

LIONEL WALDEN SCHOOL

Minutes of a meeting of the Governing Body of Lionel Walden School held on 2nd October, 2014 at 7.30 p.m. at the school.

Present: J. Dale (Chair), S. A. Barnard-Taylor, D. Barron, C. Buckle, V. Cronin, M. Dunham, S. Gowler, M. Hart, A. Naughton, K. Naughton, D. Williams.

In attendance: L. Clarke (Clerk)

Apologies for absence were received from K. Robinson.

Mrs. Dale welcomed everyone to this special Governors meeting which had been arranged as a result of Mr. Barron tendering his resignation as Headteacher with effect from April, 2015. There is a process that now has to be followed. Using guidelines set out by EPM Ltd, Mrs. Dale explained to the Governing Body what should happen over the next few weeks in respect of advertising, producing an application pack and interviewing. A timeline needs to be arranged. In consultation with David Mills, the Local Authority Area Senior Adviser for East Cambs and Fenland, it has been suggested that a timetable be set up as follows:-

w/c 20th October – vacancy to be advertised

Closing date – 7th November

Shortlisting – 10th November

Interviews – 20th/21st November (If there is a small number of applicants, it may only be necessary to interview on one day – 21st November)

Governing Body to ratify appointment – 21st November

If these dates are adhered to, it gives the Governing Body sufficient time to re-advertise, should the first round of applicants not be successful.

The Governing Body needs to put together a panel of approximately 5 governors to draft an advertisement and application pack. This panel would then shortlist the applications and carry out the interviews. It would not be advisable to have a larger panel as other Governors would be needed should an appeals process be necessary.

Proposals for the panel were agreed as follows – Jo Dale, Margaret Dunham, Kevin Robinson, Andy Naughton and Veronica Cronin. David Mills would also be part of the panel in an advisory capacity.

A decision must also be made about the salary scale to be advertised. Lionel Walden is a Group 2 school. The lowest salary point needs to be one point above that of the current Deputy Headteacher. As this is point 15, we would have to advertise the vacancy at point 16 – 22.

A date was arranged for the appointments panel to meet on Tuesday, 7th October at 7.00 p.m. It was suggested that once the advertisement and application pack has been drafted, it should be circulated to the whole Governing Body. The Governing Body would be advised of developments as they occur.

There being no further business, the Chairman closed the meeting at 8.20 p.m.

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Chair

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Date