

**Hoyle Court Primary School Governing Board
Minutes of the Extraordinary Full Board Meeting
Held on 11 March 2020**

The meeting commenced at 4:37pm.

Present: Val Shered (Chair), Judy Walton (JW), Simon Kemp (SK), Tim Phillips (Head), Adrian Metcalfe (AM), Ben Dickinson (BD), David Pike (DP)

In Attendance: Nageena Khan - Clerk to Governors, Nancy Tordoff- School Business Manager (NT)

Welcome and Introductions

Chair introduced the meeting and welcomed all. She explained that the meeting has been called to ratify the appointment of the Deputy Head post.

38/19 Apologies for Absence and their Acceptance

Apologies were received from Liz Will, Roger L'Amie and Rosalind Sheridan, these were accepted. The meeting was quorate.

39/19 Any Other Business and requests for Agenda order variations

None.

40/19 Declarations of Interest for Items on this Agenda

None.

41/19 Ratification of the Appointment of Deputy Headteacher

Chair reported that eleven candidates applied and these were shortlisted to four. All four candidates shortlisted took part in day one of the interview process and three were successful in continuing to day two. There was a really strong field of candidates; Chair and Head shared feedback on all candidates with governors.

Victoria Rutherford was recommended for appointment; she is currently Deputy Head at an outstanding primary school and has the breadth of experience, approachability and ability to work collaboratively with staff members. She is very focussed on standards and Teaching and Learning; she is a Lead Practitioner for Reading, a DfE trainer for Middle leaders, a trained DSL and a qualified SENDCo. She has also worked in two challenging primary schools. References from the previous and current employer was received and both were very positive.

Q: JW- How did the candidate perform in the Safeguarding exercise?

The HR Advisor observed this and the candidate was excellent.

Q: SK- if the candidate chooses not to accept the role, looking at Plan B, are the other two candidates suitable for the role or will we have to go through the recruitment process again?

Head explained that it is important to look at the best fit for the school and what will work best for pupils and staff. The school would have to go out to recruitment again. NT informed that there is time to complete the recruitment process again ready for a September start.

Sara Rawnsley was the educational advisor on day one of the interview process and felt that Victoria was a very strong candidate. She will also be able to train staff members and distribute leadership effectively.

DP thanked the pupils and staff involved in the interview process; all candidates were very impressed with pupil behaviour around school.

Signed.....

Date.....

Action

If the successful candidate accepts the role it was suggested for her to come into school for a transition period between now and September 2020, particularly as the current Deputy Head will leave at Easter. The school is not in a position to appoint a SENDCo until September 2020.

Q: AM- was anything discussed regarding work with Crossflatts and does the candidate's vision fit with that?

Head explained that the interview process was very rigorous and Victoria's vision was clear and reflected the school's vision. The HR Advisor was exceptional and the process ran very smoothly.

All unanimously ratified the appointment of the Deputy Head.

Head

42/19 Any Other Business referred from item 39/19 above

- Roof- The suspended ceiling of the roof collapsed. It is hoped that this will be sorted tomorrow.
- SENDCo- parents have expressed that this role is necessary in school. This role will be recruited to in preparation for September 2020. The Deputy Head and PPSM could support with this.

43/19 Date of Next Meeting- Thursday 12 March 2020 at 6:30pm

As there was no further business Chair thanked all for attending and the meeting closed at 5:08pm.

Signed.....

Date.....