

**Thongsley Fields Primary and Nursery School**  
**Minutes of the Full Governing Body Meeting**  
**2<sup>nd</sup> November 2016 at 9.30am**

**1) To record attendance and declarations of interest and to receive and accept any apologies for absence**

**Governors present:**

Graham Heywood (GH)  
Trina Moesbauer (TM)  
Melica Cutbush (MC)  
Kerrie Tonks (KT)  
Mim Piper (MP) (Chair)  
Derrick Woolf (DW)

**Also present:**

Mary-Lou Tyler (M-LT) (Clerk)  
Sue Bowman (Primary Advisor)

**Apologies received and accepted:**

Rebecca Pentney (RP)  
Lisa Moule (LM) (Acting Head)

Attendance sheet was completed as above, no declarations of pecuniary interests were declared.  
Meeting commenced at 9.30am and was quorate.

**2) To agree the minutes of the last meeting.**

The minutes of the meeting held on 20.9.16 were reviewed and were **agreed** to be a true and correct record and were signed by the Vice Chair.

**3) Matters Arising not covered elsewhere on Agenda**

None

**4) To discuss Head teacher appointment process**

Summary of discussion and points are agreed:

SB went through the process to appoint a new Head teacher and gave out copies of the guidance from CCC.

Governors wished it to be minuted that they appreciate and thank the Acting Heads for their hard work, commitment and leadership of the school over the last 14 months.

M-LT handed out examples of Head teacher application packs for Governors to see what sort of information and layout other schools packs.

Governors **agreed** that the selection panel would be all Governors with the exception of MC as Staff Governor and SB as the LA representative.

Working party of MP/KT/GH **agreed** to look at drafting the application pack and advert.

The GB **agreed** to advertise the post online with TES and EPM

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Signed:..... Date: .....

M-LT confirmed that the current salary range for the Head teacher is L18 to L24 with the Assistant Head pay range being from L8 to L17.

There was a discussion about the format of the interview days ideas suggested were:

Meeting with SLT

Meeting with School Council

Presentation re school priorities

Timescale agreed as:

Date	Action
2.11.16	Panel set and time line agreed
10.11.16	Job description and Personal specification working group meeting
14.11.16	Draft advert to Mim to look at
17.11.16	Job description and Personal specification working group meeting
18.11.16	Job description and Personal specification emailed to GB
25.11.16	Draft application pack and advert emailed to GB
2.12.16	Application pack content and advert wording to be agreed
12.12.16	Advert to be released to EPM and TES
6.1.17	Deadline for applications
11.1.17	Shortlisting session
17.1.17	Day 1 interview
18.1.17	Day 2 interview
18.1.17	Full Governors meeting

**5 AOB**

None

Meeting closed at 12.00

**Accompanying Documents**

Item	Document description
2	Minutes of last meeting
4	Examples of Head teacher packs

**Action Plan**

Action	By Whom	Deadline
Courses to be booked	Mary-Lou	ASAP

Signed:..... Date: .....