

Governors Meeting to discuss process for recruitment of new Headteacher

Thursday 31 March 2016

Present : J Bentley, C Southworth, K Morgan, S Blackshaw

Apologies : E Walpole, D McFarlane, S Yates, D Davies, E Lowe, S Pickup

In Attendance : J Taylor, J Watson

	<i>Action/Notes</i>
Job Description/Person Specification Draft agreed. Once complete JW to send to JB for perusal, prior to circulation to all Governors/J Coleman. JM to check with JC re whether Degree qualification should be Essential.	<i>JW / JB</i>
Advertisement Draft agreed. Noted that this would be placed in TES, on BwD Website and on YourCouncilJobs.com. KM to speak to SP re timescales for TES advert.	<i>KM</i>
School Council Letter KM shared this. To be incorporated into Recruitment Pack.	
Prospectus JW to continue to update.	<i>JW</i>
Application Form BwD Form to be used.	
Safer Recruitment JB to ask JC for the link for this.	<i>JB</i>
Date of Next Meeting – Tuesday 26 April, 5.00 pm.	