

CONFIDENTIAL

**CONFIDENTIAL MINUTES OF A SPECIAL MEETING OF THE GOVERNING BODY OF
WOODFORD GREEN PRIMARY SCHOOL HELD ON WEDNESDAY 22ND OCTOBER 2014
AT 5.30 PM AT THE SCHOOL**

Present: Mrs Candice Dwight(Chair) -Community Governor

Local Authority Governors

Mrs Nicola Bradley

Parent Governors

Mrs Ruth Marshall

Mrs Juliet Pancho

Mrs Archana Ravalia

Mrs Faye Spencer-Craig

Community Governor

Mr Daren Flight

Staff Governor

Ms Gail Atkins

Clerk to the Governors: Mrs Caroline Russell

Also present: Ms Kelly Surtees, Acting Deputy Head Teacher

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome: All were welcomed to the meeting.

1.2 Apologies for Absence: There were none, noting that no apologies for absence had been received from Ms Molly Samuel-Leport.

1.3 Quorum: The meeting was quorate.

2. DECLARATION OF INTEREST

2.1 Declaration of Interest by Mrs Candice Dwight: Mrs Dwight advised that she had a personal connection to the candidate recommended for ratification.

3. RATIFICATION OF HEADTEACHER APPOINTMENT

3.1. Decision of HT Appointment Panel for Ratification: It was noted that this panel had met(CD/NB/DF/JP) and, following 2 days of interview and selection tasks, unanimously recommended that FGB ratify the appointment of a Mr Peter-Jon Prince.
7 applications had been received, 5 shortlisted and 4 interviewed with Local Authority and HR support. This recommendation was fully supported by Ms Judith Kirk, the Assistant Director of School Effectiveness in the LA, who was a member of the interview panel.
The ratification was proposed by Mrs Dwight, seconded by Mrs Bradley and **AGREED** unanimously.

3.2. Communication of Decision to Staff/Community: Mrs Dwight indicated that she would arrange this, governors being reminded of the confidentiality of the appointment at present, the wider school community to be advised after ½ term. A vote of thanks was **AGREED** to governors involved on the appointment panel with the need agreed for governors to resume a strategic role as soon as possible but maintaining regular contact with and communication with the school.

3.3. Appointment Details:
Expected Start Date: 1st January 2015.
Commencing Salary Point: L15.
Safer Recruitment Training: Attended by Mrs Candice Dwight, Mrs Juliet Pancho and, presumably also Mesdames Judith Kirk(LA) and Rena Abrahams(Strictly Education Solutions)

4. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

4.1 Date of Next Meeting: This will be held on 24th November 2014.

4.2 Agenda Items: Governor Services to action including items deferred from last ordinary meeting per minutes.

ACTION: Governor Services.

5. ANY OTHER BUSINESS

5.1. 2014/15 Summary Budget Monitor to 30/09/2014: This was received and **AGREED** noting an estimated end of year revenue balance of £63,590.

ACTION: Finance and Premises Committee to meet to monitor.

The meeting ended at 6.00 p.m.

Print:

Signed:.....

Date:

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