

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of an Extraordinary Meeting of the Governing Body

Held on Thursday, 12th May 2016 at 8:00 pm at the School

Present: Mrs Marion Lott (Chair), Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mrs Amanda Clarke, Mr Paul French, Ms Helen Jones, Mrs Alison Nicholson, Ms Fiona Price and Mrs Alice Wintergold

In attendance: Mrs Kathy Jerbi (Clerk)

Apologies: Mrs Lynne Mulcare, Canon John Twisleton, Mr Peter Whatling

Due to the purpose of this meeting, the attendance of Head Teacher Mrs Joanna Francis was not required.

The Clerk established that the meeting was quorate, there being 9 governors present out of a possible 13, i.e. more than 50% of seats occupied.

The meeting was opened with prayer led by Mrs Lott.

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by Governing Body.

2 **DECLARATION of INTEREST (agenda items only)**

None

3 **RECRUITMENT of a HEAD TEACHER from SEPTEMBER 2016**

Following a helpful briefing on 10th May by LA Advisor Maria Roberts, the GB have some decisions to make regarding the recruitment process:

- **WSCC Recruiting Services** – whether or not to employ them for administration of the process. Ms Roberts recommended that we do. Cost is £500 if successful. If not successful, a third of the cost is to be paid again for each of the 3 stages that have to be re-taken. The GB discussed & concluded that the service represents good value for money – it is tried & tested, already in place, takes the workload away from our own staff & will maintain confidentiality. **The GB agreed to use WSCC Recruiting Services** for administration of the Head Teacher recruitment process.
- **Meeting date to write pre-advertisement** for publication on wsgfl by 20th May
- **Meeting date to write Information Pack** for prospective candidates – to be available by 27th May
- **Proposed timeline** of application closing date (17th June) / shortlisting (22nd June) / interviewing (2 days during wk com 27th June)

The GB discussed the above tasks at length. Main issues raised:

- The Panel are responsible for producing the pre-ad & the information pack, but other governors can contribute as well.
- The idea of having a brain-storming session to decide the kind of attributes the GB would like to see in potential candidates was well-received. The example person specifications/job specifications provided by the LA could then be consulted to ensure we have covered all the required components.
- The interview will be held over 2 days, comprising of various stages. At the end of day 1, the Panel can decide to terminate the interview for any candidate that they feel is not suitable & he/she need not return for day 2.
- The proposed timeline above for application/shortlisting/interviewing was discussed with Ms Roberts at the briefing & is aimed at recruiting a Head Teacher to start either in November 2016 or January 2017. The post advertisement should state 'start January 2017 or sooner'.
- A plan for September 2016 will also need to be made. Ms Roberts is confident of being able to supply a temporary Head Teacher to stand in. The Diocese will need to have input into this decision.
- Governors agreed we need to adhere to the suggested timescale in order to get quality candidates.
- Governors suggested using the already planned Working Party meeting scheduled for 18th May to work on the pre-ad & information pack. It was agreed that the strategy work of the Working Party could be shelved short-term while governors concentrate on the more pressing issue of recruiting a Head Teacher. Ms Roberts had advised much the same.
- The GB recognise that there is not a large number of Heads looking for positions, therefore we need

to 'sell' the school & attract candidates. Governors suggested this would be done not necessarily by the school prospectus, but more so by visits to the school. High impact actions are preferable to hours spent changing things.

The GB agreed to the timeline for closing date/shortlisting/interviewing as set out above. Interview dates agreed as 30th June & 1st July.

It was agreed that shortlisting on 22nd June take place in the evening, assuming that both the LA & Diocese representatives can attend in the evening.

- **Governor members of recruitment panel** (must be available for both shortlisting & interviewing) – the GB agreed that although a cross-section of governor categories is not a requirement, it would be preferable for us. After discussion, **governor members of the recruitment panel were agreed by the GB to be:**

Ms Katherine Brooke-Webb
Mrs Amanda Clarke
Ms Helen Jones
Mrs Marion Lott
Mrs Lynne Mulcare
Ms Fiona Price
Mrs Alice Wintergold

The Clerk pointed out that, to her knowledge, ratification of the Panel's decision following the interview process is required by the full Governing Body at a clerked meeting. The Clerk was asked to verify whether this was the case, or whether ratification can be done by email or video conference. [After the meeting, the Clerk found the following statement in the document 'Head Teacher Appointments – What Governors Need to Know April 2016': "The whole governing body must approve/ratify the preferred candidate or the decision not to appoint anyone from the shortlist..... This meeting needs an agenda and to be clearly minuted."]
A provisional date for an extraordinary meeting of the GB was agreed as Saturday 2nd July 2016 at 10am to ratify the Panel's decision.

The GB discussed communication of the recruitment process to staff & parents. It was agreed that parents should be given minimal information as recommended by Ms Roberts, informing them that recruitment is underway, with more information provided to staff to ensure they are prepared to receive potential candidates visiting the school.

(Mrs Nicholson left the meeting at this point, 9.30pm)

Governors discussed content required for the pre-ad – Mr French to circulate a draft. They also had a preliminary discussion about the attributes required for the person specification – Mrs Clarke to pull this together.

Meeting dates to take these items forward and to prepare the information pack for candidates agreed as Monday 16th May at 8pm and Wednesday 18th May at 9.30am to be held at the school.

Governors took away tasks to be working on prior to these meetings.

The meeting closed at 10.20 p.m. with a prayer led by Mrs Lott.

Signed as being a true and accurate account of the meeting:

..... **Date:**

Name: Mrs Marion Lott **Position:** Chair of the Governing Body