

**ST MARTIN'S CE PRIMARY & NURSERY SCHOOL**  
**GOVERNING BOARD MINUTES**

<b><u>FULL GOVERNING BOARD</u></b>		<b>DATE:</b>	<b>17<sup>th</sup> November 2021</b>
<b>CHAired BY: John Clements (JC)</b>		<b>CLERKED BY: Jacqueline Brooks (JB)</b>	
<b>GOVERNORS PRESENT:</b>		<b>Also Present:</b>	
John Clements (JC) Jason Knight (JK) Russ Green (RG) Liz Kane (LK) Claire Morrison (CM) Melanie Jones (MJ) Gemma Tozer-Howe (GTH) Jennifer Elliott (JE)			
<b>APOLOGIES: Sam Jamieson (SJ)</b>			
<b>Meeting not attended by SH due to being an applicant for the Headteacher role</b>			
<b>Absent without apology:</b>			

<b>Agenda Items</b>	
<b>1.</b>	<b><u>Opening Prayer &amp; Welcome</u></b> 1. JC welcomed all to the meeting.
<b>2.</b>	<b><u>Apologies and sanctions of absence.</u></b> 1. SJ had sent her apologies for the meeting, which were sanctioned by the GB.
<b>3.</b>	<b><u>Declarations of Interest</u></b> 1. No declarations of interest.
<b>4.</b>	<b><u>Receive and discuss findings and recommendations from the Headteacher Recruitment Selection Panel</u></b> 1. JC summarized the process undertaken and the findings of the panel: <ul style="list-style-type: none"> <li>• The two-day interview process was conducted by JC, GTH, CM, SJ, JK and LK, supported by two external advisers (Alice McShane, Babcock and Tina Wilkes, Diocese of Exeter)</li> <li>• Candidates completed five tasks and a presentation to staff on the first day and two tasks and an interview with the panel on the second. Assessments were made using a pre-determined scoring system.</li> </ul>

	<ul style="list-style-type: none"> <li>• Comments from children involved in the tasks and feedback from staff who attended the presentations were received and informed the scores.</li> <li>• At the end of this process, SH had scored the highest.</li> <li>• Further to the scoring, the panel also assessed whether they felt that candidates were competent and able to take on the role. The panel's decision that SH would be competent in the role.</li> <li>• The panel acknowledged that as an internal candidate, SH had had an advantage in some of the tasks as she was already known to the children. However, the panel advised the Governing Board that the process had been undertaken objectively and fairly – this was confirmed by both External Advisers who had also agreed that SH should be the successful candidate.</li> </ul> <p>The recommendation from the Selection Panel was that the GB should ratify the appointment of SH as Headteacher.</p>
5.	<p><b><u>Board Decision on ratifying the recommendation of the Selection Panel</u></b></p> <ol style="list-style-type: none"> <li>1. The GB voted unanimously to ratify the appointment of SH as Headteacher.</li> <li>2. The GB agreed to set the start date as the 4<sup>th</sup> January 2022 (start of the Spring Term).</li> </ol>
6.	<p><b><u>Clarification of next steps</u></b></p> <ol style="list-style-type: none"> <li>1. Next steps were agreed as follows: <ul style="list-style-type: none"> <li>• JC to contact the three candidates tonight to inform them of the outcome.</li> <li>• Staff will be informed by email and parents by dojo the following morning (18<sup>th</sup> November) – JC will liaise with JB. Pupils to be informed in school.</li> <li>• JB to obtain notification form from Babcock and complete to formally advise Babcock of SH's name, proposed salary and start date.</li> <li>• JC to liaise with BT to ensure a contract is issued and any necessary pre-employment checks are carried out.</li> <li>• The GB will need to consider what induction may be required.</li> </ul> </li> </ol> <p>JC thanked the GB for all their time and work in this process and governors thanked JC in turn. The recruitment process has been a huge piece of work for the Board.</p>

<b><u>ACTIONS FROM THIS MEETING</u></b>		
<b><u>Action</u></b>	<b><u>Person responsible</u></b>	<b><u>Date to be completed by</u></b>
1. Contact the three candidates to inform them of the outcome.	JC	17.11.21
2. Staff to be informed by email and parents by dojo. Pupils to be informed in school.	JB, JC	18.11.21
3. Obtain notification form from Babcock and complete to formally advise Babcock of SH's name, proposed salary and start date.	JB, JC	22.11.21
4. Liaise with BT to ensure a contract is issued and any necessary pre-employment checks are carried out.	JC	22.11.21
5. Consider what induction may be required.		

**SUMMARY OF DECISIONS**

- The GB agreed to ratify the appointment of SH as Headteacher.

**Next meeting: Monday, 6<sup>th</sup> December 2021 at 6.00-8.00pm**

**Signed as accurate by the Chair: .....**

**Name of Chair: .....**

**Date: .....**