Rudolf Steiner School South Devon School Council  
Minutes of the Meeting - Monday 2 February 2015

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

In attendance: Kevin Jones (Estates Manager) and Cathy Day (Steering Group)

Apologies: Ian Powell

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<th>Declarations of any conflict of interest in the matters to be discussed</th>
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<th>Declarations of any benefits to any trustees arising from any of the matters to be discussed</th>
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1. Chair’s Opening Remarks
1.1 The Chair welcomed Kevin Jones and Cathy Day to the meeting.
1.2 Tatiana Cant has resigned as Secretary to Council. Her resignation has been accepted and acknowledged. The Council thanked her for all the work she has done, particularly the introduction of some documents which have helped with the smooth working of the Council.
1.3 Edwina Ratcliffe was thanked for stepping into the Secretary role on a temporary basis.
1.4 Mark Drewell produced a document from the Judicaire Central in Belgium confirming he has no criminal record for his DBS check and the Chair welcomed him as a full member of Council, pending confirmation from the personnel office that the document had been received there.

2. Meeting Minutes
2.1 Minutes of the meeting held on 1st December, 2014. There was one change identified at the last meeting and Kevin Jones asked for another change to be made after he read the minutes - which was not until they had been posted on the website. Council have agreed to this revision of point 4.6, which is as follows:

   KJ stated that his job description implied that IT came within his remit and that it would make entire sense that it did as it was usual in other organisations for IT to come under the remit of the Premises and Facilities or Estates Manager. KJ would therefore be content if this happened within this organisation. Council and the Vision Group Chair confirmed that this made sense and unanimously agreed.

2.2 Minutes of the meeting held on 12th January will be approved at the next meeting.
2.3 It was agreed that in future all meeting attendees must receive the minutes for comment prior to their publication. They can be provisionally agreed by email prior to endorsement at the next meeting.

3. Management Reports
3.1 Interim Finance Management
Kevin Jones reported on the interim finance management project.
Council sees Kevin’s handling of financial issues as very competent and building a new confidence.

3.2 A proposal has come from Mark Eyers regarding a historic mortgage loan and a decision to follow this was made in Council. The Chair was mandated to investigate and resolve any further historical matters from Mark Eyers’ tenure of the Finance Office.

3.3 Estates
Council heard a report from Kevin Jones.

3.4 Gateway Project
The Biomass Boiler was commissioned already in December, allowing us to benefit from the higher RHI payment rate. It is planned for the boiler to start heating the school on 9th February. Progress on the Bunkhouse is smooth. Kevin was warmly thanked for all his very good work on these projects. Kevin did want to make Council aware that the Biomass Boiler is at full capacity and will not be able to heat any further new buildings.

3.5 I.T.
A report on the state of the IT was tabled.

3.6 Management Group now comprises Kevin Jones, Cathy Day, Caroline Skelton and Gaby Watson. This format is working very well.

3.7 Kaycee Fordham started this week as the Admissions Officer.

3.8 Although of interest to Council, much contained within the Management Reports is not necessary for their work. They could be split into Strategic and Day to Day matters and marked where “Input from Council required”.

4. Review of Organisational Structure

4.1 Following a meeting between Chair of Council, Chair of Vision Group and Cathy Day (Steering Group), a possible new format of the organisation was discussed with changes to Steering Group and Vision Group. Work on this to continue. A draft Job Description of the Senior Administrator was shared. The Senior Administrator would become the link to Council. The role of Senior Administrator is seen as part-time but possibly linked to another role in the school. They would have the role of carrying the structural review into everyday school life. Council now awaits appointment of Senior Administrator by the current VG Chair. Council approved work to continue on this proposal.

4.2 A point was raised that the work of Extraordinary General Meetings could be used to help strengthen the School Association.

4.3 Discussion around the need for a Parent Council or better use of Class Contacts as organised in the COSI mandate group.

5. AGM

5.1 The Auditors will be coming in the Easter Holidays, so AGM will take place in May or June. The Acting Secretary to check who is up for re-election.

5.2 Could the meeting be tied into a Work Day?

6. Other matters

6.1 Letters received from teachers Mark Hunt and Katie Jurgens were noted and the Chair will respond to them.

6.2 The meeting closed at 10.00 pm – all other Agenda items to be carried over to next meeting.

7. Date of next meeting - Monday 2nd March