

THE GOVERNING BODY OF BIRKBY INFANT AND NURSERY SCHOOL

Minutes of a special meeting of the Governing Board held at 6.00 pm at the school on Tuesday, 21 January 2025.

PRESENT

Mrs P Holderness (Chair), Mrs M Ahmed, Mr A Ali, Mrs L Devlin, Mr K Massett, Mrs P Smith, Mr M Wattle, Dr A Williams, Mrs D Wilson (Head Teacher)

In Attendance

Mrs N West (Minute Clerk)

1. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies for absence had been received from Mrs Deering (consent).

2. **TO APPROVE THE RECOMMENDATIONS FROM THE SELECTION PANEL FOR THE APPOINTMENT OF A NEW HEAD TEACHER**

The Chair explained the purpose of the meeting. The Governing Body had delegated the recruitment and selection process to the Selection Panel members therefore this ratification meeting was for the Governing Body to approve the process only. Governors could not make judgements about a candidate's suitability if they have not been part of the recruitment process.

The Chair explained that the interview process had taken place over two days on 20 and 21 January 2025 and the process had been overseen by Joanne Henson, Kirklees Learning Partner. There were 3 candidates and all were shortlisted for interview. All candidates were senior leaders in their current settings.

The Chair explained that day one included an assembly, data exercise, a task to provide 20 minutes classroom cover, a written exercise and a short interview on Teaching and Learning. All candidates were invited back for day two which was an unseen presentation with 30 minutes preparation time and interview questions.

The Chair explained that following deliberation, the panel had decided to offer the role to Mrs Paula Manser. Mrs Manser had stood out in all the activities and her passion for the role had come across.

RESOLVED: That the governing body approve the recommendation of the selection panel to appoint Mrs Paula Manser to the role of Head Teacher of Birkby Infant and Nursery School.

The Chair explained that Mrs Wilson had agreed to remain in post until 31 August 2025. This would allow Mrs Manser to finish the academic year with her current class as well as have a handover period with Mrs Wilson. The start date for Mrs Manser in the role of Head Teacher would therefore be 1 September 2025.

There would be further discussions about recruitment for the Assistant Head Teacher role.

The Chair left the meeting to inform the three candidates and then rejoined the meeting.

The Chair explained that Mrs Manser had accepted the offer.

It was agreed that staff would be informed of the decision tomorrow.

Governors were thanked for their involvement on the recruitment panel as well as the School Business Manager.

3. ANY OTHER BUSINESS

There were no items of Any Other Business.

4. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 6.30 pm.