

GODALMING COLLEGE

Minutes of a meeting of the Corporate Governing Body of Godalming College held at the College on Thursday 17 April 2008 at 6.00pm.

Mrs Margaret Jack * (Chairman)

Mr Dave King +	Mrs Sharon Ward *
Mr Hugh Pile *	Mr Peter Bolton *
Mrs Carol Dunnett +	Mrs Valerie Martin Long +
Mr Peter Shaw +	Mr William Segal +
Mr David Adelman *	Mr David Wheatley *
Mr Jim Laity *	Mr Michael Laver +
Mr Michael Goodridge +	Mr Stephen Dennison +
Mr Desmond Houghton-Connell *	Mrs Brenda Jenner *
Mr Richard Pope +	

In Attendance Mr Martin McCarthy – Deputy Clerk to the Corporation

* Present

+ Apology for Absence

Appointment of Clerk to the Corporation

Following the receipt of the retirement notice of Mervyn Tremeer, effective from the end of the current academic year, advertisements had been placed to recruit a replacement.

Five candidates had been invited to attend for interview three of whom accepted the invitation. The interviews had taken place earlier in the day.

The candidates had been given a briefing by the Chairman and the Principal followed by a tour of the campus. They had then been required to carry out an “in-tray” exercise involving consideration of three scenarios that might be experienced in carrying out the Clerk’s role. They had also been required to comment on a set of minutes that contained deliberate errors.

Interviews were held during the afternoon with two panels which included five governors, the Principal and the Deputy Clerk.

Following the interviews the two panels convened as a selection panel to consider the overall performance of the three candidates. Following discussion it was the unanimous opinion of the selection panel that the Corporation should be recommended to appoint Mrs Stella Halloran to the vacancy that will occur at the commencement of the new academic year.

Hugh Pile gave a summary of Mrs Halloran’s experience and the reasons for the panel’s recommendation. Mrs Halloran was currently Admin Officer and Clerk to the Governors at St Nicolas Junior School, Cranleigh as well as Clerk to the Governors at Ewhurst Infant School and Cranleigh Infant School. She had indicated her intention to relinquish these duties if appointed to the post. Very positive references had been received from the Headteacher and the Chair of Governors at St Nicolas Junior School.

After this discussion, members of the Corporation unanimously **approved** the recommendation of the selection panel that Mrs Stella Halloran should be appointed as Clerk to the Corporation at Godalming College from 1 September 2008. It was further **approved** that the commencing salary should be point 50 on the Support Staff Scale (Management range 2 on the salary scale for senior postholders) at the college with a review to take place in September 2009.

It was **agreed** that as part of her induction process Mrs Halloran would be invited to attend various meetings in the summer term and the 'Away Day' for governors and senior staff on 23 June.

The meeting closed at 6.15 pm