**Headteacher recruitment process review 2022**

* 24th January – Governors strategic meeting the process and options was discussed and it was agreed that we should evaluate three recruitment specialists. It was agreed that ASCL, Navigate and Sarah Dignasse would be asked to provide a quote and meet for a run through of the services they offered.
* 26th to 28th January – Recruitment firms attended virtual meetings with a panel of Governors and CJH to evaluate the services they offered.
  + ASCL £8,000
  + Sarah Dignasse £2,700 to £4,500 (per day rate offered)
  + Navigate - £7,850
* 28th January – Navigate were appointed as the preferred recruitment service for the process.
  + ASCL provided a good service but concerns were raised over availability and the actual consultant that would be assigned. It was felt the service was very cookie cutter and anything outside that incurred extra cost.
  + Sarah Dignasse had excellent local knowledge and was working on another local HT recruitment at the time. Access and availability were raised as concerns, as well as the hands off approach that seemed to be offered.
  + Navigate offered an excellent package that was fully customisable to our requirements. They would be fully involved at every stage and took on the design and advertising as well as a bespoke mini recruitment website for the role. The consultants were personable and approachable and it was felt they were the right fit.
    - It was felt that Navigate offered the best value for money as their service would be completely tailored to our requirements and they offered excellent guidance on the process and proven expertise in recruiting to similar roles. Their level of involvement was much greater than the other recruiters and it was felt that level of support would be needed.
* 2nd February – Initial meeting with Navigate and the Governor panel to define what we were looking for in a candidate and for Navigate to find out about the school and our needs. Time scales for the process were also agreed at this meeting. It was also decided that we would employ Jo Wincott as a specialist advisor for the Governor recruitment panel on the interview days. It was also decided that the addition of psychometric testing for the shortlisted candidates would be a useful addition to the selection tools so this service would be added.
* 22nd and 28th February – Prospective candidates were offered guided tours of the school. This was taken up by several thinking of applying.
* 7th March – Closing date for applications, 17 applications were received.
* 7th to 10th March – Navigate vetting of candidates.
* 10th March – Navigate and Governor panel met to review applications, vetting, and to shortlist candidates. 6 candidates were shortlisted and invited for interview.
* 17th March – Interview day 1 – A robust programme of panel interviews and tasks was designed and delivered (schedule of the day is available on request).
* 17th March – Following the full day of activities the Governors selection panel and advisors received feedback from all panels and participants of the process. The panel then shortlisted 3 candidates to return for day 2 who were then asked to prepare a presentation.
* 18th March – Governors selection panel and advisors received feedback on the psychometric testing for the 3 candidates and then finalised the questions for each.
* Following the presentations and questions, the Governors selection panel and their advisors deliberated and came to the unanimous decision to offer the job to Clare Costello.
* 18th March 17:00 – All Governors were requested to attend a ratification meeting where the selection panel reported their decision and reasoning. A vote was held and the decision was ratified. Minutes from this meeting are available within the supporting documentation for the Resources Committee meeting of 30th June 2022.