

EXAMPLE

(Letter from Clerk of Governing Body to new governor)

Dear

**APPOINTMENT AS (LEA/parent/ staff/community/sponsor) GOVERNOR TO
_____ SCHOOL'S GOVERNING BODY**

Welcome to the governing body of (name of school).

I enclose, for your information, a copy of the Instrument of Government and (**any other school based information*). Also enclosed is a copy of 'A Guide to the Law for School Governors'.

An induction pack will be sent to you from Bracknell Forest Borough Council Education Department. In Bracknell Forest we have an expectation that new governors should attend induction training . The induction training provides an essential introduction for new governors to enable them to carry out their role and also offers an opportunity to meet other new new governors and exchange experiences.

The Chairman of Governors and the Headteacher have been informed of your appointment. Please note that your term of office will end on _____

I enclose the following documents which you should complete and return to me:

- Declaration of Qualification as a Governor
- Register of Business Interests form

On the reverse of the declaration there is also a section relating to security clearance which you should complete and submit to the headteacher for signature before returning to me.

May I take this opportunity of wishing you success as a Governor. Should you have any queries please do not hesitate to contact me (*you can add your personal contact details here if you wish*).

Yours sincerely,

Clerk to the Governors

cc: Chairman of Governors
Headteacher

Governor Services Officer (Bracknell Forest LA)

(**Clerks may wish to send information to a new governor relating to the school, ie Annual Report, Prospectus, minutes of previous governing body meetings, term dates, calendar or events, etc*)