

## Supporting Document 4 – Record of Governing Body Process for Headteacher appointment (for use by LA representative)

All relevant details to be completed by the Kirklees Learning Partner after the full GB meeting, any remaining details to be completed after the Selection Panel meeting. Please return to Learning Service Business Support.

To be completed after 1 <sup>st</sup> Governing Body Meeting & 1 <sup>st</sup> Selection Panel Meeting	
Name of School	
Date of full Governing Body Meeting to decide Selection Panel	
Kirklees Learning Partner	
Chair of Selection Panel	
Selection Panel Members	
Safer Recruitment – has at least one member of the Selection Panel completed the training?	
Agreed Salary Range	
Agree date to be advertised**	
**The selection panel also need to complete a ‘Request to Fill’ (Supporting Document 5) with all the information required by HR Recruitment to advertise the job.	
Contact Person from selection panel to pick up application forms from Learning Service Business Support	
Name	
Phone Number	
Shortlisting	
Shortlisting Date & Time	
Shortlisting Venue	
References to be collected by	
Information for candidates to be included in advert: (e.g. how to apply, amount of words/pages to include in application letter, visits to the school)	
Interviews	
Day 1	
Day 1 Venue	
Day 2	
Day 2 Venue	
Any specific instructions regarding the interview process to be included in the letter of invitation	
Who will meet and greet candidates?	
Who is responsible for obtaining copies of ID documents?	
Full Governing Body ratification meeting – remember to contact the Governor Service to book a Clerk	
Date & Time	