Rudolf Steiner School South Devon School Council
Minutes of the Meeting - Monday 1st June, 2015

Present: Marcus Link (Chair), Christopher Cooper, Juliet Crittenden, Ian Powell and Edwina Ratcliffe (Temporary Secretary), Kevin Jones

Apologies: Mark Drewell

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<th>Declarations of any conflict of interest in the matters to be discussed</th>
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<td>Declarations of any benefits to any trustees arising from any of the matters to be discussed</td>
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3.1 **Action List**

Chair is still to complete his Flier notice and letter for the AGM, this will be done very soon.

3.2 Kevin J would like involvement with timetable for the next 3 years' Strategy/Operations Plan (with MD). He also requested College be kept fully informed about the Vision for Classes 11 and 12 as they are the Group holding the Strategic Plan. Gaps in the Strategic Plan need to be identified. A Business Plan needs to be written and fully tested. Can we afford to move forward within the planned timetable?

A letter has been sent to class 9 parents as an update to an ongoing discussion regarding classes 11 and 12 informing them that the school is ready for classes 11 and 12 from an educational point of view. The teachers support this development and the pedagogical work has been done. Now is the time to plan this organisationally and financially.

4.1 **Overseas Students Co-ordinator**

Council were pleased to hear an appointment has been made and the successful candidate will be starting on 8th June, allowing a good handover period.

5.1 **New Organisation Structure**

A list of all previous school administrative groups will be drawn up in order to review the previous decision-making processes.

5.2 Will the Admin Group have its own forum?

5.3 Kevin J reported on progress within College and the School Management Team (SMT). Following a unanimously agreed ballot, Elizabeth Elsholtz and Jonathan Hobbs have been elected to join the Senior Administrator in the SMT. Cathy D will remain on SMT whilst Jonathan H has a short sabbatical.

5.4 College has met twice and there has been a good, positive mood at the meetings.

5.5 Consideration is being given to changing the name of Collegiate due to avoid confusion with College.

5.6 The terms of reference for both College and the SMT are yet to be completed. At which point they will be recommended to Council for ratification.

5.7 Kevin J was thanked for his work moving this change forward effectively

6.1 **Meeting Minutes**

Minutes of the meeting held on 4th May, 2015, were reviewed and it was agreed some amendments were required. These will be resubmitted at the next meeting.
### 7. Management Reports

7.1 **Finance Report.** Kevin J reported that there is a backlog of unpaid invoices.

7.2 Parents must be more disciplined with regard to regular payments. Caroline S has serious concerns about the cash flow prospects if parents cannot be held to their financial agreements.

7.3 It was agreed that Mannington’s statement with regard to outstanding contributions included historical debts and was therefore misleading.

7.4 Caroline S will leave on June 25th and as yet there is no replacement. Now offering a salary of £25,000. If necessary the school will need a further temporary assigned from the agency.

7.5 **Gateway Project.** Completion was initially planned for July and completion looks feasible to the end of August. Difficulties working with South Devon College have contributed to this.

7.6 Disciplinary Process. Information awaited prior to appeal meeting being confirmed.

### 8. AGM

8.1 Final arrangements were discussed. Refreshments provided at the start, the re-election of Marcus and Edwina will be by secret ballot.

8.2 Elizabeth E will be asked to make a statement together with Kevin J on the forming of College and the SMT to represent both the administrators and the teachers.

### 9. Mannington’s suggestions

9.1 Process of signing up parents must become more rigorous as must parental debt management. A far more specific and fair process for bursaries, etc. must be set up.

### 10. Dates of future meetings

10.1 **Wednesday 17th June, 6.00 pm – AGM**

**Monday 6th July**

**Monday 21st September**