



# TROTTS HILL PRIMARY SCHOOL & NURSERY

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**Interim Headteacher:** Miss Colette Pidgeon  
**Interim Deputy Headteacher:** Mrs Sanjeet Shergill

3 July 2017

Dear Parents and Carers

On behalf of the Governing Body I am writing to let you know some of the work that the Governing Body has been involved in during this academic year.

- Appointment of a substantive Headteacher. This involved 3 candidates in a very rigorous all-day process. They had to observe a lesson and then be observed giving feedback to the teacher, then conduct an assembly for 2 classes on the theme of Easter. The school council interviewed the 3 candidates and gave their feedback to a member of the interview panel. Following lunch with all the staff, the candidates had to complete a data exercise before their interview which included 3 governors and Bob Hopcraft, the school's Hertfordshire Improvement Partner. We were delighted to appoint Liz Evans at the end of the process
- We have worked together with the school's leadership team and were extremely pleased to achieve the 'Good Ofsted result and especially the comments she wrote about the school.
- Supporting the Headteacher and Deputy in strategic decisions in the organisation of the school
- Appointed two new parent governors to the Governing Body
- Increased monitoring with the senior leaders, including safeguarding, reviewing data, book scrutiny and a learning walk
- Actioning and monitoring the new After School Club provision
- Visits and help in school for a variety of assemblies, school trips and workshops
- Supporting the site manager in preparation for the Health & Safety Audit in March
- Exploring the long-term options for the school regarding Academy status and Multi Academy Trusts but no decisions have been reached at present. This will be discussed further in the Autumn term.
- Training, including safeguarding for all governors and induction for new governors
- Agreeing and actioning the Business Management Review for the office
- Strengthening the Governing Body through the appointment to the Governance Clerking Service

We would like to thank you for all the support you give to the school.

Please do not hesitate to contact me at any time if you would like to discuss any issues.

Yours sincerely

**Helen Altringham**  
**Chair of Governors, Trotts Hill Primary & Nursery School**  
[chair@trotts Hill.herts.sch](mailto:chair@trotts Hill.herts.sch)