

**THE GOVERNING BODY OF MELTHAM CE (VC) PRIMARY SCHOOL**

Minutes of the Governing Body meeting held at 6:45pm at the school on 21 November 2019.

**PRESENT**

Cllr P White (Chair), Mrs K Archer, Mr C Aspey, Mr A Bolland, Cllr K Buchanan, Reverend J Dracup, Mrs A Flooks, Mrs M Hinkin, Mr K Stephenson, Mrs H Travis, Mrs G Wainwright

**IN ATTENDANCE**

Heather Grange (Minute Clerk)  
Rupert Madeley (Observer – Diocese)  
Val Flintoff (Observer – Kirklees Learning Partner)

**43. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Mr P Needham (consent). Nothing had been heard from Mr M Nolan.

Mr C Aspey declared an interest in item 45.3.

**RESOLVED:** That Mr C Aspey leaves the meeting for this item.

**44. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

There were no items of Any Other Business.

**45. RECRUITMENT AND SELECTION PROCESS FOR APPOINTMENT OF A HEAD TEACHER**

Val Flintoff and Rupert Madeley were in attendance for this item. Introductions were given and Val and Rupert advised that they would be supporting governors throughout the Head Teacher Recruitment process.

**45.1 Definition of the needs and vision for the school**

The Chair proposed that governors discuss the needs and vision for the school, considering the community and the children. Governors spent ten minutes in groups discussing their thoughts and then discussed these collectively, the following ideas were shared:

- Whole school community – Head to have a whole vision of the whole community.
- Able to achieve outstanding in Ofsted.

**Q. How quickly? Ambition over a period of time or next Ofsted?**

**A.** I would say the next inspection.

**Q. Why do we as governors want that?**

**A.** Assuming Ofsted are measuring the right things then it does matter. A lot of parents look at Ofsted ratings and an outstanding school may be preferred. We would want the school to be the best it can be.

- Independence i.e. shout out break outs.
- Christian values (core values) which a lot of people share.
- Outdoor learning being a strength, being more accessible and improving this for younger children.
- Arts and music and connecting with external parties.
- Extra-curricular learning, additional KS1 and EYFS extra-curricular activities for younger ones.
- Listening head approachable, involved 'be seen' and works well with SLT – has to be present within the school.
- Current school website aims are capturing things well already, doesn't reference though stand out break out shout out – only parents have a real understanding about this and what it is – need somebody who appreciates these concepts.
- Aims – for children but the new Head Teacher's aims for the staff development.
- Building on what is currently here – not a revolution an evolution but with some vision.
- Prospectus – a Head Teacher who is inspirational.
- Familiarity with the children and knowing them and their families well, classrooms i.e. visits classrooms, highly regarded by the children.
- Striving to do the best for the children – aims and prospectus is focussed on well-rounded children, broad and balanced and nurturing children's love to learn which stays with them beyond primary school.

**Q. Is it worth thinking about the word 'exceptional school' rather than 'outstanding' which has association with Ofsted?**

**A.** Our website says 'exceptional'. I think it's important to maintain this.

- Taking on board initiatives, being open to developments and change but not rushing to change (and lose) the good things which already exist in the school.
- Maintaining the school as a very genuine, happy place that has challenge for staff and children without adverse pressure and getting the best for each child.

A discussion followed about solely striving for an 'Outstanding' Ofsted rating is likely to vary in relation to what it means to be outstanding however striving to give children the best experience as opposed to the best results, is the priority.

**Q. Will the children be involved in the recruitment?**

**A.** Yes, we have involved the School Council in the past.

Governors discussed the importance of getting the staff voice and student voice.

- Want to maintain a broad curriculum, don't want a big change in how staff are managed in a dictator fashion but with clear leadership who is respected by staff and the children.
- No significant changes that may risk unsettling and losing valued staff members.

**Q. Are the questions asked of interviewees very direct?**

**A.** It is a two day process, the first day would be tasks i.e. leading collective worship, data task, observational feedback – this would show different aspects of the person. You decide to shortlist for the second day, the second day may involve presentation, series of questions from the panel. Competency based questions are useful to share their reflectiveness and skills and experience. All this process should illustrate what people could bring to the school as opposed to how they respond to direct questions.

**Q. Are you wanting somebody who can develop a vision for say where we will be in ten years' time?**

**A.** They may bring new ideas, somebody who has something about them and able to discuss and share this without having a 'this is what we are doing' approach.

- That the Head Teacher knows the children – child centred school, spending time with the children.
- Believe and support staff and having confidence in them, being a good manager.
- Supportive of outdoor activities and extra-curricular activities and balancing children enjoying coming to school and not neglecting these by being too centred on data.

**Q. How much can you look into candidates' current roles and what they are achieving?**

**A.** They might not have all this information with them but they should be able to talk about it and we can follow up/ask for evidence.

**Q. Do you think the new Head Teacher should have had experience of headship?**

**A.** Extensive senior leadership experience but not necessarily headship.

Governors discussed desirability of leadership qualifications and experience and how essential these would be for the role of the new Head Teacher.

- Children would want to know they are valued, known, trust and respect the Head Teacher in a non-pressured environment which is a safe space with approachable staff there to help. A Head Teacher who children are happy to talk to, open-door policy.
- Communication with parents remaining strong.

**Q. How important is it that the Head Teacher has a faith background?**

Rupert Madeley explained a faith background is not always important provided the person is willing to positively promote the Christian identity and values of the school and the current SIAMs schedule talks about the school having a distinctive Christian vision so to have this you need somebody who will engage with this and positively promote Christian values.

**Q. What if there was a candidate who followed another religion?**

**A.** It wouldn't matter, we have Head Teachers of other faiths that positively promote the Christian values and vision.

Governors concluded that they would not exclude candidates who do not follow the Christian faith or any other faiths provided they can positively promote the Christian values and vision.

Reverend Dracup noted that church attendance isn't always reflective of somebody who exhibits good Christian values as is the case if a Head Teacher holds a head teaching qualification does not necessarily mean they will be a good Head Teacher.

The Chair queried if the Governing Body wanted to consider academy conversion. Governors discussed the obligation for church schools to join a diocese academy and how this restricts the schools' choices.

**RESOLVED:** That the Governing Body agrees not to pursue academisation at this time.

The Chair queried if governors felt it was important for candidates to visit the school in advance of the interview although candidates cannot be excluded if they choose not to. Governors agreed it was important.

The Chair emphasised the importance of recruitment-related discussions remaining confidential.

45.2 Discussion about advert, job description, personnel specification and further information

**RESOLVED:** That these items for discussion are deferred to the Selection Panel meeting to be held on Thursday 28 November 6:30pm at the Carlisle Institute.

45.3 **DELETED - Minute number 47 refers.**

45.4 Selection Panel to be determined

The Chair advised that the suggested number for a panel is five and although Val and Rupert would be involved and observing they would not be party to any recruitment related decisions.

Rupert explained the responsibilities of the Selection Panel and that panel members have to be committed and available for the entire process.

Val noted that at least one member of the panel has to have had Safer Recruitment Training.

**RESOLVED:** Governors confirmed that Mrs M Hinkin, Cllr P White, Mrs A Flocks, Mr M Nolan\* (subject to confirmation) and Mr K Stephenson are confirmed as Selection Panel members.

\*Cllr K Buchanan will assume Mr Nolan's position in the event he withdraws from his appointment to the Selection Panel.

Mr Stephenson asked about the level of involvement that Val Flintoff and Rupert Madeley have in the recruitment and it was explained that they have predominantly an advisory role but would support and raise any issues that may have been overlooked or if there are any concerns. Governors agreed the importance of having experienced contributors who have had experience in Head Teacher recruitment.

Val noted that there are templates, tools, resources and sample questions available to use if governors wish.

#### 45.5 Terms of Reference for Selection Panel

**RESOLVED:** That the Governing Body agrees to adopt the Kirklees Head Teacher Recruitment Terms of Reference.

#### 45.6 Timescale and dates

Governors discussed the likelihood of having to advertise more than once and how appealing the school is in terms of size of school and salary/school range to potential candidates.

Rupert Madeley suggested waiting until January to recruit, a governor suggested advertising before Christmas would offer more time for candidates to complete their application form. Val and Rupert explained that governors could decide to advertise on TES from January and Kirklees Jobs website earlier however, the window of visits may be difficult before Christmas.

#### **Q. Who shows the candidates around?**

**A.** The panel would decide this.

**RESOLVED:** That the timescale for the Head Teacher Recruitment is confirmed by the Selection Panel.

**RESOLVED:** That the Governing Body agrees to have the Bronze TES advertisement package.

#### **Q. Could staff be involved in sharing their ideas about the vision for the school?**

**A.** Yes. I would recommend governors have a meeting with staff and the student council.

**ACTION:** That the Selection Panel arranges visioning meetings with staff and the Student Council.

#### 46. ANY OTHER BUSINESS

There were no items of Any Other Business.

#### 47. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

**RESOLVED:** That Minute 45.3 be excluded from the copy to be made available at the School and in addition Minute 45.3 be excluded as confidential under Regulation 15 (3) School Governance (Roles, Procedures and Allowances) Regulations 2013 from the copy to be made available to the staff governors and observers.

The meeting closed at 8:56pm.