

London Borough of Richmond upon Thames

Minutes of the meeting of the Governing Body of Chase Bridge Primary School held at the school on Friday 2 May 2014 at 6 p.m.

Present: Mr John Justice (Chair) Ms Pippa Prior
Councillor Geoff Acton Mr Mark Smith
Ms Rebecca Hill Mrs Janet Scott
Mr Andrew King (Headteacher) Mrs Eleanor Wright
Miss Francesca Prior

Also attended: Ms Katrina Haberfield (Associate Member – Friends of Chase Bridge)
Miss Beryl Hawkins (Clerk to the Governors)

Governors arrived for a 5.30 p.m. start. The meeting began at 6 p.m. following completion of the interviewing process and deliberation by the selection panel.

1. Apologies Councillor Arnie Gibbons agreed to attend by conference call, but due to a technical issue at the school was unable to attend. Apologies were received from Will Arnold and Una Blair. The absence of Nick Green and SSgt Lloyd Hatch was noted.

2. Declarations of Interest There were no declarations of interest.

3. Appointment of Deputy Headteacher

3.1 Andrew King reported on behalf of the selection panel that:

- Four candidates had been shortlisted and carried out the morning assessment tasks; two of these were selected for further assessment and interview in the afternoon.
- The post of Deputy Headteacher had been offered to Brian Ostro – who had had significant experience as an advanced skills teacher and was currently assistant headteacher at Chessington Community College and part of the senior management team – subject to the approval of the governing body and receipt of satisfactory DBS clearance, medical clearance, proof of right to work in the UK and qualification verification.
- The assessment process included taking an assembly on the subject of important people; an in-tray exercise in which tasks had to be prioritised and delegated; responding to a letter of complaint about parking; carrying out an analysis of RaiseOnline data; and a role play exercise in which candidates had to give feedback on a poor lesson given by Elaine England, the school's Link Inspector.
- Prior to the interview day all candidates had been observed teaching in their own school.
- The afternoon assessment process included a panel interview.

- The appointment would be effective from 1 September 2014.

3.2 The governing body approved the decision of the selection panel.

3.3 In answer to questioning from governors, Andrew stated that:

- Arrangements would be made for Mr Ostro to visit the school during the summer term.
- The necessary paper work and induction process would begin after the weekend.
- If for any reason Mr Ostro was unable to take up the post the panel would recommend the second candidate.

Andrew confirmed that he had spoken to Mr Ostro and that he was willing to accept the appointment.

The governing body wished to record their thanks to Pippa Prior, John Justice and Janet Scott for their contribution to the selection process and for giving up their time on the day of the interviews.

3.4 The governing body agreed that the appointment should be announced to parents in the school newsletter to be sent to parents in two weeks' time and after Mr Ostro had informed the headteacher of Chessington Community College and Andrew had checked with the headteacher that he was happy for the appointment to be announced. **AK**

4. Membership

4.1 Parent Governor Vacancy The governing body noted that notice of the forthcoming parent governor election had been included in the school newsletter.

4.2 Co-opted Governors The governing body formally ratified the co-option of Claire Debney, Alexander Ehmann and Mark Potter for terms of four years ending on 5 May 2018.

John Justice thanked Janet Scott for her help with the appointments.

5. Membership of Committees and Named Governors The governing body appointed new governors to committees and named governor roles:

- Claire Debney
 - School Improvement Committee
 - Faculty to be confirmed
- Alexander Ehmann
 - Community and Resources Committee
 - Admin and Premises Faculty, including Health & Safety
- Mark Potter
 - Community and Resources Committee
 - Extended Services Faculty

6. Confidentiality The governing body agreed that no items on the agenda were confidential.

GB Special May 2014

7. **Future Meetings** The governing body confirmed dates of future meetings and noted report and agenda despatch dates:

Wednesday 18 June 2014	Reports to Clerk 3/6/14	Agenda Despatch 4/6/14
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The meeting ended at 6.20 p.m.

Chase Bridge Primary School Governing Body Minutes Action Sheet		
Minute reference	Action required	By whom and when
3.4 Appointment of Deputy Headteacher	Check with Chessington Community College before announcing appointment of Mr Ostro to parents	AK Immediate