

MEETING OF THE FULL GOVERNING BODY

Monday 15 September 2008, 19.30hrs



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

In attendance: Sue Miller (EPM) for item 1 only.

1. **Headteacher Recruitment Process**

- 1.1. The Chair welcomed Sue Miller from EPM, the school's personnel advisers. He explained that the purpose of this additional meeting of the Governing Body was to develop an outline Person Specification – one of the key documents required for recruitment of a replacement Headteacher.
- 1.2. After some introductory comments from Sue Miller, Governors discussed the aspects of Milton Road Primary School that they believed were important values of the school, and discussed how these helped to identify important characteristics to look for in the candidates for the replacement Headteacher.
- 1.3. Sue Miller gave advice to the Governors on various aspects of the recruitment process.
- 1.4. The Chair asked for volunteers to be on the Headteacher Selection Panel. The 5 members of the panel who were appointed were: John Elliott (trained in Safer Recruitment), Ysanne Austin, Ian Lewin, Steven Clarke, Ruth Sapsed. It was agreed to delegate responsibility for selecting and recommending a candidate for appointment to the Selection Panel.
- 1.5. The staff members of the Governing Body were asked to leave the meeting to allow a discussion about the salary range for the new Headteacher. It was agreed that ISR for the school would not be changed. The ISR is 20 – 26. The staff members were then invited to rejoin the meeting. The Chair thanked Sue Miller for attending the meeting and for all of her advice, and she then left the meeting.

2. **Election of Chair and Vice-Chair**

- 2.1. The Chair asked if there were any volunteers to take on the role of Chair of Governors. Ian Lewin volunteered to take on the role. All Governors agreed to his appointment.
- 2.2. The Chair asked if there were any volunteers to take on the role of Vice-Chair. John Elliott volunteered to take on the role. All Governors agreed to his appointment.

3. **Next Steps in the Headteacher selection process**

- 3.1. The selection panel agreed to circulate suggestions for the draft Person Specification using email and to meet again within a week, the date yet to be decided. A final version of the Person Specification and a draft advert would be produced for review and approval by all Governors at the next FGB meeting on 29 September 2008.

4. **Dates of Next Meetings**

- Monday 29 September 2008 – Combined FGB and Resources Committee meeting
- Monday 6 October 2008 – Curriculum & Community Committee meeting

There being no further business, the meeting closed at 21:45 hours.