

## MINUTES OF MEETING

---

**School:** Willow Brook Primary School  
**Meeting title:** Extraordinary meeting of the governing board  
**Date and time:** 27th January, 2017 at 5pm  
**Location:** At the school  
**Present:** Mr Cameron  
Mr Herrington  
Mr Rabbitts (Chair, Selection Panel Member)  
Mr Harris (Selection Panel Member)  
Mr Condon (Selection Panel Member)  
Mr Williams  
Dr Armour  
Mrs Revell (Selection Panel Member)  
Mrs Harrison  
Mrs Limon  
Mr Brearley (via telephone)  
Mr Jones (Selection Panel Member)  
**In Attendance:** Mr Unsworth, external adviser to the Selection Panel

### **GB/1/17 Apologies for absence**

Apologies for absence were received from Mrs Ballard, in recognition of the meeting agenda.

It was

**resolved**

that the board consent to this absence.

### **GB/2/17 Declaration of interest**

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

### **GB/3/17 Confirmation of attendance and voting by telephone**

Governors

**resolved**

to consent to Mr Brearley's attendance and voting by telephone at this meeting.

### **GB/4/17 Approval of Selection Panel recommendation for appointment of Head Teacher**

Mr Rabbitts outlined the structure of the two days of selection and the content of the tasks undertaken by candidates:

- An observation of one of Mr Jones' lessons, with individual feedback sessions to him afterwards.
- An in-tray exercise, prioritising a variety of challenges arising one morning and explaining their rationale, both on paper and in a feedback session to the panel.

- A RAISE-online written data analysis task, using anonymised data from a different school.
- A first letter to parents.
- Lunch with the children.
- A talk to a class of children about an upcoming residential trip.
- A work scrutiny task, using marked books from two classes.
- A presentation, to which all staff and governors were invited, prepared in advance.
- An assembly to a subset of the school, prepared in advance.
- An interview with members of the School Council, using questions the children had written.
- An interview with the Selection Panel.

Mr Rabbitts expressed satisfaction and, given anecdotal evidence of difficulty in recruitment of Head Teachers, surprise at the depth of quality in the shortlist. He noted:

- the excellent contribution of the pupils throughout the two days,
- the Panel's appreciation for the high-quality support provided by Mr Unsworth, including in helping to ensure that the selection process was fair and equitable to all candidates,
- the professionalism and objectivity of the panel in its approach to the task,
- the significant contribution of Mr Jones in undertaking the organisation within school, and subjecting himself to 4 lesson observation feedback sessions,
- the contribution made by all staff involved.

The Panel had concluded that whilst all candidates had some strengths, one candidate had performed consistently well across all of the tasks: Mr Rabbitts presented the Selection Panel's recommendation to appoint Mrs Louise Ballard as the Head Teacher of Willow Brook Primary School.

Members of the Selection Panel responded to questions about the content of the selection process. Mr Rabbitts confirmed that scoring data for the exercises had been created and supported the Panel's recommendation, but that this was not the only factor taken into consideration.

The Board

**resolved**

to accept the Selection Panel's recommendation, and

**approved**

the appointment of Mrs Ballard with immediate effect from her acceptance of the offer.

Mr Unsworth congratulated the school on the quality of the children's contributions and behaviour.

Governors expressed their appreciation to all of the pupils in the school for their contribution to the process, to the Panel for its work in reaching its conclusion, to Mr Unsworth for his expert support, to all members of the school community who had been involved, and to the Chair for his leadership during the process.

**GB/5/17 Determination of confidentiality of business**

It was

**resolved**

that all papers and reports be made available as necessary.

The meeting closed at 5.40pm.

Signed .....(chair)

Date .....