Rudolf Steiner School South Devon School Council  
Minutes of Meeting – Thursday 14th July, 2016

Present: Council: Mark Drewell (Chair), Christopher Cooper, Juliet Crittenden, Edwina Ratcliffe, Jonathan Liddle,  
SMT by invitation: Marcus Link, Anja Toddington

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| 2 | Declarations of any conflict of interest in the matters to be discussed – None  
   Declarations of any benefits to any Trustees arising from any matters to be discussed – it was declared that the Chair has a business link with the School Administrator in that a company which the Chair owns rents a small building from the School Administrator. It does not involve the school in any respect. |
| 3 | **Minutes** from the last Meeting held on 14th June, were agreed and signed. |
| 4 | **Upper School – update**  
   Following the decision made at the last meeting, MD and JC facilitated two Upper School staff meetings. This proved worthwhile. There was a general will to overcome the set patterns of work that have become entrenched over time and to work as a new team. Christine Cooke and Elliot Perkins have now been elected as co-chairs of the Upper School Department, with Christine also becoming a member of SMT. |
| 5 | **SMT Report**  
   a) Bursary Fund – The fund stands at £11,000 currently. Council reviewed a number of cases brought by SMT which were outside of the scope of the current financial policies. Council affirmed its previously stated minimum fees per term per child but also agreed to remain committed to historic agreements. However, where families fall outside of both agreement and minimum fee the school is unable to accommodate these.  
   b) Personnel Issues – Support is being given by Peninsula regarding a staff grievance; two settlement issues are moving forward and no further progress regarding the possible Tribunal.  
   c) Health & Safety – the H&S Audit and the Fire Risk assessment have been completed. A statement has been signed by CC as the Council representative in this area confirming that the school will comply with all legal requirements. KF has reported on the school's security risks. Our insurers are satisfied with what has been implemented. The trustees acknowledged that the school was making good progress in its changed approach to H&S which involves working with the Health & Safety advisory service from NatWest. There is a standing agenda item in the SMT meetings as well as in Council meetings, allowing for regular reporting on progress, issues and gaps. There is a sense of clarity and transparency to the subject now. |
| 6 | **School Administrator** (ML left the room for this discussion)  
   The 360 degree review has been completed, with, in the main, very satisfactory and better comments. After discussion, it was unanimously agreed that to organise a recruitment process which might replace ML at this point in time would be detrimental to the well-being of the school, it was important for the work being undertaken and the improvements being made to be allowed to continue for a minimum of 12 months. Consequently, Council asked ML to continue for a further 12 months to complete the excellent work he has started. |
On his return, ML provisionally accepted the extension of his role and a new contract will be drafted to commence on completion of the current one.

7 **Admissions Policy** – was approved without further comment.

8 **Governance Issues**  
   a) CC Review – CC has been involved in the school in several capacities since 1981. He has had some gaps amounting to about six years. He is in no way sentimental about the 'golden' years. Council was not always very effective in the past and he believes it important that the school needs to change with its requirements. Feels the school is in a very dynamic phase with much needed change happening. Believes that people have been lead to the school by destiny enabling this new phase to begin. Thinks that his links to the past are important and wants to serve as long as he is able and feels needed.  
   All expressed appreciation of Christopher and all he has done and unanimously wanted him to continue.  
   b) AGM – all very happy with the simplicity of the event and much appreciated MD's report. Question raised regarding the possibility of linking the AGM to a school event in the future, for example a concert.  
   c) Trustee Recruitment – All Trustees felt this should become a priority and several possible people were named. MD and ER will discuss approaching these individuals.  
   d) Communication to Community – MD will write at the beginning of the new term.  
   e) Trustee Training Needs – This will be raised in the future. It was felt an electronic version of Kevin Avsion's workshop material would be useful  
   f) Governance Manual – Wynstone's School has such a document, which Trustees will look at as a possible template for our own version.

9 **Date of next meetings**  
   Tuesday 13<sup>th</sup> September, 1600.  
   Potential dates for following meetings:  
   - Tuesday 11<sup>th</sup> October 1600  
   - Tuesday 8<sup>th</sup> November 1600  
   - Tuesday 6<sup>th</sup> December 1600  
   ER will update the calendar to produce a full schedule for the 2017 calender year.