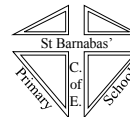


**Minutes of the Extraordinary Meeting of the  
Governing Body of Heaton St Barnabas' CE Primary School  
7 November 2013**



**Meeting commenced at 7.07pm**

**Present:** Mr I Grant (Chair), Mrs J Allan, Mrs A Ashe, Mrs M Burnley, Dr J Dow, Mr T Howorth, Mrs R Jamil, Mrs L Lephard, Rev C MacLaren

**In Attendance:** Mrs Y Umarji (LA), Mrs F Beevers (Diocesan Education Team), Mr T Buckler (CEFM), Mr S Butterworth (CEFM), Mr W Suleman (Business Manager),

**Clerk:** Mrs S Edwards

Rev MacLaren (new foundation ex-officio governor ) was welcomed and introduced and led the meeting in prayer.

**20/13 Apologies for Absence**

Apologies received and **accepted** from Mrs Evans, Mr Mahmood and Mrs Cormican; Mr Ajeeb was absent.

**21/13 Declarations of Interest**

None.

**22/13 Headteacher recruitment**

The Chair thanked everyone for attending this important meeting. Introductions were made - the following were attending to provide advice and guidance to governors: Yasmin Umarji (SIP and LA Achievement Officer), Fiona Beevers (Schools' Adviser, Diocesan Education Team), Terry Buckler and Steve Butterworth from the school's HR provider, CEFM (Centre for Education and Finance Management).

Fiona Beevers (FB) gave details of the process of headteacher recruitment and of the initial decisions to be made by the Governing Body relating to the selection panel and the salary range and aspects that can be delegated to a smaller group of governors. She strongly recommended that staff governors should not be on the interview panel. Yasmin Umarji (YU) advised that, as head recruitment is not easy at the present time, it would be prudent to review the leadership structure and explore other possible headship models. She outlined some of the options including executive headships, (in 'soft' or 'hard' federations). These are usually more suitable for smaller, rural schools but there are examples in Bradford (one has been operating successfully for 4 year+) and there are heads in the City who are known to be looking for additional challenge. Governors felt that, as relationships with parents and the community are very important, it would be difficult for an executive head with two or more schools to maintain an effective presence at HStB and this could give the wrong message to stakeholders. The Governing Body therefore **agreed** to proceed to recruit a substantive head in the first instance.

Governors had some initial thoughts about the person spec for the post including: proven leadership skills, visionary and innovative, good interpersonal skills, proven track record of dealings with parents, good understanding of community issues.

*Salary range* As a group 2 school the salary range is seven points within L11-24. Governors discussed various options and took into consideration the salary range of the current Deputy. Mr Grant **proposed** an ISR of L18-L24, **seconded** by Mr Howorth and **unanimously agreed** by the Governing Body.

*Arrangements for recruitment* After discussion and with advice from FB and YU the following recruitment timetable was **agreed**:

Meeting to draft advert, person spec and job description: **Friday 15 November 4pm-6.30pm**

Advert placed by: **Friday 6 December**

Closing date for applications: **Wednesday 15 January**

Interview panel to receive hard copies of applications by **Friday 17 January**

Shortlisting meeting: **Tuesday 21 January** (time to be confirmed)

Interviews: **Thursday and Friday 30/31 January**

GB ratification meeting: **Friday 31 January at 5pm**

Appointment commences: **1 September 2014**

**Action**

- It was **agreed** to advertise the post in Prospects, the TES paper and website and on the Diocesan website.
- It was **agreed to delegate** all further aspects of recruitment (drafting of advert, person spec and job description, preparation of application pack, interview process and tasks, selection panel etc) to a headteacher recruitment group, membership: Mr Grant, Mrs Ashe, Rev MacLaren, Mr Howorth, Mrs Jamil, Dr Dow and Mrs Beanland. Further **agreed** to contact the absent parent governors (Mr Ajeeb and Mr Mahmood) to find out if they wish to be included in the group. The group will provide regular updates at Governing Body meetings.
- [Clerk's note: As a result of a query at this point, subsequent to the meeting all parties were supplied with the school's current Recruitment & Selection policy.]
- It was noted that the recommended membership for the actual interview panel is **five** governors (plus advisers) and that at least one governor should have completed Safer Recruitment training (Clerk will email details of online training). The members of the interview panel will need to be available to attend the shortlisting meeting and all day on both the interview days.
- Mrs Allan **proposed to delegate** to the Chair the negotiation of the price and scope of a suitable headteacher recruitment/application handling package with CEFM, **seconded** by Mrs Beanland and **unanimously approved** by the Governing Body.
- 23/13 Any other business**  
None.
- 24/13 Date of next meeting**  
*Full Governing Body 7.15pm, Wednesday 11 December* (to include a review of the Admissions policy).

Action
Clerk
Clerk
Chair
Next meeting

**Meeting closed at 8.55pm with a prayer**

**Signed by Chair as a true record:** \_\_\_\_\_ **Date:** \_\_\_\_\_