

## Governors Meeting to discuss process for recruitment of new Headteacher

Wednesday 23 March 2016

Present : J Bentley, C Southworth, E Walpole, S Yates, K Morgan, E Lowe, D McFarlane,

D Davies, J Taylor

Julia Coleman (LEA)

In Attendance : J Watson

Julia Coleman introduced herself and outlined the support that would be made available to the School throughout the recruitment process. She emphasised that whilst this would be a Governor appointment she would be an observer on the interview panel.

She advised that Governors needed to review and agree a job description and person specification and also to establish what tasks/exercises candidates would undertake during the appointment process. She added that she would be able to provide materials to support the shortlisting process, i.e. a sifting sheet.

Discussion took place regarding various aspects of the process and the following was agreed:

	<i>Action/Notes</i>
National and Local Advert to be placed on 13/5 and 20/5. It was also agreed that the post would be advertised on YourCouncilJobs.com (at a cost of £75).	<i>Advert content to be agreed.</i>
Closing Date for Applications – 7 June.	
Shortlisting Date – 9 June.	<i>Shortlisting Panel to be agreed.</i>
Application Packs available from School and applications to be returned to the school.	
Job Description/Person Specification – Governors to review copies distributed at today's meeting and bring revisions to next meeting.	<i>ALL</i>
Interview Date – 23 June 2016. Interviews to be held off site, possibly using Astley Bank.	<i>JW to book</i>
Pre Half-Day to be arranged for 22 June. This may include: <ul style="list-style-type: none"><li>• Informal Lunch with staff</li><li>• Tour of school (Year 6)</li><li>• Meeting with Student Council</li><li>• Classroom-based exercise (possibly reading with younger children)</li></ul>	<i>Feedback would be needed from each of these</i>

Twilight meeting to be held on 22 June, to ensure feedback from pm activities is shared with all Governors.	
<p>Activities for am on 23 June :</p> <ul style="list-style-type: none"> <li>• In Tray Exercise</li> <li>• Data Analysis Exercise</li> <li>• Show &amp; Tell</li> </ul>	<p><b><i>Feedback needed from each of these to feed into a possible further shortlisting</i></b></p> <p><b><i>Need to ascertain which Governors and/or staff are involved in these</i></b></p>
Lunch to be arranged for all candidates, governors and staff involved in both morning and afternoon activities.	<b><i>JW</i></b>
<p>Formal Interviews – afternoon of 23 June. Panel:</p> <p>John Bentley Samantha Blackshaw Chris Southworth Elaine Walpole Karen Morgan</p> <p>First 10 minutes of interview to be the candidate’s Vision for the School.</p>	
Salary – Group 3 L18-24	
<p><b>Date of Next Meeting –</b> Thursday 31 March, 5.00 pm.</p>	