

St GILES C of E (Aided) PRIMARY SCHOOL

Minutes of an Extraordinary Meeting of the Governing Body

Held on Thursday, 20th October 2016 at 8:00 pm at the School

Present: Mrs Marion Lott (Chair), Mrs Rebecca Barnard, Mrs Myra Boyce, Ms Katherine Brooke-Webb, Mrs Amanda Clarke, Mr Paul French, Ms Helen Jones, Mrs Lynne Mulcare, Ms Fiona Price, Canon John Twisleton and Mrs Alice Wintergold

In attendance: Mrs Kathy Jerbi (Clerk)

Apologies: Mrs Alison Nicholson and Mr Peter Whatling

For the purpose of this meeting the attendance of interim Head Teacher Mrs Debra Turner was not required.

The meeting was opened with prayer led by Mrs Lott.

1 **APOLOGIES for ABSENCE**

Apologies received as above – reasons accepted by the Governing Body.

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

None

3 **HEAD TEACHER APPOINTMENT**

- Interviews were held for the position of Head Teacher of St Giles CE Primary School on 19th & 20th October. A strong field of 4 candidates presented (one further candidate having withdrawn earlier in the week).
- All candidates were invited back for the second day of interviewing; none were deemed unsuitable after the tasks of the first day.
- Having completed the interview process, the Head Teacher Recruitment Panel agreed to appoint Mrs Hilary Douch to the position. Mrs Douch is an experienced teacher, having held 3 short Head Teacher positions, most recently at a large primary school in Crawley, which amalgamated with another school, leaving her redundant.
- The panel were looking for a candidate capable of leading our school to become 'outstanding' & to increase our pupil numbers. It felt Mrs Douch has the skills to meet these aims. At interview, Mrs Douch presented strong ideas about teaching and learning.
- All 4 candidates presented good assemblies to the children. This was equally hard for the children & the candidates.
- Mrs Douch is supply teaching at present, meaning she will be available for a handover with the current interim Head Teacher, Mrs Turner, ensuring a smooth transition.
- Mrs Douch has been offered the position & accepted – she is both delighted & excited.
- Mrs Lott will circulate an email to the staff this evening informing them of the appointment.
- The GB discussed how & when to inform parents and children – it was agreed that an email communication be sent to parents at the end of Friday, 21st October. Mrs Turner to be informed of the timing & to be given the choice whether she informs the children herself or not.
- Governors asked what in particular Mrs Douch had said about teaching & learning that impressed the panel – more detail was given by the panel.
- Mrs Douch was the only candidate to use free time between interview tasks to enter the classrooms & talk to staff & children. The panel had not advised staff that this might happen, however, the WS advisor, Mr Malcolm Laverty, said that this was standard practice at interviews.
- Mrs Douch lives quite locally.
- *See Part II*
- Governors asked is Mrs Douch less experienced. The panel replied yes, as a Head Teacher, although she has held an assistant Head Teacher post for a long period. The panel did not give much thought to the extent of her Head Teacher experience; they appointed her because she is right for our school at the current time.
- The decision to appoint was not easy – all the candidates were strong & had different strengths.

- Mrs Douch has experience of converting to an academy in a previous post. She has a lot of ‘change management’ experience.
- The candidates were all told that our school is going through an unusual time of change currently & were asked where they would see themselves in both 2 years’ & 5 years’ time. All, including Mrs Douch, replied at St Giles for both time scales, which is reassuring, as we want stability.
- The WS & Diocesan advisors were confident in the panel’s choice of candidate & the decision to appoint.
- Governors noted that the energy in school since the start of term has been astonishing & hope that this will continue. The panel assured governors that Mrs Douch came across as energetic.
- The Church is one area where Mrs Douch may need support – this will be provided by the Diocese. Catherine Hemsley has been appointed our Diocesan Improvement Partner.
- Governors noted that Mrs Turner’s strength has been communicating with parents. Communication also appears to be a strength of Mrs Douch.
- The presentation that the candidates were asked to prepare was entitled ‘how would you enhance the appeal of St Giles to increase pupil numbers?’ The presentation by Mrs Douch was very strong – she highlighted many of the things the GB have already been discussing.
- Mrs Turner & Mrs Douch will plan transition between themselves.
- Governors noted that the children have enjoyed many of the things Mrs Turner has put in place & which are beneficial to the school. The school appearance is much improved, the atmosphere calmer & more purposeful.
- The GB do not in any way want to undermine Mrs Turner during the remainder of her tenure as interim Head Teacher.
- The panel’s main motivation in appointing Mrs Douch is her vision for leading the school to become ‘outstanding’.
- The GB thanked the panel for their work in the whole recruitment process. It has been a real team effort, with every member contributing.
- Thanks were also given to the whole school for their part in the interviewing process; in particular to Mrs Brooke-Webb for timetabling the interview days & to Miss Murray, whose lesson was observed by all candidates as well as 3 governors & who provided feedback to the candidates.
- **The Governing Body ratified the Head Teacher Recruitment Panel’s decision to appoint Mrs Hilary Douch to the post of Head Teacher of St Giles CE Primary School with effect from January 2017.**
- Mr Lavery, WS advisor, will provide feedback to the unsuccessful candidates. They have been informed.

4 DATE and TIME of NEXT MEETING
 Wednesday, 23rd November 2016 at 8.00pm

The meeting closed at 8.35 p.m.

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

..... **Date:**

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