

**THE GOVERNING BODY OF HEADLANDS CE (VC) JUNIOR, INFANT AND NURSERY SCHOOL**

Minutes of the meeting of the Governing Body held **remotely (via Microsoft Teams)** at 5:30 pm on Thursday, 11 February 2021.

**PRESENT**

Mr C Looker (Chair), Mr D Claughton, Mrs R Afzal Mrs K Dickinson, Mrs S Marshall, Reverend K Young, Mr T Cross, Mrs G Wright

**In Attendance**

Ms N Finch (Minute Clerk)  
Mr L Talbot (Diocesan advisor)  
Mr D Rushby (Kirklees Learning Partner)

Agenda Item	Discussion and Decisions	Action – who/date/ action
60.	<p><b>APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST</b></p> <p>Mrs P Cocker Mrs L Drummond did not attend the meeting but received consent (following Kirklees and Diocesan best practice advice that Staff Governors are not included in the Head Teacher selection process).</p> <p>There were no declarations of interest.</p>	
61.	<p><b>RECRUITMENT AND SELECTION PROCESS FOR APPOINTMENT OF NEW HEAD TEACHER</b></p> <p>Mr Looker explained the nature of the extraordinary meeting and introduced the 2 guests who will support this recruitment process.</p> <p>Mr Rushby introduced himself and his background and how he can support the group with this process.</p> <p>Mr Talbot introduced himself as the named School advisor for the Diocese. He is looking forward to working with the Governors.</p> <p>Governors then introduced themselves.</p> <p>(a) <u>Definition of the needs and vision for the School</u></p> <p>Governors, in turn gave input to the needs and vision of the School. They looked at the Skills and attributes they would like the candidates to have, as well as the vision for the School moving forward.</p> <p>This will be summarised and used for the recruitment panel discussions.</p>	<p><b>NF (Minute Clerk)</b></p>

	<p>Mr Rushby and Mr Talbot both gave insight and examples, which the Governors thanked them for.</p> <p>(b) <u>Discussion about the advert, JD, personnel specification</u></p> <p>It was explained that the recruitment panel would look at the Job description, which is a standard requirement.</p> <p>The person specification will highlight essential and desirable skills and attributes. The panel will need to review this.</p> <p>A letter to candidates from the COG is usually drafted.</p> <p><b>ACTION:</b> Governors may benefit from looking at TES to see what other Head Teacher adverts say / look like.</p> <p><b>Q: Do we have to follow a set template for the advert?</b>  <b>A:</b> No, you can create your own or there are some templates available.</p> <p><b>Q: How do we incorporate pupil and parent voice into the recruitment process?</b>  <b>A:</b> Due to tight timescales we may include this at interview stage.</p> <p><b>Q: How do we sell the School to prospective candidates? Do you agree that if the website is the first port of call it would benefit from some updates?</b>  <b>A:</b> You can add further information to the advert, i.e. PDFs. The website does offer insight into the School. This can be discussed further at selection panel meeting.</p> <p><b>Q: This will be a big change for the staff team, how will we involve them in this process?</b>  <b>A:</b> Mr Looker is briefing staff on 22/2/2021 and answering questions.</p> <p><b>Q: Do the candidates have to have NPQH?</b>  <b>A:</b> It has been removed as an essential requisite, but it is suggested that it is added as a desirable (to already have or be willing to do).</p> <p><b>Q: How many other Head jobs are being advertised at the moment?</b>  <b>A:</b> 20 in Yorkshire and Humber, it doesn't feel as busy as it usually does at the moment. The size of the School is important here as this is not necessarily a first headship which gives it real appeal.</p> <p>(c) <u>Review and set the ISR (individual School range)</u></p> <p>Mr Rushby explained the technicalities of the ISR and the formula used to categorise the School as group 3. Governors discussed this.</p> <p><b>Deleted – Minute 63 refers.</b></p>	<p><b>Governors</b></p>
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(d) Selection Panel to be determined and names recorded

The LA guidance is for the panel to be 5 people, Mr Rushby explained the rationale for this.

Mr Looker advised Governors that commitment will be required to be involved in a 2 day selection process and meetings of the panel prior to this.

He advised that the Diocese would like a Foundation Governor on the panel.

At least one of the panel must be Safer Recruitment trained.

Governors were asked to say why they would like to be part of the panel.

**RESOLVED:** That the recruitment panel will be:

Mr Looker – COG/Safer recruitment trained  
Reverend Young – Foundation Governor  
Mr Cloughton  
Mrs Dickinson  
Mrs Marshall

(e) Terms of reference for selection panel

The selection panel Terms of reference were distributed prior to the meeting.

**RESOLVED:** That the Governors approved the Terms of reference.

(f) Timescales and dates

Mr Looker had circulated a provisional project plan and clarified that the selection panel can now pull together a formal timeline.

The first meeting of the selection panel will be at 5:30 pm on Tuesday, 16 February 2021.

(g) Cost of the recruitment process

Governors agreed that there will be some additional costs, i.e. the advert in TES, possible consultation costs, candidate expenses, Diocese Enhanced Service Plan to ensure the required support from Mr Talbot.

**RESOLVED:** That Governors authorised the payment of the reasonable costs of the recruitment Guidance process and agreed the payment of £1250 for the Diocesan Enhanced Service Plan buy back.

62.	<p><b>ANY OTHER BUSINESS</b></p> <p><u>Selection Process</u></p> <p><b>ACTION:</b> The panel need to consider how to conduct a selection process during the pandemic as may not be able to see activities within the School which is usual.</p> <p><b>ACTION:</b> Mr Rushby and Mr Talbot asked the Governors to consider that there are fewer prospective candidates coming through and they should think about contingency / interim arrangements.</p> <p><b>Q: When will wider communications go out?</b>  <b>A:</b> A message will go out to parents tomorrow and a full staff briefing will be held on 22/2/21.</p> <p>Mr Rushby will send a link to a useful support document for the selection panel.</p>	<p><b>Selection Panel</b></p> <p><b>Selection Panel</b></p>
63.	<p><b>AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</b></p> <p><b>RESOLVED:</b> That part of Minute 61 (c) be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act and excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy of the minutes to be circulated to staff.</p>	

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30/1/22