

St Wenn School

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Mr R Savage – Co-opted Governor
Mr R Fenwick – Co-opted Governor

Minutes

**Extraordinary Meeting of the St Wenn Governing Board
Thursday, 12th November 2020 at 5.00pm held via video
conference using Microsoft Teams in light of COVID-19
restrictions.**

Joanne Trudgian, Clerk to the Governing Board

Typed:12.11.20

Approved for circulation:

ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

School:	St Wenn School
Quorum:	6
Chair:	Dr Tessa Cubitt
Clerk	Miss Joanne Trudgian
Date of Meeting:	Thursday 12 th November 2020 at 5.00pm
Venue:	Virtual meeting using Microsoft Teams

Attendance:

NAME	GOVERNOR	ASSOCIATE MEMBER	OTHER (Please state)	Present/ Apologies/ Absent
Mrs S Berry – Head Teacher (SB)	YES			Not req to attend
Dr T Cubitt – (Chair) – Partnership Governor (TC)	YES			P
Mrs E Lawrenson – Parent Governor (EC)	YES			P
VACANCY – Co-opted Governor				
VACANCY – Parent Governor				
Mr K Beer – Staff Governor (KB)	YES			P
Mrs N Mathers – (Vice Chair) Co-opted Governor (NM)	YES			P
Dr G Smith-Laing - Local Authority Governor (GSL)	YES			P
Mrs K Messenger – Parent Governor (KM)	YES			P
Mr R Savage – Co-opted Governor (RS)	YES			P
Mr R Fenwick – Co-opted Governor (RF)	YES			P
Miss J Trudgian	NO		Clerk	P
Graeme Plunkett (GP)	NO		County	P
Diane Bransgrove (DB)	NO		County	P
Susan Spencer (SS)	NO		County	P
Joe Flynn (JF)	NO		SIP	P

1.	Welcome, apologies and consideration for absence At 5.05pm, the Chair welcomed Governors and extended a welcome to Joe Flynn (SIP) and other county representatives who introduced their roles to Board members. Recording commenced using MS Teams. Due to the nature of the meeting, SB was not required to attend and there were no apologies for absence.	
2.	Declaration of Pecuniary Interests None declared.	
3.	To agree the minutes of informal meeting held 19.10.20 These had been circulated prior to the meeting. Minutes were proposed for approval by EL and seconded by NM and fully supported by the Board.	
4.	To agree the type of leadership for the school GP acknowledged that the Board had fully discussed the type of leader it required for the School and was very clear in its preference. JF fully supported the rationale behind the decision citing that under a Head of School model, there were often 'grey' areas around who had ultimate responsibility. For the record, it was finally AGREED to advertise for a Head Teacher with some teaching responsibility.	
5. 5.1	To discuss and agree the process of recruitment and timeline To agree the person specification A draft had been circulated prior to the meeting adapting the County version. GSL suggested that the areas within the specification be grouped thematically according to pupils, school, staff and governors and the financial expertise. JF asked if Human Resources should be consulted if an alteration is made to the person specification? DB confirmed that Human Resources would only be consulted if changes were made to the job description.	Action – EL to group the themes together in job spec.

<p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p>	<p>To agree the job description It was AGREED to use the Job description as dictated by County.</p> <p>To agree the Individual Pay Range (IPR) As Chair of Finance, RS confirmed discussions he had had with the Bursar about the preferred range of L7 -L12, taking account the size of the school and the desire to recruit someone relatively new to headship, as well as more experienced candidates. GSL asked if someone comes in at £55k, where can they go if they stay with the school for a while? What room does the school have for salaries? GP noted that there should be a 7 point range. It was AGREED to change the IPR starting L7 (£49,261) to L13 (£57,000). GP also noted that you cannot appoint above the fourth point and this would give some room to increase salaries if they stay on with the school. RF asked about recent examples of recruitment in the County and the number of applicants and if we should advertise nationally as well as locally? GP explained that other recruitments had seen a decent number of applicants from within the County and beyond and a willingness to start on the L7 range.</p> <p>To agree the job advertisement and closing date EL asked what other schools were doing handling viewings/meetings with potential candidates? GP explained some had done virtual video tours of the school and interviewed remotely using MS Teams. Given the timeline of interviews in February it is possible for face to face meetings. However, a contingency is required e.g online presentation or online lesson with our schoolchildren. GSL asked if the timeline was flexible enough? The conclusion was that there was more time to recruit than had previously and that there would be time to extend the process if no-one suitable applied the first time. GP noted that current Head Teachers would need to resign current post by the 30th April and deputies need to resign by 31st May. RF - How does it work with acting heads? Substantive post dictates which resignation date applies. Shortlisting date is not required for advert just the closing date and interview dates. NM and EL volunteered to record a virtual tour of the school next week involving children and staff. NM asked -Are we allowed to ask candidates to submit a video portrait/presentation to the Board with their application? GP – yes, but you will need to be clear what needs to be in it e.g video/animation about them, photos of their displays, length of video e.g 3 minutes. This could test their communication, I.T and creativity skills. Be fair about the criteria and list requirement in the pack. RF asked if this be compulsory? AGREED that this should be encouraged. GP noted a disclaimer that video quality is not part of the assessment process but a useful insight into how they showcase themselves. RS sought clarity from county over the language used in the advertisement e.g the word energetic – implying a younger applicant, which is discriminatory. AGREED to remove the word. Closing date agreed as 15th January 2021 RF asked what was meant in the Chair’s opening letter and final bullet points reference development? TC confirmed this to be about their own personal development requirements. RF had a number of suggestions regarding additional points/questions that should be posed within the personal statement and interview e.g x5 adjectives that describe you as a leader; what are you currently reading?</p> <p>To agree the type and format of information to send to potential applicants EL has done the information pack. AGREED that the video virtual tour would be made available and visits will depend on Government Covid Guidelines at the time.</p>	<p>Change IPR range in job ad to L7-L13.</p> <p>W/c 16th Nov EL & NM to video a virtual tour of school</p> <p>Include in pack the virtual tour of school and the video portrait from applicants listing criteria and duration.</p> <p>NM to remove word energetic from the job ad.</p> <p>RF to draw up the personal statement proposal of requirements and send to NM/EL.</p> <p>Be clear in the ad about the video tour</p>
<p>6.</p> <p>6.1</p> <p>6.2</p>	<p>To discuss and appoint the Selection Panel</p> <p>To agree the date of shortlisting meeting for panel 27th January 2021 AGREED date for panel shortlisting. Panel to consist of TC, RS, NM, EL and RF, three of which have completed Safer Recruitment.</p> <p>To agree the date(s) of interview AGREED to change to W/C 8th February for interviews. County more than happy with the timeline and thanked the Board for being so organised.</p>	<p>Alter W/C date of 8th Feb in the pack</p>

<p>6.3</p>	<p>To agree the assistance from County KB asked if staff should be involved in the process? What does County suggest? GP suggests a Teams meeting with staff panel to talk about issues such as OFSTED, Literacy favourite phonics scheme for example. Heads of subjects, parents and pupils can also be involved. Candidates could ask existing staff questions too. Whatever the involvement it needs to be balanced, allowing plenty of time to them to ask questions and the important message is a positive one.</p> <p>County happy with timeline. DB confirmed that the school dictates where the advert should go. NM made the Board aware of the Radio Cornwall free job spot opportunity running currently. Discussion followed on the route to go and whether a TES Gold, Silver or Bronze advert should be taken. County happy to manage this on behalf of the school. RS shared a screen shot of some current ads through TES. County explained that in recent ads, candidates have come through the council website. However, the point was made strongly of the need to attract applicants who may not have considered Cornwall. Given current Covid crisis, people could be looking to relocate. The Board AGREED to take a Silver ad through TES and also advertise on Cornwall County website and Radio Cornwall. DB needs to clarify the route to advertise on the county site and will confirm with TC. NM to send revised job advertisement to DB on Monday 16th November. DB to notify TC when the advert is live.</p> <p>Other – Board to decide if they want county to be involved with shortlisting process and contact them accordingly. JF, as a county representative, would be available with this process too. County will send a template of questions to the Board reminding that the same questions should be asked of each candidate. GP noted that the notes and interview should be recorded and retained for a period of time. Video for candidates should be sent to Diane. GSL What is the minimum number to shortlist for interview? GP at least 3. You will have a better idea at the shortlisting stage. JF Would only invite someone for interview who you consider worthy of the job.</p> <p>Application forms sent to applicants. <i>At 6.30pm GP, JF, DB and SS left the meeting after thanking the Board for its organisation.</i></p>	<p>Panel to consider this and seek confirmation from County</p> <p>DB to take out a silver ad in TES and Radio Cornwall and confirm with TC the route to take advertising on the county website</p> <p>NM to send revised ad e.g person spec to DB on 16th Nov</p> <p>Panel to contact county if help required for shortlisting/ interview County to send TC list of questions for interview. Video for candidates sent to county</p>
<p>7.</p>	<p>Close TC wished to thank our guest for attending. Following some discussion, it was felt useful to have County involved with shortlisting – they may know some of the applicants. NM asked if it would be useful for staff to watch the video presentations at the shortlisting stage? GSL made the point that staff may have a different angle to that of Governors and maybe staff should make some suggestions in the person spec? Could they ask for staff questions for a teams meeting to take place? RS left at 6.45pm. Meetings closed at 6.50pm where recording stopped.</p>	<p>TC to confirm with County what contact staff can have</p>

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on
..... Chair of Governors
Dr T Cubitt