Governors Meeting to discuss process for recruitment of new Headteacher

Tuesday 26 April 2016

Present : **J Bentley, C Southworth, K Morgan, S Blackshaw, D Davies, E Lowe**

Apologies : **D McFarlane, S Yates, S Pickup**

In Attendance : J Coleman, J Taylor, J Watson

	Action/Notes
Job Description/Person Specification Minor changes made to PS. No changes to JD	
Advertisement It was suggested that the 'For learning, smiling and remembering' motto be added. Discussion took place regarding the commencement data and it was agreed that this should be worded - Ideally required from September 2016.	
Application Form It was noted that there was no separate HT Application form and accordingly the general BwD form would be used.	
Chair of Governor's Letter Minor changes made. Also, it was agreed that the interview dates be added to the letter with a caveat that candidates must be able to attend on both days.	
Shortlisting Date Due to other commitments of the Chair, it was agreed that the date would be moved to Friday 10 June at 9.30 am. JW to ensure all panel are able to attend this amended session. JW to ensure that all panel members have copies of the applications asap after the closing date.	***JW*** ***JW***
Recruitment & Selection Activities and Constitution of Groups ***Wednesday 22 June:*** • Lunch in school with children 12.15 – 1.00 Venue, number of children and which to be determined once shortlisting has taken place. • Coffee with staff in Staffroom 1.00-1.30 Carousel of activities from c1.45 pm. Draft to be produced after shortlisting. To include – Meeting with Student Council, a classroom-based exercise and a year 6 tour.	 ***JW***

Meeting with SC (20 mins) – to be 'observed' by JB/CS/DD. Student Council members to ask candidates questions. ***Classroom-Based exercise*** – to be 'observed' by SB/KM/EL. Exercise – 'Bring a book that you would like to share with a group of KS1 children' ***Year 6 Tour*** – members of Year 6 to provide candidates with a short tour of school. (Feedback from Year 6 re the candidates to be gathered at the end of the afternoon) – KM to mock up a proforma for this. Twilight meeting to be held to share information re all activities and candidates. However, no further shortlist to take place at this stage. ***Thursday 23 June:*** (All activities on this day to be held at Astley Bank, Darwen) Carousel of activities from 9.00 am. Draft to be produced following shortlisting. To include – Data Analysis Exercise, In-Tray Exercise, Show & Tell (each exercise to be of 30 minute duration). ***Data Analysis*** – Julie Coleman to provide data. Written report to be provided by candidates for review by Julia Coleman and Jane Taylor. ***In-Tray Exercise*** – to be provided by Julia Coleman. Following 15 minute consideration of materials, Q&A/Verbal feedback to JB/KM/CS ***Show & Tell*** – 'Teach us something new' – 15 minute presentation followed by Q&A with SB/EW/EL At lunch time all Governors will meet and consider outcomes/feedback from am activities. At this point, a further shortlist may take place. Formal interviews will take place from c1.45pm. Each interview will commence with a 10-minute presentation on Vision for the School.	***KM***