Rudolf Steiner School South Devon School Council
Minutes of Meeting – Thursday 25th August, 2016

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

1 Open with Verse

2 Declarations of any conflict of interest in the matters to be discussed – None
Declartions of any benefits to any Trustees arising from any matters to be discussed – None

3 Minutes from the last Meeting held on 14th July, were agreed with one amendment.

4 Upper School – Update
MD and ML met with the Upper School Co-Chairs (Christine Cooke and Elliott Perkins) and Tilly Meredith on 23rd August, in part to discuss who will take on the work previously covered by Ian Powell. There are a number of items to address but none are insurmountable. There will be no interruption in the school's plan to move forward to Class 11 in September and TM will become the Co-ordinator for the SSC. Tilly already has much experience in the working of this qualification. CC will take on timetabling and between these three and other members of U/S they have, working with SMT, the full ability to take the Upper School forward in accordance with the strategic plan. The condition of the U/S classrooms was discussed and some positive options were aired. Upper School Budget will also be reviewed in the light of the new developments.

5 SMT Report (ML)
a) ML is appointed by Council as the Fellowship Rep for an interim period and is seeking advice from SMT and College on who should represent the school on a longer term basis.
b) Personnel Issues – the appointment is confirmed of Maria Goldie-Scot as Personnel Assistant on a short term contract. She is experienced in this work and is highly computer literate. She will work with Elizabeth Elsholtz as this is within her remit as part of SMT's work.
ML will undertake the role of editing and directing the development of the Friday Flier until an alternative solution is found.
Jacqueline Buehler (Summer School and Overseas Student Co-ordinator) has resigned for personal reasons. She will leave early in 2017. The possibility will be discussed of her doing part of this work from a distance on a self-employed basis.
No appointment as yet for Class 4 Teacher.
Rowena Norris is appointed as replacement for Kirstie Swanborough's adoption leave.
Council approved a decision to offer Admin staff increased holiday allowance.
c) Employment Tribunal – Preliminary Hearing arranged for 30th September.
d) The SMT office is now situated on the top floor (previously a flat), also the office for Kaycee Fordham and Maria Goldie-Scot.
e) The new School Information System is now installed and training will commence immediately.
f) James Dyson has been invited to advise on Learning Support, TDG and Pastoral Care.
g) Finance – following ML's letters, 3 donors have agreed to extend the length of their private loans.
Bank balances are currently healthier than was anticipated for this time in the year.

h) Health & Safety – it was agreed that two recent incidents should have been better reported and officially notified. However, the outcome is favourable for the people concerned. It is within SMT’s remit to review how H&S is managed.

i) Queries from two former parents regarding the new Management Structure have been addressed.

j) ML is investigating the possibility of conversations with the Exeter Academy, they are starting their Upper School this year, to see what mutual support may be feasible.

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<th>6</th>
<th><strong>Governance Issues</strong></th>
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<td>Trustee Recruitment – A list of names has been established to be contacted with the aim of adding three new Trustees during the next few months.</td>
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<tr>
<th>7</th>
<th><strong>Date of next meetings</strong></th>
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<tr>
<td></td>
<td>Tuesday 13\textsuperscript{th} September, 16h00.</td>
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<td>Tuesday 11\textsuperscript{th} October 16h00</td>
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<td>Tuesday 8\textsuperscript{th} November 16h00</td>
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