

## LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Governing Body of Windham Nursery School held at the school on Thursday 10 May 2018 at 6 p.m.

**Present:**

Juliet Cassidy (Chair)	Ruth Munro
Cherry Baker	Verna Prodrick
Jess Craig	Lucy Steward
Dan Evans	Steve Tedbury
Katy Heale	

**Also attended:** Beryl Hawkins (Clerk to the Governors)

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- 1. APOLOGIES** Apologies were received from Mark Given and Alex Hardy.
- 2. DECLARATIONS OF INTEREST** There were no declarations of interest.
- 3. APPOINTMENT OF HEADTEACHER** On behalf of the selection panel for the appointment of the headteacher, comprising Steve Tedbury, Katy Heale, Dan Evans, Cherry Baker and Juliet Cassidy, Juliet reported on the number of applicants, the number shortlisted and interviewed, the assessment methods used and the performance of the candidates.

It was noted that the selection panel was supported by Charis Penfold, Performance Adviser and Link Inspector.

The Panel was unanimous in their view that all candidates interviewed were of a strong calibre and were pleased to recommend the appointment of Mrs Bev Turner as headteacher with effect from 1 September 2018 on the basis that her skills best matched the criteria for the post. It was noted that Bev was currently employed as an Assistant Headteacher, with responsibility for the Early Years Foundation Stage at Heathfield Infant and Nursery School in Whitton.

The governing body noted that the panel would be happy to recommend a second candidate if Bev was unable to take up the post.

The governing body **agreed** to appoint Bev Turner to the post of headteacher from September 2018, subject to her acceptance and the satisfactory completion of pre-appointment checks. It was noted that references had already been obtained. The governing body **agreed** that:

- Juliet Cassidy should contact the candidates immediately to inform them of their success or otherwise.
- Provided candidates had been informed and the successful candidate had accepted appointment, Juliet should visit the school on the morning of 11 May 2018 to inform staff of the decision.
- Until the appointment could be announced staff should be informed that the governing body had been successful in making an appointment and that details would be announced when the appointment process had been completed.
- Parents could be informed of the decision once staff had been notified.
- When notifying staff it should be made clear that Jo Berry would be continuing as Acting Headteacher until the end of the summer term.

- Opportunities should be sought for Bev to spend some time at the school during the summer term.

**ACTION BY: Juliet Cassidy**

The governing body confirmed the starting salary point for the new headteacher.

*Katy Heale left the meeting at this point.*

Juliet stated that there had been some initial discussions with Charis Penfold about staffing arrangements from September 2018.

Juliet was thanked on behalf of the Panel for leading the selection process. Juliet thanked everyone who had been involved in the process.

**4. CONFIDENTIALITY** The governing body did not request a confidential minute.

**5. FUTURE MEETINGS** The governing body noted the date of the next meeting:

	<b>Reports to Clerk</b>	<b>Agenda Despatch</b>
Wednesday 23 May 2018 at 6.30 p.m.	14/5/18	16/5/18

The meeting ended at 6.20 p.m.

<b>Windham Nursery School Governing Body Minutes Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>3. Appointment of Headteacher</b>	Inform candidates and staff of governing body decision and ensure that any other necessary action is in hand	Juliet Cassidy