Minutes of a meeting of the Governing Body of
Blatchington Mill School and Sixth Form College held on
12 January 2015

Those Present: Peter Sowrey (PS) (Chair), John Barker (JB), Janet Felkin (JF), Peter Gerry (PG), Richard Goodsell (RG); Kay Johnston (KJ), Jenny Rusted (JR)

In attendance: Mark Brunet (clerk), Hugh Baldry (B&H Schools Advisory Service), Amanda Stockford (B&H HR)

Quorum: 7 – meeting was quorate throughout.

1. Apologies for Absence.

1.1. Addy Balogun (AB), Fiona Bauermeister (FB), Sally Hunt (SH), Nikki Slowey (NS) and Gareth Chan had sent their apologies for absence which were accepted.

1.2. Martin Jones is suspended for 6 months from attending meetings.

1.3. Governors welcomed Hugh and Amanda and introduced themselves.

2. Declarations of interest

2.1. No governor had any pecuniary interest to declare in any item on the agenda.

3. Minutes

3.1. The minutes of the meeting of the Governor Recruitment working party held on 15 December 2014 were agreed as a true record by those present who had attended that meeting and duly signed.

4. Recruitment pack

4.1. PS outlined the timings of the process and the rationale behind the timeframe which aims to have an advertisement submitted for publication week commencing 19 January.

4.2. Governors AGREED a quarter page advert (approx. £6,000), to include the B&H logo, clerk will oversee this

4.3. Governors discussed the draft advert wording and agreed that this should include NOR (1,661), school group (for salary), school logo at top, city logo at bottom and should have Brighton & Hove after the full school name rather than at the top.

4.4. Visits will be 26 and 27 January.

4.5. Ad proof to be circulated to all governors as soon as prepared (by TES) – ACTION – CLERK

4.6. Governors discussed the letter to candidates and agreed minor changes.

4.7. Governors discussed the job description and person specification, assisted particularly in their discussions by their colleagues from the Local Authority; some amendments were agreed and the Chair was tasked with further work to align the person specification more closely with the Headteachers' Standards; he will circulate when the amended version when complete.

4.8. Governors discussed the school information document and agreed changes to that.
5. Recruitment process

5.1. Governors discussed the shortlisting process, noting the helpful scoring template in the LA pack, and agreed that the working party (already delegated to recruit a new Head) less JF should act as the shortlisting panel and would read all applications before meeting to agree a final short list on Wednesday 11 February at 13.00.

5.2. Shortlisting grid to be prepared to reflect the person specification, once that is agreed (this is an administrative function – ACTION: CLERK)