

Gladesmore Community School *Governing Body*

Minutes of an extraordinary meeting held on Thursday 26th August 2021 at 6pm

Parent Governors (2)		Co-opted Governors (7)	
* Suhel Musa (SMA)	8-12-24	*Tony Hartney (THY)	
Wendy Burrell (WBL)	17-10-22	* Donna Grant (DGT)	08.07.22
		* Alexander Sweet (AST)	08.07.22
Local Authority Governor (1)		* Annabel Schaafsma (ASA),	10-12-23
* Maureen Black (MBK)	08-02-22	* Michael Brown (MBN)	08.07.22
		*Elaine Brown (EBN)	08-12-24
Staff Governor (1)		*Victor Olisa (VOA)	08-12-24
* Tasaddaq Ashraf (TAF)	16-6-24		
Headteacher Governor			
	Ex-Officio		

Others Present	
Jan Smosarski – Clerk (JSI), Mike Phillips (Pentir)	Alex Sweet (Chair) in the Chair Quorum = 6 governors * Denotes governors present ^ Denotes approved absence

Part 1

NB: This meeting was held via Google Meet.

	<i>The following documents were circulated to all governors prior to the meeting:</i> <i>Meeting agenda, Minutes of the</i>	
1	Attendance	
1.1.	<u>Consideration of apologies</u> – there were no apologies for absence. TAF apologised for lateness.	
1.2	<u>Declarations of Interest</u> – there were no new declarations of interest in any item on this agenda.	
1.3	<u>Membership</u> – there are no vacancies on the governing body.	

2	Minutes of the meeting held on the 23rd June 2021	
2.1	Accuracy – Not discussed at this meeting	
2.2	Matters Arising	
3	School Report Update for academic year 2021-22	
3.1	AST welcomed governors to the meeting and thanked everyone for attending this extraordinary meeting. He handed over to THY for an update.	
3.2.1	THY informed governors that after 44 years in teaching, 23 of them at Gladesmore he has decided to retire at the end of this academic year. He is giving governors a full year notice in order that they can plan ahead and put recruitment processes in place in order that there can be a smooth handover to a new headteacher.	
3.2.2	THY stated that he would be informing all staff at a staff meeting on the 31 st August as he thought they would appreciate knowing in advance. THY is anxious to prevent rumours or misinformation circulating. He had previously discussed the situation with The Chair and Vice Chair in order that they can begin to make appropriate plans.	
3.2.3	He added that it had been an honour to be the headteacher of Gladesmore and a privilege to work with the staff and serve the community. He was committed to making his last year both active and purposeful and to assist the transition to the new headteacher so that the school could progress on to an even better position. He handed back to AST to chair this meeting.	
3.3.1	AST thanked THY and referred governors back to the meeting of the 9 th December 2020 when Alex Atherton(AAN) led a training session on succession planning. At that meeting AAN had detailed the possible ways governors could be supported during the recruitment process. He reminded governors that the appointment of a new Headteacher is a governing body responsibility and probably one of the most important things they will be asked to do.	
3.3.2	AST reported that he had met and discussed how to proceed with MBK (Vice Chair) and ASA who is a senior employee at Moody's. They felt that governors should look to employ outside support to facilitate the process. And, as a preliminary measure, had met with the 3 companies recommended by AAN. Following those meetings they wished to recommend one company to	

	governors for their consideration. The company is Pentir Talent Solutions and managing director; Mike Phillips (MPS) is in attendance tonight. AST introduced MPS and asked him to brief governors on the service his company could provide.	
3.4	MPS started his briefing by recognising that THY was going to be very difficult to replace and that he didn't underestimate the task that lay ahead of governors. Pentir has been supporting senior appointments for 13 years and has a wide experience of working with schools and local government. MPS would be leading the recruitment process supported by his team at Pentir.	
3.5	There are two main areas where Pentir would provide support: - 1) Support in generating potential candidates. 2) Support with the process of the appointment, reaching out to stakeholders and gathering information, which will support governors during the process.	
3.6	The responsibility of finding and appointing a new Headteacher lies with the governing body. The role of Pentir will be to support governors during this process.	
3.7	Governors asked MPS a number of questions: - Q. Would Pentir look at existing Headteachers as part of their search, even if these Headteachers might not be looking for a new post? A. Yes – the school has areas of appeal, which might be attractive to specific individuals. Q. Would Pentir organize and carry out head hunting and collate responses from adverts. A, Yes, many shortlisted candidates were found via active promotion of the vacancy. Q, Was the company being engaged to appoint a new Headteacher? A, No. This is the responsibility of governors, Pentir would support governors in the process. Q, What would Pentir do to address the under representation of minority groups? A , Pentir is aware of the importance of this issue, especially for Gladesmore. 50% of posts the company has been involved with have gone to women and 25% to BAME candidates. ASA added that the cultural diversity of the school had been one of the areas that had been discussed with Pentir. THY pointed out that governors might want to particularly encourage a diverse range of candidates and then governors could assess who might be best to take the school forward. Q Had Pentir been appointed to carry out this role? A, (AST) it was hoped that governors would make a decision on that during this meeting. MPS thanked governors for the opportunity to speak to them. <i>MPS left the meeting.</i>	

3.8	<p>AST asked governors for their views: -</p> <p>DGT spoke in favour of appointing an internal candidate who knew the culture of the school</p> <p>VOA recognized the huge strengths of THY and thought that they should be looking for a candidate with similar capabilities whether that was an internal or external candidate. In short, the best candidate possible.</p> <p>MBN recognized that this was going to be a very challenging task.</p> <p>THY stated that there were a people within the school with the capability of rising to the challenge of headship. Governors would need to follow a rigorous and fair selection process and look to ensure a good match to the school.</p> <p>SMA asked whether governors would be able to set specific criteria for potential candidates. The ability to write a strong application and give a good interview might not necessarily produce the best candidate. He recognized that someone coming in with fresh eyes, vision and passion could be a strong contender.</p> <p>DGT asked whether THY was still acting as overseeing headteacher at Crowland. THY replied that a new Headteacher had been appointed and had taken up post. He still maintained close links with the new Head. It was important that the Head of Gladesmore developed links with feeder schools and wider community and local stakeholder groups.</p> <p>MBN stated that having a strong vision was key to a successful candidate. AST added that it was equally important for governors to have a clear vision as to the type of candidate they wanted and this could be set out in the candidate specification.</p>	
3.9	<p>AST ended the discussion by reminding governors that the purpose of today's meeting was to start the process of looking for a new headteacher. He asked governors if they were in AGREEMENT that they should</p> <ol style="list-style-type: none"> 1) Employ external support to help them with the recruitment process and 2) That they accept the recommendation of MBK, ASA and himself and appoint Pentir to carry out this work. 	
3.10	<p>Governors had a few more questions before they could make such a decision: -</p> <p>Q, What was the likely cost of employing an external agency and was it affordable.</p> <p>A, AST referred governors back to AAN's presentation (December 2020) and added that costs were likely to be in the region of £12,000, this was tiny percentage of the annual budget.</p> <p>Q, had Pentir any previous connection with the school.</p> <p>A, No. None of the companies considered had any previous connection with the school.</p> <p>AST added that Pentir had been identified as the preferred option because they had listened more closely than the other organizations as to what governors might be looking for and had shown a willingness to involve all stakeholders. THY confirmed that employing an external agency would be helpful as otherwise governors would be on their own to manage the process and quite a lot of work was involved. He, as outgoing school leader could not be involved in the selection of a candidate. He could show prospective candidates around and prepare materials identified by governors. The appointment was for governors, not Pentir or Haringey or a SIP, but they be employed to advise in specialist areas. MBK added that Pentir had experience with working with similar schools to Gladesmore. VOA informed governors that he had worked with an</p>	

	external agency when he had been involved in interviewing for a senior post elsewhere.	
3.11	To employ an external agency to support governors through the recruitment process for appointing a new Headteacher AGREED To accept the recommendation made to the governing body to employ Pentir AGREED by a majority vote.	
	<i>TAF joined the meeting</i>	
3.12	Next Steps There are a number of actions, which need to be taken over the next few weeks. These include writing the candidate specification, job description, advertisement, agreeing a timetable and AST suggested that this could be delegated to a Steering Group, as there will need to be a number of additional meetings to get everything in place. It would not be practical to try and fit this into the normal meeting timetable. Governors were of the view that at this stage they would all like the option to be involved in the recruitment process.	
3.13	AST proposed that the next meeting of the Steering Committee would be on the 31 st August at 6pm. SMA queried that this was too short notice but AST explained that he would be joining THY at the staff meeting on the 1 st September and would need to report to staff on the progress made by governors and the likely timetable for the recruitment process. It was AGREED to proceed with the meeting as planned. All governors are welcome to attend and Mike Phillips, Pentir (MPS) will also be invited to the meeting. EBN recorded that she would be unable to attend on that date but wished to continue to be involved in the process. The meeting will be held via Google Meet and will be convened by THY but he will not take part in the meeting. Governors were reminded to keep all discussions confidential until THY has informed staff on the 31 st August.	
4	Chair's Report and Correspondence	
4.1	No additional items	
5	AOB	
5.1	There were no additional items	

Chair _____ Date: _____

