

**COMBINED MEETING OF THE FULL GOVERNING BODY
AND THE RESOURCES COMMITTEE**



Monday 8 September 2008, 19.30hrs

Present: Ysanne Austin, Matthew Borg, Steve Clarke, John Elliott, Paul Jobson (Chair), Janie Jones, Ian Lewin, Justin Lewis, Carlos Montes, Sue Romero, Ruth Sapsed.

In attendance: Frankie Williams (item 4 only), Emma Faid (Clerk).

1. Chair's Introductory Remarks

- 1.1. The Chair welcomed all Governors to the first Governing Body meeting of the 2008/09 academic year, with a special welcome to new LEA Governor, Carlos Montes.
- 1.2. The Chair also took the opportunity to remind Governors of some of the key principles and working practices the Governing Body should follow:-
 - Although individual opinions might be expressed during a discussion prior to a vote, once a decision had been taken, it was "owned" by the Governing Body as a whole.
 - Any confidential information shared at a governing body meeting, should not be disclosed outside of the meeting.
- 1.3. Much of the routine work of the Governing Body was handled through its two Committees, Resources (which covered Personnel, Finance and H&S), and Curriculum & Community. He invited all Governors to consider which Committee(s) they wished to serve on, noting that Committee papers were circulated to all Governors, and any Governor was welcome to attend a meeting whether or not they were a member of that Committee.
- 1.4. There were also other opportunities for Governors to visit school, both as part of a scheduled Governor Visit (details arranged by the Curriculum Committee), or by becoming a Link Governor for a particular subject area. Link Governor allocations would be discussed in more detail, at the December meeting of the Governing Body.

2. Apologies for absence

- 2.1. Apologies were received and accepted from Ian Nimmo-Smith and Hilary Hladky.

3. Declarations of Interest & Register of Pecuniary Interests

- 3.1. There were no declarations of interest relevant to the current meeting. The Chair reminded all Governors to complete their annual Declaration of Interests form, and hand it to the Clerk.

Action: All Governors

4. Arrangements for Recruitment of New Headteacher

- 4.1. The Chair introduced Frankie Williams from the LA, and invited her to set out for Governors the key processes/documentation that would be required for the forthcoming Headteacher recruitment.
- 4.2. Recruitment Timescale: Frankie noted that as Mrs Romero had given a year's notice of her intention to retire, this would greatly assist Governors with the recruitment process. In the event a suitable candidate was not appointed after the first round, there would be sufficient time to re-advertise. And also, to involve the successful appointee in the recruitment process for the Deputy Headteacher (Mrs Hladky having also announced her intention to retire at the end of the current school year). Whether a serving Headteacher or a Deputy, the successful appointee would need to have their NPQH.
- 4.3. In terms of process: Frankie advised that whilst Mrs Romero would be involved in the process, especially in the initial stages of drawing up the person spec/job advertisement, and compiling

the recruitment pack, the process was very much owned by the Governors. The Chair would form a sub-Committee of Governors would manage all stages of the recruitment process; the sub-Committee members would need to be available for all the shortlisting and interview dates, and they would select a preferred candidate. A meeting of the Full Governing Body would then be required, to approve the sub-Committee's recommendation.

- 4.4. Regarding the advert: Frankie advised that Headteacher appointments were advertised in the TES as standard (paper and web versions), and also on the EPM website. Governors could consider additional advertisements elsewhere, and/or make use of a specialist agency (eg TES Prime), but there would be significant cost implications. Accordingly, she recommended a TES advertisement (on two consecutive weeks in case one was missed), plus the EPM website advert, in the first instance. In response to a query from one Governor, Frankie confirmed that relocation expenses could be offered, but Governors would again need to consider affordability of the relocation package offered.
- 4.5. Regarding the interview: Frankie recommended that this should be a 2-day process, as this gave more time for all the various stakeholders to spend time with the candidates. Especially for the benefit of candidates coming from out of county, an opportunity should be built in for the Chair if Finance to explain current funding arrangements – both the LA's funding model and the school's own financial position, and to confirm the salary range available. Psychometric testing, if required, was available via EPM.
- 4.6. Appointment: In selecting their preferred candidate, Frankie also suggested that if two potentially appointable candidates were identified, the fact that a second potentially appointable candidate had been identified should be minuted at the time of selecting the preferred candidate. In the event the preferred candidate did not take up the offer of the post, it would then be possible to offer the post directly to the second choice candidate, without having to repeat the recruitment process.
- 4.7. Person spec: Frankie advised that the person spec was the first document Governors needed to prepare, as this would inform both the initial advertisement, and the ensuing selection process. Noting that the Chair had already obtained some documentation from other schools' recruitment processes, she recommended that a first draft person spec be drawn up with input from Mrs Romero; this could then be circulated to all Governors for their input and feedback.
- 4.8. The Way Forward: Governors discussed the timetable for the process, from placing the advertisement, through to interview and appointment. Various dates were discussed, but the conclusion was that the job would need to be advertised in the TES for two consecutive weeks immediately before half term, a closing date one week after the end of term, and the interview process to take place around 19/20 November. Governors concluded by agreeing to meet again on Monday 15 September; first to carry out a brainstorming session to discuss the format of the person spec and the advertisement, and then to agree a final timetable and the membership of the sub-Committee to conduct the appointments process.

Action: All Governors

[John Elliott left the meeting at this point.]

- 4.9. Frankie Williams concluded by reminding Governors that a detailed book of guidance on Headteacher recruitment was available from EPM; she said that she would ensure a supply was made available for all sub-Committee members, in time for the meeting on 15 September 2008.

Action: Frankie Williams

[Frankie Williams left the meeting at this point.]

5. **Salaries Committee and Headteacher's Review Panel**

5.1. Review of ISR

Governors noted that they had previously agreed to review the ISR as part of the Headteacher

recruitment process. After a short discussion, it was agreed to request benchmarking data on ISRs of similar schools from EPM, which could then inform a decision on the ISR to be included in the forthcoming recruitment. The Chair said that he would contact Sue Miller at EPM to request the information.

Action: Chair

5.2. Agree Pay Policy for 2008/09

The Pay Policy (previously circulated for review and comments) was approved unanimously.

5.3. Salaries Committee

Ian Lewin, Ysanne Austin and Matthew Borg volunteered to serve on the Salaries Committee for the forthcoming year. It was hoped that John Elliott (who had served on the Committee the previous year) would also be willing to serve.

5.4. Headteacher's Review Panel

Ian Nimmo-Smith (who had served on the Panel alongside Ian Lewin the previous year) had indicated he would be willing to serve again, and Steve Clarke volunteered to join him on the Panel for 2008/09.

6. **Election of Chair and Vice Chair**

6.1. The Clerk advised that she had not received any nominations for either position, prior to the meeting. Given the need for the Chair of Governors to be part of the Appointments Panel for the recruitment of the new Headteacher, it was agreed to defer election of a Chair and Vice Chair, until the extra Governing Body meeting on Monday 15 September 2008.

7. **Minutes of the previous meeting (28 April 2008)**

7.1. Due to shortness of time, it was agreed to defer the review of the minutes of the joint Resources Committee/Full Governing Body meetings on 28 April 2008 and 16 June 2008, to the Resources Committee meeting on 29 September 2008.

8. **Headteacher's Report**

8.1. The Headteacher confirmed that all relevant matters had been covered under earlier agenda items.

9. **Chair's Report**

9.1. The Chair confirmed that all relevant matters had either been covered under earlier agenda items, or could be deferred to the December meeting of Full Governors.

10. **Committee Reports**

10.1. None on this occasion.

11. **Policy Review & Approval**

11.1. Annual Child Protection Monitoring Report

Governors voted unanimously to accept the report.

11.2. Behaviour, Equality and Drugs Policy

Governors voted unanimously to accept the three policies.

12. **Any Other Business**

12.1. None on this occasion.

13. **Date of Next Meeting**

13.1. The remaining meeting dates for the first half of the autumn term were confirmed as:-

- Monday 15 September 2008 – Headteacher Recruitment meeting
- Monday 29 September 2008 – Resources Committee meeting
- Monday 6 October 2008 – Curriculum & Community Committee meeting

There being no further business, the meeting closed at 22:00 hours.

Approved by the Governing Body on 15-Dec-08