

## Appendix 11(a)

[Date]

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**Education Service**

Avonbank House  
West Street Newbury  
Berkshire RG14 1BZ

**Our Ref:** Confirmation governor

**Please ask for:** Rosie Bass

**Direct Line:** 01635 519739

**Fax:** 01635 519725

**e-mail:** rbass@westberks.gov.uk

Dear [name of governor],

**LEA governor re-appointment: [name of school]**

I understand that your governing body has decided to re-constitute on [date of re-constitution] thereby adhering to the statutory requirement to do so before September 2006.

It is therefore necessary for your term of office to re-commence from that date. Please sign below and return this letter to me as soon as possible, confirming that you wish to continue as a LEA governor with a new term of office of four years from the date of re-constitution.

Yours sincerely

Rosie Bass  
School and Governor Support Officer

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I, [name], confirm that I wish to continue to stand as LEA governor at [name of school] for a new term of office of four years from the date of re-constitution.

Signed.....

Date.....