

Full Governing Board Meeting 2024/25

Extraordinary meeting

Meeting Minutes			
Date	Monday 3 February 2025	Time and Location	3.30 p.m. PPA Room
Attendees	Initials	Attendees	Initials
Di Hunt (Chair)	DH	Sue Hatton	SH
Linda Anderson	LA	Sam Kashmiri	SK
Jennifer Barker	JB	Nicci Lorusso	NL
Colin Brace	CB	Kimberley Nelson	KN
Clare Brittain	CBr	Mark Wignall	MW
Eva Field	EF	Chris Karley (Clerk)	CK
John Godley	JG		

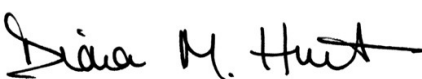
Apologies	Initials
Andrew Hunter	AH
Mark Longley	ML
Diana Marsland	DM
Lydia Paynter	LP
Jake Terrill	JT

Discussion	Action	Due Date
This was an extraordinary meeting called by the Chair following the resignation of the Headteacher on Friday 31 January 2025. The meeting started at 3.30 p.m.		
- DH expressed the thanks of the whole Governing Board for MW's 32 years of service to Downlands Community School, and especially the last nine years as Headteacher. - MW explained the reasons for his resignation and thanked the Governors for their support throughout his career at the school. - DH thanked Governors for their quick responses to Friday's email. - DH advised that she had had a lengthy phone conversation with Steve Bush (SB) at WSCC that morning from which the following details emerged. - There should be between three and six Governors on the panel to appoint the new Headteacher, and all members of the panel must be present for its first meeting. The panel should be comprised of the Chair, the three Vice Chairs, the SLL Chair and one other. The staff governor is not eligible. All members should be prepared to be involved at every stage. - Q – Are substitutes allowed? - No.		

Diana M. Hunt

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| <ul style="list-style-type: none"> • DH therefore proposed that the panel be comprised of DH, CB, EF, JG, LA and NL. This was unanimously agreed. <ul style="list-style-type: none"> • Q – Would anyone else be involved in the interview? • DH advised that the WSCC advisor (SB) would attend but only to provide input and advice to the panel. He has been involved in five or six such processes before. The SLT would have contact with the candidates during the process. • DH had also spoken to the Chairs of two Federation schools, Imberhorne and Oathall, who had recently appointed new Headteachers. Oathall had also appointed an external advisor, Ron Searle (RS). He is a retired Head who now works as a consultant and is known to Downlands as he helps with MW's appraisal. <ul style="list-style-type: none"> • Q – Is the initial panel meeting to put in place the interview activities? • No, that comes much later. • Q – Would WSCC be happy with an external advisor? • Yes, DH had advised SB that this would be proposed. WSCC's role is to ensure that rules and processes are followed. • Q – How many candidates are likely to be involved in the interviews? • The long list is likely to be shortened to around six for day 1, with three or four proceeding to day 2. • Q - Should all eligible types of governors be represented on the panel? • Yes. • Q – How many applicants might be expected? • There were 26 last time, but WSCC had advised to expect only eight or nine this time. The initial selection will be based on CVs and supporting papers. • DH has arranged for a bespoke email address to be created for the panel to view all documents received from applicants. • DH asked Governors whether they all wanted to see the job advert and specification before they go out. Governors agreed that this would be helpful. • DH explained the timetable for the appointment process. It had to be completed quickly as any candidates who were already Headteachers would have to give four months' notice to their current schools. <ul style="list-style-type: none"> ○ Advert out and application pack ready - 14 February ○ Tours of school - w/b 24 February and 3 March ○ Closing date - 21 March ○ Long listing/short listing - 26 March and 27 March if needed ○ Interviews - 2 April and 3 April. • A further FGB meeting would be called for the evening of 3 April to approve the appointment. • References, DBS and health checks would take place after the appointment is made. <ul style="list-style-type: none"> • Q – Does this all have to happen in term time? • Yes, as school staff and pupils are involved. • Q – Does the school talk to referees? • Not usually, and concerns are brought up during the interview. • Q - Who leads the tours of the school? • MW and DH plus any other Governors who might like to join. |  |
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• Q – Do all panel members meet all the candidates interviewed? • Yes, working in pairs. • The Governors agreed unanimously that RS should be employed as an external advisor for this process, subject to his costs being reasonable. • DH had discussed pay scales with WSCC and had agreed that the role would be advertised at L28 to L34. • Q – Do we expect existing Headteachers or Deputy Headteachers to apply? • A mixture of both. • Q – Does WSCC need to approve the job advert? • Yes, as a legal check and to provide advice. KN left the meeting at 4.10 p.m. • DH explained that MW's only involvement would be to conduct the tours. He cannot be involved in interviews, although he can advise on the preparation of questions. • Q – Will parents or pupils be involved? • Not parents, but candidates will meet a pupils' panel which will be assisted by SLT. Staff will be canvassed beforehand to briefly state what they would look for in a new Headteacher. • DH agreed to share the Imberhorne application pack with all Governors. This was a good document which can be drawn on for Downlands' pack. • Q – Would any internal candidates need to declare their intention before getting involved in any preparations? • DH will discuss this, but in principle yes. • CBr and SH offered to advise any panel members as they were both involved in the process nine years ago. • The meeting closed at 4.20 p.m. <i>Sara M. Hunt</i>		
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