

THE GOVERNING BODY OF MILL LANE PRIMARY SCHOOL

Minutes of the special meeting of the Governing Body held at 6.00 pm at the School on Thursday, 8 January 2015.

PRESENT

Mrs Z Thackrah (Chair), Mrs N Chowdhury, Mrs H Farooq, Ms R Grewal, Mr A Ilyas, Mrs L Warner.

In Attendance

Mrs A Houlker (Minute Clerk)
Ms Monica Deb (Kirklees Learning Partner)

2310. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mr R Parkinson (consent).

Miss Barlow, Miss Eddings and Mrs Ottewell were not in attendance as they were members of staff and could not be involved in the recruitment process.

There were no declarations of interest.

2311. RECRUITMENT AND SELECTION PROCESS FOR APPOINTMENT OF A HEAD TEACHER

(i) Definition of the Needs of the School

Ms Deb made reference to the previous recruitment process during which Governors had considered where the School was, its strengths and the future needs of the children. A list of needs had been agreed and this was tabled as a starting point for this round of recruitment. Governors considered each point in turn and agreed they were all still relevant. It was suggested and agreed the description of the Governing Body should be changed to read 'effective and challenging'.

Q: Would describing the school as small be seen as a negative and potentially deter candidates from applying?

A: No. It was important to show the size of the school as small schools present their own challenges.

(ii) Discussion About Advert, Job Description, Personnel Specification and Further Information

Governors considered where the advert should be placed but agreed the wording and discussions about job description and personnel specification should be delegated to the Selection Panel. Ms Deb advised the job description would be a standard one.

Governors were reminded the Bronze TES package had been bought previously. Governors considered all the options again but felt the Bronze package was adequate.

RESOLVED: That the advert be placed in the TES (Bronze package) as well as the on the Kirklees website.

Ms Deb agreed to provide copies of the previous advert to use as a starting point.

(iii) Review the Individual School Range

Ms Deb listed the options available within the group banding of the school along with the monetary value of each range.

Governors noted the last two rounds of recruitment had been unsuccessful and questioned if they had set the ISR at the right range (previously L12-L18). Governors considered the impact on the School budget if a higher range was chosen this time. The salary range of the Deputy Head Teacher was also noted (L5-L9).

Governors discussed the options available along with the flexibility to appoint at any point within the range dependent on experience.

RESOLVED: That the ISR be set at L13-L19 (starting point would be determined by experience).

(iv) Selection Panel

Membership of the Selection Panel was considered. Governors were reminded that a commitment to attend all stages of the process was needed.

RESOLVED: That the Selection Panel be made up of the following Governors:

Mrs N Chowdhury
Mrs H Farooq (Safer Recruitment Trained)
Ms R Grewal
Mr A Ilyas
Mrs Z Thackrah
Mrs L Warner (Safer Recruitment Trained)

(v) Terms of Reference for Selection Panel

The model terms of reference for the Selection Panel were considered.

RESOLVED: That the model terms of reference for the Selection Panel be adopted.

(vi) Timescales and Dates

Timescales and dates were considered.

RESOLVED: That the following timeline be adopted:

- 2 February 2015 at 6pm – Selection Panel meeting to agree advert, personnel specification, job description and information to be included in the pack for applicants
- 11 February 2015 – Information to staffing

- 20 February 2015 – Advert placed
- 6 March 2015 – Closing date for applications
- 10 March 2015 – Packs to be collected from staffing
- 11 March at 6pm – Shortlisting
- 24 & 25 March 2015 – Interviews
- 25 March 2015 at 7pm – Ratification meeting (Full Governing Body)

Mrs Thackrah would look into sourcing an external venue for the interviews. Northorpe Hall was suggested.

It was agreed that Miss Eddings (Acting Deputy Headteacher) would be the point of contact for any candidates who wanted to visit the School prior to interview.

2312. ANY OTHER BUSINESS

There were not items of any other business.

2313. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the school, in accordance with the Freedom of Information Act.