



Minutes of a special Meeting held on Wednesday 18th March 2015 at 7.45pm

Governors present:

Mr J Hayes - Chairman	Mr P Hazell
Mr S Cullen	Mrs A Day
Mr R Taylor	Mr P Buxton
Mr B Thompson	Mrs R Orpwood-Price
Mr T Webb	Mrs A Wilkinson
Mrs S Hodges	

Clerk: Mrs J Galloway

The purpose of the meeting was to determine the arrangements to be made to commence recruitment for a replacement Headteacher in light of notice being given by the current Headteacher, Mr Peter Allen.

Apologies for Absence

Apologies were received and accepted from Mr Marsland and Mrs Prestage.

Decision Agreed

The Governors discussed all possible options with regard to recruiting a Headteacher. It was agreed and decided that:

- The post would be advertised as soon as possible with the payroll provider EPM
- The advert and application pack would need to be compiled, agreed and forwarded to EPM by Friday 27th March at the latest
- Application closing date to be: Friday 17th April
- Proposed shortlisting date: Tuesday 21st April
- Proposed Interview dates: Monday 27th & Tuesday 28th April
- If no appointment is made, the post will be re-advertised in May to commence January 2016.
- In the event of non appointment for September, discussion will take place with the DEMAT to agree interim cover.

The DEMAT and Andrew Read are to be kept up to date and advised.

A working party was agreed to work on and agree the format and content of the advert and application pack. This consists of: Mr Hazell, Mr Taylor, Mr Buxton, Mrs Orpwood-Price, Mrs Wilkinson and Mrs Day. The completed pack will be e-mailed to Governors for their information.

Once a definitive shortlisting date has been agreed with the DEMAT – to ensure clarity and fairness, all Governors will be e-mailed by the Clerk to obtain interest and availability of Governors to sit on the shortlisting panel and interview panel.

There was no further business.

***ACTION – Working party to ensure pack and advert is completed
Clerk to e-mail completed pack to Governors
Chair / Vice Chair to update DEMAT / Andrew Read as necessary
Clerk to e-mail Governors when definitive dates set***

Meeting closed at 8.05pm.

Minutes Approved : Signed  Dated 22.4.15