



4 Feb 2022

Dear Parents and Guardians

As you all know Mrs Beetles has decided to retire in July 2022 and hang up her teaching hat after 35 years as a teacher and 17 years with Sutton CP School. As a governing body we recognise and would like to thank Mrs Beetles for her years of service to the school, and to also wish her and her husband all the very best as they begin their next adventure.

We recognise that this will be a big change for the school and it is an important decision to get right. It is important to us that the views of pupils and their families are sought when seeking to recruit our new headteacher.

We held a Governing Body meeting last week and have now appointed a panel of five Governors to run the selection process as well as an advisor known well to the Governing body. The advisor will guide the panel through the process as they have experience of the recruitment process, are a primary education expert and will ensure that the process is carried out correctly and fairly.

In terms of timescales, in order to have a new headteacher in place for September we need to have made an appointment by 30th April. We are hoping to advertise next week with the intention of interviewing in early March. As you will agree, selecting the right candidate is the priority, however should we not be able to find the right candidate before September 2022 we would like to assure you that appropriate contingency plans are in place.

We are now working to produce the application pack which we intend to have ready for the beginning of next week to meet the deadline. **As part of the pack we welcome parent and children's views on what you would most value in a new head teacher which has been sent to Parents via email.**

We will continue to keep you updated on our progress but if you have any questions regarding the process please feel free to email administrator@suttoncp.uk marked FAO Governors and we will seek to answer any questions.

Kind regards

Matt Sugden

Co-Chair of Governors

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