

Cambridge Steiner School Project - Board of Trustees
 Schedule of Meetings for 2018/19: Organisation Principles

Meeting Types

Members of the Board of Trustees may attend three key types of meetings:

- Full Board Meetings
- General Trustee Meetings
- Trustee/School Coordination Team (SCT) Meetings

We will publish in advance the agenda and schedules of these meetings.

Constitution of Meetings, Frequency & Notice

General Trustee	
Constitution	Trustee Office Holders Secretary: TBA
Agenda & Papers	All Trustees
Frequency	1 per Half Term (some exceptions)
Notice	Agenda Items (2 weeks) and Papers (1 week)
Trustee/SCT	
Constitution	Trustee Office Holders and School Coordination Team Secretary: TBA
Agenda & Papers	All Trustees and School Coordination Team
Frequency	1 per Half Term plus 1 before the start of the school year
Notice	Agenda Items (2 weeks) and Papers (1 week)
Full Board of Trustees	
Constitution	All Trustees , , representative from School Coordination Team and from College of Teachers (where such exists) Secretary: TBA
Agenda & Papers	All Trustees, Faculty Business Team and Staff representative.
Frequency	1 per Term
Notice	Agenda Items (4 weeks) and Papers (3 weeks)

The first meeting of a Term, where possible, will be a *General Trustee* meeting and the last will be a *Trustee/SCT* meeting. *Full Board* meetings are preceded by a *Trustee/SCT Meeting*. The Michaelmas term is preceded by a *Trustee/SCT Meeting*.

Wherever possible there should be at least 3 weeks between meetings (This is difficult to do in the Lent Term because of the AGM).

There must be 3 weeks between *Trustee/SCT Meetings* and *Full Board* meetings to allow for dissemination of papers in advance of *Full Board* meetings.

All meetings are on Thursdays at 20:00 at Cambridge Steiner School.

There may be a need for additional *ad-hoc* meetings through the school year. These will not normally involve the Full Board of Trustees.

Unless otherwise determined on the day, the meetings will normally be chaired by the Chair of Trustees.

Secretaries for the meetings are to be determined.

Agenda items and papers to be collated and distributed by the Chair of Trustees (or nominee).

We may try to associate Full Board Meetings with school events so that members travelling to the meeting can more easily attend the school event (e.g. Advent Fair, May Fair etc.).

Cambridge Steiner School Project Board of Trustees

Schedule of Meetings for 2018/19: Meetings on Thursday at 20:00 unless otherwise stated.

w/c	Term	Date	Meeting	Notes & Events
13-Aug-18	Vac			
20-Aug-18	Vac			
27-Aug-18	Vac		Trustee/FBT	Prepare for School Year (End of Financial Year) 19:15
03-Sep-18	Start			
10-Sep-18				
17-Sep-18			General Trustee	Start 19:00
24-Sep-18				- with Meet the Trustees at end of meeting 20:00
01-Oct-18		04-Oct-18	General Trustee	
08-Oct-18		09-Oct-18	Trustee/SCT	Finalise Papers for Full Board 20:00
15-Oct-18	HT			
22-Oct-18	HT			
29-Oct-18				
05-Nov-18		08-Nov-18	Trustee/SCT	Replaces general trustee
12-Nov-18				
19-Nov-18		22-Nov-18	Full Board	
26-Nov-18				
03-Dec-18		6-Dec-18	Trustee/SCT	<i>MOVED to 20/12 For Safeguarding Audit Update</i>
10-Dec-18	End			Term Ends Fri 14 Dec
17-Dec-18	Vac	20-Dec-18	Trustee/SCT	Special Meeting with EPM auditors
24-Dec-18	Vac			-Accounts to Prentis & Co.
31-Dec-18	Vac			
07-Jan-19	Start	10-Jan-19	Trustee/SCT	Finalise Papers for Full Board & AGM
14-Jan-19				
21-Jan-19				
28-Jan-19		28-Jan-19	Full Board	<i>Notice of AGM & Papers to Members</i>
04-Feb-19		4-Feb-19	Trustee/SCT	Emergency Meeting
11-Feb-19	HT			
18-Feb-19		21-Feb-19	AGM	Moved to 28 March
25-Feb-19		28-Feb-19	Trustee	

04-Mar-19		7-Mar-19	General Trustee	Induction - Postponed
11-Mar-19				
18-Mar-19		21-Mar-19	Trustee/SCT	20:00
25-Mar-19	End			
01-Apr-19	Vac			Term ends Tues 2 Apr
08-Apr-19	Vac			
15-Apr-19	Vac			
22-Apr-19	Start	25-Apr-19	General Trustee	Start 19:30- with Meet the Trustees. Meeting follows
29-Apr-19				
06-May-19				
13-May-19		16-May-19	Trustee/SCT	Finalise papers for Full Board
20-May-19				
27-May-19	HT			- <i>Deadline for Submission of Accounts</i>
03-Jun-19		6-Jun-19	Full Board	
10-Jun-19				
17-Jun-19				
24-Jun-19		27-Jun-19	Trustee/SCT	
01-Jul-19				
08-Jul-18	End	12-Jul-19		End of Year (Party) 17:00
15-Jul-18	Vac			

Papers for Full Board

Autumn Term	Standing Reports	Chair inc. urgent actions
		Finance
		Safeguarding
		HR
		H&S
		SEN
		Estates
	Draft Accounts	
	1/3 Reviewed Policies	<i>Starred</i>
Spring Term	Standing Reports	Chair inc. urgent actions
		Finance
		Safeguarding
		HR
		H&S
	AGM preparation	
	1/3 Reviewed Policies	<i>Starred</i>
Summer Term	Standing Reports	Chair inc. urgent actions
		Finance inc. Budget
		Safeguarding
		HR
		H&S
	School Calendar & Schedule of Meetings	
	Draft Budget	
	Recruitment Figures	
	Staffing requests for new school year	

	1/3 Reviewed Policies	<i>Starred</i>

Note: Starred papers are presented for information only and are not discussed unless this is requested at the start of the meeting.

Document History and Version Control Table

Version	Action	Authority	Date
1.0	First Draft written	Trustees	21/05/2017
1.1	Updated Draft	Trustees	10/06/2017
1.2	Updated draft	Trustees	24/06/2017
2.0	Second Edition first draft	Trustees	05/11/2018
2.1	Updated Draft	Trustees	08/03/2019