Rudolf Steiner School South Devon School Council
Minutes of the Meeting - Monday 13th April 2015

Present: Marcus Link (Chair), Christopher Cooper, Juliet Crittenden, Mark Drewell and Edwina Ratcliffe (Temporary Secretary)

In attendance: Kevin Jones (Senior Administrator), David Ames, Auditor from Manningtons.

Apologies: Ian Powell

1. David Ames was welcomed.
   1.1 He introduced the Accounts to 31st August, 2014, including the Trustees' Report. He reported that pupil numbers had increased slightly over the previous year, so there had been no impact from the Exeter School. Income from parents was up by four per cent. But the Summer Language School income was down. Operating costs had been maintained within budget. Overall a healthy result.
   1.2 The Auditors, as is their practice, made some suggestions for amending certain procedures, which Council will consider in future meetings.
   1.3 David Ames felt the financial outcome of the year was quite satisfactory considering the severe difficulties that had had to be met.
   1.4 The Trustees approved the Report and Accounts and the documents were signed.

2. Declarations of any conflict of interest in the matters to be discussed
   2.1 None from the Trustees
   2.2 Kevin Jones stated he has no personal or financial connection to A/E Solutions who have installed the new IT system in the school.

3. Declarations of any benefits to any trustees arising from any of the matters to be discussed
   None

4. Chair’s Opening Remarks and Matters Arising
   4.1 The Chair welcomed Kevin Jones.

5. Meeting Minutes
   5.1 Minutes of the meetings held on 9th March, 2015, were approved and signed.

6. Management Reports given by Kevin Jones
   6.1 He summarised the work of the Finance Office.
   6.2 There have been no applications for the Bursar position.
   6.3 Class 3 vacancy is filled from September 2015.
   6.4 The new IT system is installed. The majority seem pleased with it.
   6.5 Gateway project. Kevin gave an update on the progress of this project and advised Council that Alan Houston will be working on the project two days a week on a temporary basis.
   6.6 The Admissions Officer has settled in well and will provide Council with monthly updates of pupil numbers and potential withdrawals.
   6.7 An account of a current disciplinary matter was given.
7. **New Organisational Structure**
   7.1 The meeting held on March 20th was reviewed. The next meeting will be held on Friday May 1st at 4.30 to follow up any remaining issues. For example how to move forward after the current Education Administrator retires, and who will take on Chair of Collegiate after the current incumbent's retirement. This is a key role. There needs to be discussion around decision making in Collegiate.

8. **AGM**
   8.1 Date agreed as Saturday 9th May, from 9 am to 10 am. (Post meeting a decision was made to change this date due to the clash with the School Open Morning)
   8.2 Marcus Link, current Chair of Council and Edwina Ratcliffe (temporary Secretary) will be standing for re-election. This year there will be a secret ballot.
   8.3 A question was raised concerning Marcus Link chairing the meeting during the election as he is involved. It was agreed this should not impact his chairing the whole meeting.
   8.4 The Accounts having been audited and approved will shortly be put onto the website where all stakeholders are advised to refer to them.
   8.5 The Agenda will include: an address by the Chair; the Senior Administrator will give a presentation on his achievements to date; and Mark Drewell will give a commentary on the Accounts and give an entrepreneurial account of Classes 11 and 12.

9. **Self-Governance: Trustee Review**
   9.1 Mark Drewell's review postponed to the next meeting.

10. **Increase in parental contributions**
    10.1 The Contributions Group have met and advised Council of their suggestion. Council want to thank them for their work and will advise the Senior Administrator to take the final decision forward. This must include a positive message honouring the teachers with a better salary structure.
    10.2 Clarity must be reached on teachers' remuneration, their hours, holidays, etc.

11. **Dates of future meetings**
    11.1 Monday 4th May
    11.2 Saturday 9th May – AGM (this is due to change – now June 17th at 6.00pm)
    11.3 Monday 1st June
    11.4 Monday 6th July