

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



**Monday 29 September 2008, 19.30hrs**

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

**In attendance:** Sue Miller (EPM), Emma Faid (Clerk).

**1. Apologies for Absence**

1.1. Apologies were received and accepted from Justin Lewis.

**2. Declarations of Interest**

2.1. None on this occasion.

**3. Headteacher Appointment Process**

**3.1. Person Specification**

3.1.1. Governors discussed the draft person specification, previously circulated with the papers for the meeting, and agreed the following changes:-

- Under Experience, add “A demonstrable track record in use of ICT in school development (E)”, and “A demonstrable track record in school self-evaluation and accountability”.
- Under Qualifications, expand the section on NPQH (using the wording from the guidance book) so that it did not exclude serving Headteachers without an NPQH. Also to make the requirement for a first degree “Desirable” (as opposed to “Essential”), so as not to exclude candidates who held a Cert Ed instead of a degree.
- Under Attributes, first sentence to read “A passionate interest in and sensitivity towards the whole school community, valuing and respecting them in their own right”.
- Under Attributes, extend the section on educational excellence, to refer to the exceptionally broad and rich curriculum at MRPS.
- Under Experience, extend the sentence dealing with leading, managing and developing staff, to refer to distributed leadership.

**3.2. Job Description**

3.2.1. A draft job description, based on the national standards, had been circulated with the papers for the meeting. This was approved, with no changes considered necessary.

**3.3. Advertisement**

3.3.1. Matthew Borg circulated a copy of the current draft of the proposed advertisement. The following changes were agreed:-

- Email address for application packs should be [headship@epm.co.uk](mailto:headship@epm.co.uk).
- Amend pupil numbers to 470.
- Location should read Cambridge City.
- Body of advertisement to read “Milton Road Primary School is looking for an innovative and dynamic leader, due to the retirement of our very successful headteacher. This

high-achieving and sought-after school of 470 children, is within walking distance of Cambridge's historic city centre and the educational opportunities offered there.”

- Add a fifth bullet: “Fully integrated ICT throughout the school”.
- Insert job reference (Matthew Borg to obtain from EPM).

**Action: M Borg**

[Sue Miller left the meeting at this point.]

#### **4. Election of Chair and Vice Chair of Resources Committee**

- 4.1. Ian Lewin and Ysanne Austin indicated their willingness to stand again as Chair and Vice Chair respectively. There being no other nominations, both were elected to serve as Chair and Vice Chair of the Resources Committee, for 2008/09.

#### **5. Review and approve Committee Terms of Reference**

- 5.1. The Terms of Reference were reviewed, and no new changes were considered necessary. The Clerk confirmed that she would upload a copy of the 2008/09 Terms of Reference for the Resources Committee to the MRPS Governors' Community, in due course.

**Action: Clerk**

#### **6. Minutes of the previous meetings (28 April 2008 and 16 June 2008)**

- 6.1. Both the main and confidential minutes of the meeting of 28 April 2008 were approved, and signed by the Chair as a true and accurate record of the meeting.
- 6.2. The minutes of the meeting of 16 June 2008 were approved, and signed by the Chair as a true and accurate record of the meeting.
- 6.3. It was agreed that all action points from both meetings were either completed, or covered elsewhere on the agenda.

#### **7. Health & Safety**

- 7.1. Paul Jobson volunteered to attend the H&S walkabout, and said that he would arrange a suitable time with the Headteacher.

**Action: PJ**

#### **8. Staff Matters**

- 8.1. The Headteacher advised Governors that interviews for the vacant TA post had been scheduled, and would be taking place the following Wednesday.
- 8.2. The Chair confirmed that Ian Nimmo-Smith and Steve Clarke had been appointed to conduct the Headteacher's Performance Review; a meeting had been scheduled for 16 December 2008.

#### **9. Budget & Finance**

- 9.1. The Headteacher provided a brief verbal report on the proposed utilisation of the school's formula capital of £36k. This included:-

- New oven for Zest
- Leasing fees for new laptops
- Digital cameras
- Specialist ICT tables for Year 6

- 9.2. Regarding the revenue budget, the Chair advised that now Milton Road was a bank account school, it was essential that the profiling in the budgetary control report was accurate. He

would be attending the next meeting with the SFA, to help progress this.

**Action: Chair**

[John Elliott left the meeting at this point.]

10. **Any Other Business**

10.1. None on this occasion.

11. **Dates of Future Meetings**

11.1. Future meeting dates already scheduled for the autumn term were confirmed as:-

- Monday 6 October 2008 – Curriculum & Community Committee
- Monday 24 November 2008 – Resources Committee
- Monday 1 December 2008 – Curriculum & Community Committee
- Monday 15 December 2008 – Full Governing Body

There being no further business, the meeting closed at 21:20 hours.

*Approved by the Governing Body on 15-Dec-08*