

AQUINAS COLLEGE GOVERNING BODY

Meeting: 12 October 2010
Time: 5.45pm
Venue: The College

GOVERNORS PRESENT

Dr P Beatty, Mrs M Bentley, Mrs L Bernola, Miss M Braithwaite, Mr L Byrne, Mrs C Calverley, Mrs C H Dove, Mr D Fowell, Mrs P Lynch, Cllr T P McGee, Mr A Moss, Mrs E Rice, Prof A Trinci, and Fr V Whelan

IN ATTENDANCE

Mr T Conlon Clerk to the Governing Body

Cllr T P McGee in the Chair.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Miss T Hunt and Mrs H Kelly.

2. DECLARATION OF INTERESTS

Governors and Staff were asked to declare any interest, which they may have in any of the items on the Agenda for this meeting. No interests were declared.

3. RESIGNATION OF DR A SMITH

The Chairperson referred to an email that had been sent by the Clerk of the Governors advising them that Dr Smith had tendered his resignation to take effect from 31 May 2011. It was noted that Dr Smith would retire after 21 years service as Principal of the college.

The Chairperson advised Governors that he had written to staff and that he would write again advising them of the proposed timescale for the appointment of a new Principal.

4. APPINMENT OF A NEW PRINCIPAL

The Chairperson advised Governors that Dr Smith had given a long period of notice so that the Governing Body would have sufficient time to appoint a new Principal for the start of the Summer Term 2011.

The purpose of this meeting was to:

- a) agree a timescale for the appointment of a new Principal
- b) determine which publication to place the advertisement in
- c) to allocate tasks to various groups of Governors

After a full discussion the following was agreed:

a) Timescale

5 November 2010 - Advertisement to appear in the TES, Tablet and The Universe

16 November 2010 - normal governors meeting followed by a meeting to determine "interview arrangements etc"

22 November 2010 - (midday) closing date for the return of applications

25 November 2010 - shortlisting (by those interviewing) at 5.30pm if that can be accommodated

26 November 2010 - inform candidates for interview/send out any information etc

8 and 9 December 2010 - interviews (exactly how to be determined]

9 December 2010 - 6.00pm Governing Body meeting to ratify/offer successful candidate the post

b) Advertisement

The Chairperson, Personnel Manager and Clerk of Governors to draw up a draft advertisement for circulation to all Governors for comment. The background of the advertisement would be a picture from the new college prospectus.

c) Salary

The Remuneration Committee to meet to determine the salary at which the post of Principal be advertised.

d) Job Description and Person Specification

The Chairperson, Personnel Manager, Miss M Braithwaite and Ms C Calverley to meet to draw up the Job Description and Person Specification.

5. DIOCESE REPRESENTATION

Fr V Whelan undertook to contact the Diocese to see who would be their appointed person to sit on the Interview Panel.

6. DATE OF NEXT MEETING

16 November 2010 at 4.30pm.

Signed _____
Chairperson

Date _____

Terry Conlon
Clerk to the Governors