

Appendix 11(c)

[Date]

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Education Service

Avonbank House
West Street Newbury
Berkshire RG14 1BZ

Our Ref: verify reappointment

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*]

Thank you for confirming that you wish to continue as LEA governor at the above named school.

This is to verify that you have been re-appointed as LEA governor at the above named school for a period of four years from [*date of re-constitution*], in line with the date of re-constitution of your governing body.

Thank you very much for undertaking another period of office.

If you have any queries, please do not hesitate to contact the Governor Support team on the above number.

Yours sincerely

Ian Pearson
Head of Education Service

cc Clerk to the Governors