

**The Federation of Church Schools of Shalfleet and Yarmouth
Extra Ordinary Full Governors' Meeting**

Meeting of Full Governors	Term: Summer Term 2016
Place: Ningwood Manor	Date: Monday, 20th June <u>2016</u> 4.30 to 5.15 pm
Present: Mr David Bevington (Foundation Governor) Mrs Carla Bradshaw - Chair (LA Governor) Mrs Krista Bratton (Parent Governor) Mrs Debs Downer (Co-opted) Mrs Tina Griffith (Foundation Governor) Mrs Karma Leyland (Co-opted) Mrs Debbie Munn (Parent Governor) Mrs Claire Oulton (Associate Member) Mrs Sylvia Smith (Staff Governor) Mr Mark Webber (Foundation Governor) Mrs Caroline Weeks (Foundation Governor) Mrs Sarah Woodburn (Staff Governor) In Attendance: Mrs Jane Lewis (Clerk)	Absent: Mrs Lizzie Grainger (Acting Headteacher) Mrs Carole McFarlane (Associate Member)
Key: <u>Challenge</u> Action, Decision, Support, Ring-fenced, FDP link	Distribution: All

The meeting was quorate. Attended by 11 Governors and 1 Associate Member.
(Number needed for quorum: 6 Governors)

Headteacher Interview Timetable attached.

Following the Interviews, Governors met to discuss the candidates.

Members of the panel gave an overview of the interview process and made the recommendation that Mrs Elizabeth Grainger be appointed as HT.

The Governors approved this recommendation unanimously.

Mrs Grainger was offered the position and accepted. The appointment will commence from 21.6.16.

The Chair will send a confirmation letter to Mrs Grainger and advise Staff and Parents at both schools.

Headteacher interviews
Monday, 20 June 2016

Time	Gina Owrid	Lizzie Grainger
08.30	Welcome to Shalfleet CE Primary School Hand out Priorities task and Data exercise	
08.50	Collective Worship (15 minutes)	Junior Leadership Team (20 minutes)
09.30	Junior Leadership Team (20 minutes)	Collective Worship (15 minutes)
10.00	Move to Ningwood Manor	
10.15	Lesson Observation - DVD (20 minutes)	
10.40	LO Feedback	<i>Time for Data/Priorities task</i>
11.05	<i>Time for Data/Priorities task</i>	LO Feedback
11.30	Priorities task feedback	<i>Time for Data task & hand in</i>
11.50	<i>Time for Data task & hand in</i>	Priorities task feedback
12.10	Lunch with governors	
13.00	Presentation (10 minutes + 10 minutes Q&A) Data feedback & discussion (15 minutes) Interview (30 minutes)	
14.15		Presentation (10 minutes + 10 minutes Q&A)

		Data feedback & discussion (15 minutes) Interview (30 minutes)
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Organisation discussed:

- Collective Worship: Please lead an active Collective Worship with the theme 'Forgiveness'
 - 2 Groups both Year R-6 approx. 85 pupils in each group.
 - Candidates informed of usual CW format (music/candle/prayer, etc.)
- Data task - Ian to provide anonymous data for use & crib sheet for governors
You are new to the school, you have analysed the data and are meeting with governors to discuss your key findings.
- Lesson Observation - Ian to provide DVD/observation forms, etc.
- Priorities task; please prioritise the tasks below. Prepare to discuss your reasons for your order of priority and who you would consult/engage with.
 - Your Primary Phase Inspector has arrived and is waiting for you
 - An irate parent is in reception and has asked to speak with you
 - A teacher has come to see you with a disclosure from a child
 - Several children have come to see you to say there is a dog in the play ground
 - A TA has come to tell you that the hall roof is sagging in one corner and appears to be leaking water
- Presentation - 10 minutes maximum + Q&A, no power point.
'What is your vision for our Federation in three years' time and how will you get us there?'

Points to note:

- a) Pupil involvement:
 - a. Junior Leadership Team slot at same time as Collective Worship
 - b. Some pupils stay behind after CW briefly and JJ +1 or 2 governors to take pupil feedback
- b) Ningwood Manor will be used from 10am onwards for the interview process.
- c) Lunch to include all governors who are available
- d) Afternoon schedule an hour and 15 minutes each to a) give their presentation followed by Q&A, b) engage governors in their findings following the review of the data and c) complete the formal interview part.
- e) Gina Owrid has visited both schools. Friday, 17 June 2016: 9-12.30pm at Yarmouth and 12.45-4pm at Shalfleet. Sam May (Business Manager) co-ordinated. CB emailed staff ref. reasons and feedback on both candidates. Some feedback received.

Catering requirements:

Water, glasses
Tea/Coffee
Lunch (M&S/Sainsbury's)

CB 19/6/16