



STOWER PROVOST PRIMARY SCHOOL

MONDAY 30TH OCTOBER

Parent Forum notes

Present: Vanessa Lucas(VL), Martin Crossman, Guy Gilding, Sue Carter, Mel Beeson, Catherine Slade, Rebecca Whitfield, Marie Crossman, Claire Heasman, Kate Hillam, Lucy Bennett, Gareth Beeson and Lydia Chilcott-Legg

1. Welcome and introductions – Vanessa Lucas (VL) welcomed everyone and thanked them for coming. VL briefly introduced herself
2. Everyone was asked to sign in for the notes
3. How a Parent Forum (PF) works - handout (attached)
4. Terms of reference – handout. Feedback from parents said that communication between school and parents needs improvement so first step: parent forum.
5. Election of Chair, Vice Chair and Secretary – postponed to next meeting.

Q: Why are there no staff present?

VL to follow this up with staff as it is anticipated that staff will come along to meetings.

6. Headteacher recruitment

Before moving to questions raised by parents, VL explained that there are some aspects of this topic that governors are not able to talk about. Governors are bound by a code of conduct and matters that are in hand or that are being discussed are confidential until the minutes of a meeting are agreed and published.

Questions raised by parents:

1. What are the school governors looking for in the new permanent head and why is it proving hard to find?

There are National HT standards and essential skills and attributes for the post of HT. The governors spent time drawing up the job description and person specification to meet the needs of the school. The role of a HT is tough but brilliant, finding the right person is crucial. The level of experience of the person coming in is also a factor, an RI school comes with its own set of challenges but one that we hope will attract the right candidate - someone who wants the challenge of moving the school to good. We are continuing to work hard to ensure that we recruit the right person to drive the school forward.

Another piece of legislation that impacts on making an appointment is resignation dates for teaching staff, deputies and serving heads. A term's notice (normally minimum three months) has to be given if in post except summer term, which is four months.

There are a number of factors which impact on recruitment. Our experience is not unusual. We were able to advertise for an Easter start, if possible January, but the timing was an issue for us: teachers are not looking for posts during their summer holidays and as the school year progresses it is normal to get more people looking for new posts.

2. What provision has been made for acting head teacher in 2018?

As an RI school governors are working closely with the LA. Governors hope to be able to make an announcement soon - we have to ensure correct procedures are followed. Both the LA and the governors want stability and continuity for the school and are working hard to achieve the right outcome for the school. As soon as Governors are able they will inform parents and anticipate that a special meeting for parents will be called as well.

3. Can the governors be more specific about recruiting a new head than "later in 2018"

The governors are working with the LA advisor and HR and are moving the process forward. When we know more we will inform parents.

4. Is it possible that the failure to recruit a new permanent head teacher will weigh against the school when OFSTED next make an assessment?

It is not unusual to have an acting head situation for some time. The next OFSTED visit will focus on the teaching and learning. There has to be an improvement and evidence in the classrooms of progress and to ensure continuity we continue to have visits from Mrs Luxon, head at St Georges. She has been supporting and challenging the school for almost a year now and continues to work with the school and LA. As governors we are acutely aware of the need for a good head teacher and we are united to find the best possible person to move the school forward. Leadership and management of a school has many strands, the figurehead is a headteacher, but they are not solely responsible for leadership and management - there are subject leaders and of course the governors involved in leadership. The governors are responsible for strategic management - the appointment of a

new head is a key role of the governors - but it is essential that we appoint the right person.

Discussion took place about better promotion of PF in future, staff attending and whether it is possible to arrange a crèche. It is hoped that this will attract more parents to the meeting.

Parents raised issue of Christmas Play and Year 6 - wondered if it would be possible to put something on later in academic year for them to shine. Parents requested that changes that would affect pupils should be shared with them with reasoning so that they can understand why e.g. change of break time, change to start of the day. Governors would pass this to staff as it is not within their remit.

7. Parent Survey – a response is being worked on by staff and governors – it will be published soon.

Actions following meeting:

1. VL to approach staff about a representative attending PF meetings
2. VL to request if a crèche facility for children could be provided
3. Set a date for next PF meeting – Spring Term 1 and ensure better promotion of event: letter, website, ParentMail, reminder, put on noticeboard