

AGENDA FOR THE SHORTLISTING MEETING FOR THE APPOINTMENT OF HEADTEACHER/DEPUTY HEADTEACHER

1. Opening prayer
2. Apologies for absence
3. Declaration of interest
4. Consideration of applications against criteria
5. Agreement of shortlist and decision to proceed to interview
6. References
7. Feedback to applicants not shortlisted
8. Confirmation of selection process
9. Interview day activities
10. Responsibility for organising interview day(s)
11. Invitation to interview - identity and qualification checks
12. Close of meeting