

Bevendean Primary School and Nursery

Heath Hill Avenue

Extraordinary Full Governing Body Meeting

Minutes of the meeting on Tuesday 10th May 2022

at 5.00pm. VIRTUAL MEETING (due to Covid-19 pandemic)

Present: Eugene Arnold, Stuart Cager [to Item 6c], Mary Carmichael, Lydia Majic, Shahima Mohammed, Danielle Sherlock, Adrian Strange, Michael Stroud, Katharine Winks, Emily Winslade, Ashley Seymour-Williams (Senior Education Advisor, BHCC) [to Item 6c], Andy Thomas (Clerk).

Apologies: Martyn Giddens (Headteacher), Mark Dally (Associate Member), Sarah Miller (Associate Member).

Absent: Rachal Daniels.

1. Opening remarks

AS opened the meeting and welcomed those present. The purpose of the meeting was to address the Headteacher's resignation and associated recruitment. ASW was welcomed to the meeting – he would provide support regarding the recruitment process.

2. Quoracy of meeting

The meeting was quorate. MG, MD and SM had been asked not to attend due to conflict of interest. It was acceptable for KW to be present at Staff Governor.

3. Apologies/ attendance list

Apologies and attendance were noted as above.

4. Consideration of apologies

Apologies were duly accepted.

5. Declarations of interest

There were none.

6. Headteacher post

a) Resignation

MG had tendered his resignation as Headteacher. Confidentiality had been requested pending discussion at this meeting.

b) Interim leadership

Covered under Item 6c below.

c) Recruitment

AS stated that various options had been identified. He asked ASW to present the detail of these.

ASW said that he had met with LM, AS, and MG to discuss the way forward. He made a detailed presentation during which the following were highlighted:

- The recruitment process would take around 10 weeks. It was therefore unlikely that a new Headteacher would be in post by September 2022. This would entail rushing a complex process and timelines also needed to build in notice periods.
- The school was fortunate to have experienced leaders MD and SM in place. Interim leadership would need to be determined.

- Option 1 was to appoint a new Headteacher in January 2023. The advert would go out before the end of term. Interviews would take place in the Autumn. There were 7 risks and 2 benefits associated with this option [further details were set out in the presentation].
- Option 2 was to appoint a new Headteacher in Easter 2023. The advert would go out in October/ November. Interviews would take place in December. There were 3 risks and 3 benefits associated with this option [further details were set out in the presentation].
- Option 3 was to appoint a new Headteacher in September 2023. The advert would go out in January. Interviews would take place in February/ March. There was 1 risk and 5 benefits associated with this option [further details were set out in the presentation].
- With regard to interim leadership, the Local Authority would offer support in relation to induction; enhanced coaching/ mentoring' additional SPA time; and other support/ meetings.

ASW made the following recommendations:

- Planning should begin now.
- Account should be taken of other schools' adverts and relevant examples found.
- Investment should be made in interim leadership.
- Professional advice should be obtained from the SPA; HR; Local Authority support and advice; and an available recruitment pack.

ASW invited Governors to contact him if they had any further questions following the meeting.

The following questions were asked to ASW:

- **Would the interim leadership be drawn from current staff?** Yes, this was in the Deputy Headteacher's contract. MD and SM were duly prepared.
- **Was the Deputy Head interested in acting up to the Headteacher role?** MD and SM had expressed interest in taking on the respective Headteacher and Deputy Headteacher roles. SM's role would not be backfilled.
- **What support would the school need to pay for?** This was free/ funded by the Local Authority. It was recognised that the school would be vulnerable during the process.
- **Given the cost of the Deputy Head stepping up, would Option 3 cost more?** Yes, if there was a salary uplift. However there would be a saving from MG's salary.
- **Would there be coaching for interview panel members?** Yes. The Local Authority could advise/ work with the Governing Body on this. A Local Authority representative would also be on the panel.
- **How long would the interview/ selection process take?** This was usually a process over 2 days.

AS summarised the 3 Options, confirming that a new Headteacher would be in post at the following respective times:

- January 2023 [Option 1].
- Easter 2023 [Option 2].
- September 2023 [Option 3].

ASW remarked that he would send the presentation to LM and AS.

ASW was thanked. AS and LM would contact him to confirm the outcome of the meeting and to discuss the way forward. **ACTION 1 – LM/ AS**

At this point ASW left the meeting.

Reference was again made to the 3 Options presented, and their associated risks and benefits [see above].

The meeting was opened up for debate and a lengthy and detailed discussion followed. At this point SC left the meeting.

Following discussion, ***a new Option – Option 4 – was identified. This was a combination of Options 2 and 3, with MD and SM to act up. Option 2 would be implemented and extended to Option 3 as necessary. Appointment of a new Headteacher would therefore take place either in Easter 2023, or in September 2023 if the initial pool of candidates proved unsuitable.***

It was confirmed that, under all Options, MD and SM would be asked to step up to the Headteacher and Deputy Headteacher roles respectively.

A vote was taken on the 4 Options and the voting was as follows:

- Option 1 – no votes.
- Option 2 – no votes.
- Option 3 – 4 votes [SC's preference for this Option was discounted as he had left the meeting before the vote was taken and before Option 4 had been identified].
- Option 4 – 5 votes.

It was therefore agreed that Option 4 would be taken forward. **ACTION 2 – LM/ AS**

d) Budget setting

It was agreed that the budget would be discussed at the next FPP/ FGB meetings.

ACTION 3 – AS/ LM/ AT

AS expressed thanks to all present, stressing that the aim of the Governing Body in respect of this matter would be to do the best for the school and its pupils.

It was agreed that Governors should undertake Headteacher recruitment training if they wished to be on the panel. **ACTION 4 – Govs**

The detail of the Headteacher recruitment process would be discussed in due course.

ACTION 5 – AS/ LM

It was noted that there was no further information available on the reason(s) for MG's resignation, other than that set out in his letter of resignation [which had been made available].

MG would be informed of the outcome of the meeting. **ACTION 6 – AS**

7. A.O.B:

a) Items notified in advance (5 days' notice required)

There were none.

b) Emergency items (requiring advance discussion with the Chair)

There were none.

8. Review of Action Points

The Action Point(s) were reviewed and noted for recording in the minutes.

9. Date of Next Meeting

The next scheduled FGB meeting was at **5pm on Thursday 26th May.**

It was also noted that the next FPP meeting was on Thursday 19th May.

10. Close of meeting

All present were thanked for their attendance and participation.

There being no further business, the meeting was closed.

***** Please see Action Points from this meeting on the following page**

Action points from EFGB meeting held on 10th May 2022

Action	By	Person responsible
1. Contact ASW to confirm the outcome of the EFGB and the way forward [Item 6c].	Immediate	LM/ AS
2. Take forward Option 4 in respect of Headteacher recruitment – a combination of Options 2 and 3, with MD and SM to act up [Item 6c].	ASAP	LM/ AS/ ASW
3. Discuss budget at FPP/ FGB [Item 6d].	*Next FPP and FGB	AS/ LM/ AT
4. Governors to do HT recruitment training if wishing to be on panel [Item 6d].	In due course	Govs
5. Discuss detail of HT recruitment process in due course [Item 6d].	In due course	AS/ LM
6. Report outcome of meeting to MG [Item 6d].	ASAP	AS