

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)