



Hurstbourne Tarrant Church of England (controlled) Primary School

Headteacher: Mr Gareth Dee BSc.Econ (Hons) PGCE

Our Core Christian Values: Respect, Honesty, Love & Care

Extraordinary meeting of the Full Governing Body

6pm – 7:30pm, Wednesday 24th January 2024

Minutes

Governors Present:	Penny Lewis	Acting Chair, Parent Governor
	Kate Walbyoff	Foundation Governor
	Rev Julie Howell	Foundation Governor
	Rob Perry	Co-opted Governor
	Rob Price	Staff Governor
	Joanne Ray	Co-opted Governor
	Alastair Clifton	Parent Governor
	Joanne Hall	Local Authority Governor
	<i>Beccy Battle</i>	<i>Clerk</i>
	<i>Derek Myers</i>	<i>School Improvement Manager, Hampshire County Council</i>
	<i>Nicola Rickman</i>	<i>Primary Phase Inspector, Hampshire County Council</i>
Apologies:	Dominic Chad	Parent Governor

Item	Discussion	Action
1. Opening prayer	KW opened the meeting with a prayer	
2. Apologies for absence	Apologies received and accepted in advance from DC	
3. Welcome	Chair welcomed everyone	
4. The Headship Process – Derek Myers and Nicola Rickman	DM referred to the booklet 'A guide to Headteacher recruitment' DM – representative of Director of Childrens Services. He will top and tail the recruitment process.	

	<p><u>Chair proposed and it was unanimously agreed: We all agree we need to recruit a new substantive Headteacher.</u></p> <p>The panel will report back to FGB that they recommend x for the role of HT. They need to say that it is a fair and transparent process. Quality assured by Derek and Nicola.</p> <p>Once panel members confirmed, panel needs to meet with NR to arrange application pack, profile and specification. The ad will go out, then shortlisting, and simultaneously FGB will need to undertake HT recruitment training.</p> <p>Agreed with NR to go with May dates to ensure feasible process; 9th and 10th May will be interview dates. Will work backwards to ascertain timeline. DM advised that Deputy Heads will apply; if current Heads apply they would not be able to start until January 1st with notice periods and timeline. FGB accepted this. Panel chair to contact NR to arrange dates process.</p> <p>Admin arrangements: EPS/Hampshire can orchestrate whole admin process; this is recommended and the norm as most school offices do not have capacity to orchestrate all the recruitment process. Contact EPS to arrange.</p> <p>To do: agree key demands and priorities for the role – and needs to be minuted.</p> <p>Indicative salary range needs to be minuted.</p> <p>WGBT can be booked for after Easter to fall into our next budget – will be included rather than additional fee; for HT recruitment training.</p> <p>Application pack/documentation: Pre-advert through EPS first of all Advert consisting of: Advert, role profile, person specification, document about school including something from children</p> <p>References: 2 required, 1 from line manager, 1 from local authority. Plus an additional Diocesan reference. EPS arrange reference and these will be provided to us once an appointment selection has been made.</p> <p>Safer Recruitment Training – at least 2 on the panel must have completed this.</p>	<p>Chair to contact NR</p> <p>Clerk confirm and minute panel in Feb FGB</p> <p>Chair to contact EPS</p> <p>Clerk for Feb FGB agenda</p> <p>Clerk to update on WGBT in Feb FGB</p> <p>Clerk highlight</p>
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	<p>Costs:</p> <p>EPS administering process</p> <p>NR role part funded by LA and part by school (2 days)</p> <p>DM funded by LA</p> <p>Induction of successful candidate – large cost.</p> <p>Hampshire offers induction – 3 days in first year (1 day familiarisation, 2 day conference), 12 online webinars (£300); New Heads review with NR, bespoke to each HT looking at expectations in first year, 3 days at £700 per day.</p> <p>Education Finance and Education Personnel – can come to school and visit HT. Diocese offers induction too at no charge. All in addition to our own school tailored induction.</p> <p>We are required to advertise the post nationally. The Hampshire website counts as nationally. If SLA with EPS - £1000, otherwise £1500. RPr commented that most individuals would look at Hants website. Linkedin and Indeed were also suggested.</p> <p>A contingency plan is required for what interim arrangements will be if we are unsuccessful. Would we accept part-time? We need to communicate our essential and desirable requirements to DM who organises appointment of interim. DM meets with Penny to advise her of his recommendation and they are appointed. It could be a part time interim who is shared from another school.</p> <p><u>A governor asked: as a governor at 2 schools who are both recruiting for a HT, is this a conflict and can I sit on both panels?</u> DM thoughts were that it would not be an issue, but advises to talk to the Diocese for clarification.</p> <p>7 primary schools in Hampshire currently recruiting for a HT.</p> <p>The recruitment pack is essential, and it must represent our school.</p>	<p>upcoming dates at Feb FGB</p> <p>Clerk Feb FGB agenda – essential and desirable requirements for interim</p>
	7pm: DM left the meeting	
	NR added to let her know as soon as the panel was agreed in order to commence dates planning	
	7:05pm: NR and JHowell left the meeting.	
	<p>Reiterated all happy to go out and advertise for a substantive head rather than federate from the outset.</p> <p>Chair proposed the following for the panel:</p> <ol style="list-style-type: none"> 1. Kate – Foundation 2. Rob Perry – safeguarding and safer recruitment 3. Julie – Foundation 	

	<p>4. Jo Ray – Co-opted 5. Penny – Chair and parent 6. Derek 7. Rob Sanders from Diocese</p> <p>Kate, Rob, Jo and Penny agreed in principle to sit on panel and noted 9th and 10th May as interview dates. Al and Jo Hall also noted dates for involvement in interview process.</p> <p><u>What do we want from a HT? Governors comments:</u></p> <p>School currently attractive and doing something really well. Will be wary of change for changes sake. Gareth lives out the values in school, he loves and cares for the children and the staff and is kind and caring. This filters down to the children who live out the values of the school from this example. The school is values driven, and values are lived out, not just words.</p> <p>Looking for: curriculum focussed, SEND focussed, good communicator, someone who can handle change and the challenges the educational environment will bring. Forward thinking and, inspire staff and children.</p> <p>How can we creatively support SEND – so stretched financially.</p> <p>JR and JHall have lists of role suggestions and language AC has corporate comms experience to bring to advertisement</p> <p>Consider TES for advertising</p> <p><u>HT Salary grade confirmed:</u> Chair checked paperwork and confirmed that salary grade is L9 – L15, which is £57,482 - £66,628.</p>	
For February agenda	<p>Reinstatement of C&S committee Sign off key demands and priorities Discuss C of E element of role WGBT for HT Recruitment and Safer Recruitment training Interim arrangements desirable and essential list</p>	