



Minutes of the Full Board of Governors – Spring 2018
Meeting held at St Helen's Primary School
Tuesday 22nd March 2018 – 1700hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]	Barbara English [BE]
Barry Smethurst [BS] (Chair)	Val Ford [VF]
Sheila Anthony [SA]	Matthew Sampson [MS]
Ann-Marie Elding [AME]	

In Attendance:

Alison Jackson [AJ] Clerk
Sue Bowman [SB] LA adviser

The meeting was quorate, 12 governors were present out of 15 in post.

Apologies for absence

Dan Aldridge [DA], Tony Ixer [TI] and Sarah Reeson [SR]. The apologies were accepted by the Board of Governors.

Lucy Beadles [LB], Nicola Bodnar [NB], Deborah Ellmer [DE], Deborah Moss [DM] absent with no apologies.

Declaration of interest

No declarations of interest were declared.

Appointment of St Helen's Head of School

Interview panel consisted of: BF, BS, AME, VF, MS and Sue Bowman, LA Adviser.

Three candidates were interviewed for the post of ST H HOS. Following an intensive interview process which included lesson observation and feedback, leading an assembly, book scrutiny, data analysis, a presentation to the panel and interview by the panel each member of the panel summarised their recommendation for the post.

Sue Bowman checked with the candidates that they felt this has been a fair and open process – all candidates agreed that it had been.

Julia Walker was unanimously recommended for the post of St H HOS by all members of the panel with the following reasons:

- **VF** – was very strong in the interview and all other aspects of the recruitment process, passionate
- **BF** - passion and dedication to the school
- **AME** – enthusiasm to take the school forward
- **MS** – stood out from the other candidates and feels Julia will make an excellent HOS
- **BS** – for all the previous reasons and felt Julia was an outstanding candidate and showed extreme passion to take the school forward. Commented that the other candidates lacked in experience and were not quite ready for this position but show potential for the future.
- Sue Bowman – agreed with the GB and the scorings were unanimous for Julia and considers this to be a strong appointment to the HOS position.

Sue Bowman commented that the organisation and professionalism through this process has been excellent and thanked the GB.

The Chair recommends appointing Julia Walker to the permanent position of St H HOS. **ALL AGREED.**

The EHT rang Julia Walker to offer the position and Julia Walker accepted.

The EHT queried when Julia will take up the post. GB recommends seeking guidance from EPM with a potential start date of beginning of summer term. **ACTION: The EHT to contact EPM for guidance. ACTION: BF**

ACTION: Sue Bowman to contact the external candidate to notify them of the decision. ACTION: Sue Bowman

ACTION: The EHT to contact the other internal candidate to notify them of the decision. ACTION: BF

ACTION: The EHT will communicate news to parents via staff update newsletter. ACTION: BF

The Chair thanked Mary Lou Tyler, Federation Business Manager for all of her excellent support during this process.

Head of School Contract

St H HOS will be appointed on a Deputy Head contract with 1 terms notice the same as Som HOS.

ACTION: The EHT will consult with HW HOS to extend notice period to 1 term. ACTION: BF

Correspondence

None

Any Other Business (previously raised with the clerk)

None

Date and time of next meeting

FGB – Thursday 3rd May 2018, 6.30pm at St Helen’s

FGB – Tuesday 10th July 2018, 7pm at Holywell

There being no further business the meeting closed at 5.30pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Contact EPM for guidance on HOS start date	BF
Notify external candidate of decision	Sue Bowman
Notify other internal candidate of decision	BF
Update parents on staffing news at St H	BF
Consult with HW HOS on notice period	BF