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Little Paxton School Governing Body

Minutes of the Meeting of the Full Governing Body held on Thursday 19th April 2018 at 6.30pm

Present:

Ellen Barrett	Co-opted Governor	Rebekah Jenkins	Associate Member
Penny Conway	Authority Governor	David Jones	Parent Governor
Neil Donoghue	Co-opted Governor	Natasha Stott	Staff Governor
Richard Fairbairn	Parent Governor	Paul Warmington	Parent Governor

1. Apologies for absence

Received and accepted from: Diane Hawkes, Tracey Locke, Oliver Poulain and James Purser

2. Declaration of Interests – none and no changes declared.

3. Minutes of the last FGB and Committee meetings – deferred until next meeting (30th April 2018)

4. Chair's Report of the Process followed to recruit a new Head Teacher

Preparation

- Governing Body received notification of resignation from the current HT on 9th March 2018
- Governor's meeting on 12th March approved the membership of the HT Recruitment Panel
- Advert and Pack published on EPM website 14th March and subsequently on TES website

Shortlisting

- 11 applications were received by the closing date. The LA Adviser congratulated governors on attracting such a wide and strong field.
- The HT Recruitment Panel met on 12th April and considered all applications received.
- 4 applicants were selected to be invited for interview on the basis of how well they met the criteria set out in the application pack.
- The shortlist comprised 3 serving HTs and a serving DHT in a very large primary school. One of these applicants withdrew before the interview days

Interview Process

The Recruitment Panel organised and held 2 recruitment days (18th & 19th April) and the remaining 3 candidates attended for both days. Over the 2 days these candidates took part in a wide variety of tasks that contributed to a very thorough and rigorous selection procedure. The LA Adviser supporting the Panel commented that the procedure had been very rigorous and thorough and she had every confidence in the Panel to make the right decision as a result. The tasks included:

- Taking an assembly
- Observing and giving feedback on a lesson
- Analysing some anonymised school performance data and preparing a report for governors about that data
- An interview with the School Council
- A carousel of short themed interviews with members of the Panel and Staff
- Giving a presentation to an invited audience
- Preparing an unseen topic to present to the panel on the day of interview
- 1½ hour formal interview

HT Recruitment Panel's recommendation

- At the end of day 2 the Recruitment Panel and the LA Adviser held a meeting to discuss everything that had been observed over the 2 days.
- For each of the activities listed above the Panel had carefully observed and considered the candidates' responses and as a result ranked the candidates' performances in each area.
- All candidates demonstrated considerable merit and could have been appointable. No one candidate scored highest in all areas and all candidates scored highest in some areas.
- Many aspects of the role of a Head Teacher were explored during the selection process. Looking at all aspects, the Panel unanimously agreed that one of the candidates best fulfilled our selection criteria and offered the qualities and skills that are needed by the new HT for Little Paxton School at this time.
- That candidate was Nickie Moore and the Panel recommend her for appointment as Head Teacher at Little Paxton School.
- The LA Adviser fully supported this decision.

- The Panel checked the references supplied by the Chair of Governors and the School Improvement Partner at Mrs Moore's current school; both were wholly positive.

Mrs Moore has been a teacher since 1992. She has completed NPQH in 2014 and she is currently the Head Teacher of Meppershall CofE Academy in Bedfordshire.

5. Ratification of the HT Recruitment Panel's Recommendation

Governors present asked several questions about the selection process and members of the Panel responded to these. After discussion a vote was taken:
Governors in favour of ratifying the decision: 6
Governors opposed to ratifying the decision: 1

The decision was ratified by a majority decision.

The Chair contacted Nickie Moore by telephone to offer her the post which she accepted.

Other candidates were also contacted and offered feedback from the LA Adviser who had supported the process.

The Chair wished to record thanks to all those who had worked hard to design and produce the pack, to devise a rigorous selection procedure and served on the Recruitment Panel.

6. Any Other Business – none

7. Dates of next meetings

Full Governing Body has been arranged for 6.30pm on 30th April 2018

Meeting closed at 7.30pm