so many changes.

Looking at the budget for 2017/18, the worst case situation (which isn’t expected) has been set conservatively so that we are financially better prepared for any eventuality.

The budget process is now more dynamic than previously as it has been worked on throughout the year.

90% of Financial Agreements with parents for next year have been received.

Work will start on the next strategic plan cycle in the autumn.

7. Policies

7.1 Admission Policy - revised policy was approved.

7.2 Safeguarding - revised policy was tabled in draft form and accepted in principle. Anja will finalise and return to Council for final approval.

7.3 Finance and Fees policy - changes approved. AT, CM and TD to give final check.

7.4 Mobile Devices Policy - is in process of review and will be tabled to Council when complete.

7.5 KCSIE Policy (keeping children safe in education) - now on website.

Action - all trustees to ensure they are familiar with this document as well as all other policies as well as the staff code of conduct and KCSIE policy (all on the website).
8. School Inspection Readiness

Work continues across the school on this.

9. Correspondence
Council has received minutes of all SMT and College Meetings held since the last Council meeting.

10. Council and School Association and Governance

10.1 Ratification of Joshua Malkin as a Trustee – Agreed to appoint him as a trustee

10.2 Replacement for ER as Secretary of Council – Agreed to appoint Rosie O’Neill

10.3 Update on recruitment of Trustees
Juliet confirmed she is in discussion with an additional trustee.

10.4 Trustee Training
Not discussed

10.5 Self Evaluation Questionnaire: All Trustees to Complete – ACTION

10.6 Retirement of Edwina Ratcliffe
Council thanked Edwina for her many years of service in so many roles in this her last meeting as a trustee. Christopher Cooper gave a speech of thanks on behalf of everyone commenting that Edwina’s wisdom and experience will be missed and Council wished her well in everything to come.

11. AOB

None

12. Date of Next Meeting
19 September 2017

13. The meeting closed with a verse.