

**MINUTES OF THE MEETING OF THE
HANDSWORTH PRIMARY SCHOOL GOVERNING BODY
HELD ON 27th APRIL 2011 AT 5.30PM
AT THE SCHOOL**

Present: **Authority Governor**
Mr Malcolm Shykles

Parent Governors
Mr Tony Bell
Mrs Christine Dean (Vice Chair)
Ms Christine Rose
Mrs Mary Wilson (Chair)

Community Governors
Mr George Webster

Staff Governors
Ms Jill Augustin (Head Teacher)
Mrs Denise Whyman (Staff Non-Teaching)

No Clerk to the Governors was in attendance Minutes taken by Vic Chair

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

The Chair welcomed everyone to the meeting.

1.2 Apologies Accepted

Apologies were received and accepted from Ms Avril Lincoln and Mr Louis Feldman.

1.3 Apologies not accepted

None

1.4 Quorum

The Meeting was quorate.

2. Matters Arising – Application by Mr Brian Joslin for earlier retirement

2.1 Mr Joslin has requested early retirement on the grounds of ill health; he is still signed off unwell and is seeking Actuarially Reduced Benefits. Jill Augustin had considered his application and it had been approved and the necessary paper work had been sent off to HR. As yet no confirmatory paper work had been received from HR but Mr Joslin had requested that his last day of work be the 27th May 2011 and he had announced his retirement on his face book page.

2.2 As a result of this retirement the school needs to fill the vacant position currently described as Assistant Head. The Chair and the HT proposed that the GB consider appointing a Deputy Head rather than an Assistant Head as this offered the school more flexibility in respect of the ability to stand in when needed for the HT and succession planning. It had been raised at the last Ofsted that a Deputy Head would be expected for a school of this size. There was not a huge difference in salary, it was

more of a leadership role and had a more flexible job description. It would be a teaching role with approximately 2 non contact days per week. Candidates with some deputy head training would be an advantage but it was not a requirement. Performance management of any Deputy Head would be done by the HT unless there was a complaint or disciplinary matter which would be dealt with by the Chair and HR. The GB agreed that the appointment should be a Deputy Head.

2.3 Recruitment Process

Any existing teachers who apply and are appointed only have until the 31st May 2011 to give notice to their current employers. There is a legal requirement to advertise nationally, TES have been contacted and they have confirmed that if we have an advert ready by the 3rd May 2011 they can put it out in the weeks of the 7th and 13th May 2011. The closing date will be noon on the 20th May 2011. School visits can take place in the week commencing 16th May 2011, short listing will be on the afternoon of the 20th May 2011 and interviews will be on the 24th May 2011. This would give successful applicants a day before the ½ term to give in their notice. The cost of the advert for the first week is £840.00 plus £750.00 for it to go online with attached school details and job description. Second week attracts a 15% discount on the £840.00. If the recruitment process does not provide a successful candidate, we are able to re-run the advert after 8 weeks free of charge.

2.4. Interview Process

It was agreed that the interview panel would be the HT, Chair Mary Wilson and Vice Chair Christine Dean. George Webster would stand in as third panel member if CD was unable to do so due to prior commitments. HT & Chair will:-

- a) Agree the draft advert, job description and interview pack (draft advert to be circulated to GB before submission to TES). Salary level agreed at L9 – L13 inclusive of London weighting.
- b) Prepare the interview agenda, which will include a lesson observation, written task involving standards and data, presentation, meeting with the school council and then interview.
- c) Check if responses needed to go through Strictly Education, it was preferred that the school dealt with them directly
- d) Ensure that the advert went up on the website (website to go live next week) and that parents would be notified by newsletter.
- e) Check if appointment needs to be ratified by the full governing body; they will be placed on standby meeting on the 24th May 2011. If not, the Governing Body agreed that the decision on appointment could be left to the Interview Panel.

3. **Confidential Item**

The Meeting closed at 18h20.