**Rudolf Steiner School South Devon School Council**  
**Minutes of the Meeting - Monday 10 November 2014**

**Present:** Marcus Link (Chair), Christopher Cooper, Juliet Crittenden, and Edwina Ratcliffe

**In attendance:** Simon Berkley (Vision Group representative), Caroline Jones (Finance Bursar) (till 2.4) and Tatiana Cant (Secretary)

**Apologies:** Ian Powell, Mark Drewell (trustee in abeyance)

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| **Declarations of any conflict of interest in the matters to be discussed**  
None |
| **Declarations of any benefits to any trustees arising from any of the matters to be discussed**  
None |

1. **Chair’s Opening Remarks**
   - The Chair thanked everyone for giving their time voluntarily to help the school. He also brought attention to a positive follow-up email received after the School Association meeting from a parent.

2. **Finance Bursar, Introduction**
   - Caroline Jones explained that she had recently joined the school and taken on this role. Council members provided clarity on the function of the Council body and its relationship with the key activities within the organisation. The reporting route through Vision Group was discussed and it was agreed that at times there was a need for a more direct link with Management Group to establish a greater level of detail on some issues.
   - It was reported that the work in the Finance Office was considerably behind in terms both of routine data entry and key strategic planning. Some invoices still needed to be sent out, no expenditure figures were available and last year’s accounts not yet completed. Funds available in the reserves were not known. Caroline has been working well over her 30 hours per week and the situation was not sustainable.
   - Council expressed their support for this role and for Caroline. Agreement had recently been made by the Management Group to recruit a finance assistant and for a teacher to give some time to help clear the backlog. Also to relocate the Admissions function to allow better space in the Finance Office. It was hoped that it would be possible to produce management accounts for consideration starting in January.
   - Regarding the management structure and support systems, it was felt that these were not always effective or sufficient. There is no line management in place although a sponsor had been allocated and this had been helpful.
   - Concern was expressed by some trustees that a serious situation had been
2.6 It was resolved to discuss the short term resourcing of the Finance Office with the Vision Group Chair and consider options for a plan to be agreed at the next meeting.

3. Minutes of last meeting
   3.1 The minutes of the last meeting were agreed as a true record.

4. Matters Arising from last minutes
   4.1 a. Questions for Vision Group to be deferred to the next meeting.
   b. The Action List was reviewed and updated
   c. ER had arranged to attend the forthcoming Management Group meeting and report back to the next meeting

5. Management Reports
   5.1 Personnel Report: It was noted that
      a. There were currently high levels of sickness
      b. 2 people had reported stress at work
      c. There were currently 9 vacancies indicating high staff turnover

      It was agreed that personnel issues needed to be benchmarked against other similar organisations and that this was a task for Management Group and that this could be undertaken in the medium term.

      Pupil figures were acknowledged.

   5.2 IT Report: This demonstrated that there was a great deal of frustration experienced in this area. It was agreed that a plan was needed to provide adequate resourcing and that this should be relayed via the Vision Group Chair to Management Group. IT needed to be included fully in the Strategic Plan.

6. School Association meeting
   6.1 Trustees all felt that the meeting had been positive, lively and helpful with many people engaged and feeling heard. There was concern that the Parent Forum may not be fulfilling its intended purpose.
   Actions: ML to publish summary of meeting in Flier; Council to discuss outcomes at next meeting.

7. Trustees review
   7.1 ML gave a presentation on his experience of working with the School Council and received feedback from members.

8. Council review
   8.1 The Secretary updated members on the progress made in collating
governance documentation. Most key documents were now in place but some were still outstanding.

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<th>9</th>
<th>9.1 Forward Calendar</th>
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<td>The Secretary introduced this document which would serve as a management tool for brief review at each meeting to facilitate planning.</td>
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<table>
<thead>
<tr>
<th>10</th>
<th>10.1 Dates of forthcoming meetings</th>
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<td>These will be:</td>
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<td>• Monday 1 December</td>
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<td>• Monday 12 January 2015</td>
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<td>• Monday 2 February</td>
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