

Appendix 11(b)

[Date]

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Education Service

Avonbank House
West Street Newbury
Berkshire RG14 1BZ

Our Ref: Confirmation Chair

Please ask for: Rosie Bass

Direct Line: 01635 519739

Fax: 01635 519725

e-mail: rbass@westberks.gov.uk

Dear [name of Chair],

LEA governor re-appointment: [name of governor], [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 all governors on your governing body who have been appointed/elected after 1st September 2003 to be re-appointed or re-elected from that date.

In order to reduce the bureaucratic burden for the above named LEA governor, whose original appointment date was [last appointment date], please sign below and return this letter to me as soon as possible. This is to confirm that, having consulted with your governing body, you wish the named governor 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

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

Signed.....(Chair)

Date.....