



**THE COUNCIL OF ST. JOHN FISHER CATHOLIC VOLUNTARY ACADEMY**

Minutes of a meeting of the Academy Council held at 6.00 pm on Friday 27 February 2015.

PRESENT

Rev. Dr. J D Cortis (Chair), Mr P Booth, Mrs S Collins, Mr N Dalzell, Mr K Higgins (Head Teacher), Mr A Quinn, Mrs F Wilson, Mrs H Zaman

In Attendance

Angela Hutchinson (Minute Clerk)

1 WELCOME AND OPENING PRAYER

The Chair welcomed Governors and the Head Teacher opened the meeting with a prayer.

2 APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies for absence were received from Mrs B Blackham and Ms C Anchor (with consent). There were no declarations of interest.

3 NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

2 items were notified.

4 APPOINTMENT OF NEW DEPUTY HEAD TEACHER

The Chair advised that 10 applications had been received for the post of Deputy Head Teacher. Shortlisting had been undertaken on 11 February 2015 by the selection panel which consisted of 3 members of the Academy Council, the Head Teacher and Fr. Nealon (member of the Trust Board). Angela Cox, Principal Education Officer for the Diocese of Leeds, acted as an advisor.

4 candidates were invited to attend the selection process on 26 & 27 February 2015 and 3 attended with 1 withdrawal. The Chair gave details of the different aspects of the selection process. Day 1 included:

- Teaching a 50 minutes lesson to KS3 pupils on 'Making Choices'
- Time for reflection to look at specific data from RAISEonline in order to prepare a presentation.
- Participation in a 45 minute discussion between the 3 candidates, 2 members of the Senior Leadership Team and the Head of Maths, focusing on assessment without levels.
- Attending small group interviews, 1 discussing Catholic ethos and 1 on quality assurance, leadership and curriculum.

2 of the 3 candidates were invited back for the final day when they gave a 10 minute prepared presentation to the Panel and answered questions. This was followed by a formal interview.

The recommendation of the Selection Panel was that Sarah Wilkinson should be offered the post of Deputy Head Teacher.

14/80 RESOLVED: That Sarah Wilkinson be appointed as Deputy Head Teacher with effect from 1<sup>st</sup> September 2015 on salary point L19.

At this point, the Chair left the meeting to offer the post to the successful candidate.

Governors asked several questions regarding the process and how it had helped the Selection Panel come to their final decision.

The Chair returned and was pleased to advise that Ms Wilkinson was delighted to accept the post. The unsuccessful candidate would be telephoned and offered feedback after the meeting.

5. ANY OTHER BUSINESS

(a) Appointment of Assistant SENCO

14/81 RESOLVED: Interviews for the post of Assistant SENCO were planned for Wednesday 18 March 2015. Mrs Collins or Mrs Zaman agreed to sit on the interview panel.

(b) RAISEonline Training

14/82 RESOLVED: There would be a training session on **Thursday 11<sup>th</sup>. June** focusing on RAISEonline data. Governors were invited to attend the training and a buffet would be provided at 6.00 pm

6. DATES OF FUTURE MEETINGS

14/83 RESOLVED: That future Academy Council meetings be held at 6.00 pm as follows:

Monday 30 March 2015 at 6.00 pm  
Wednesday 1 July 2015 at 6.00 pm

7. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

14/84 RESOLVED: That no part of the agenda, minutes or related papers be excluded from the copy to be made available at the Academy, in accordance with the Freedom of Information Act.