**PLEASE COPY ONTO SCHOOL LETTER HEADED PAPER**

**SAMPLE LETTER – INVITATION TO NOMINATE PARTNERSHIP GOVERNORS**

*Governing bodies can invite parents, staff, community organisations and other local bodies to put forward nominations to fill a vacancy for a Partnership Governor.*

Dear ……………………….

**………………………. SCHOOL – GOVERNING BODY**

A vacancy for a Partnership Governor has arisen and the Governing Body would like to invite you to put forward a nomination to fill this position. If more than one nomination is received, the Governing Body will decide which candidate to accept.

Parents of registered pupils at the school, staff eligible to be Staff Governors, elected members of the local authority and those employed by the local authority in connection with education functions are not eligible to be Partnership Governors. Governors normally serve a four-year term of office and can resign at any point during that period.

Please contact the school office to learn more about the duties of a school governor.

If you would like to nominate someone to fill this vacancy, after obtaining his or her agreement, please supply the following details and INSERT APPROPRIATE DETAILS FOR CLERK TO GOVERNORS.

* Your name/email contact/telephone number
* Name/telephone number/email address of the nominee and an indication of his or her employment/interests etc. (PLEASE ENSURE THAT THIS SECTION ALIGNS TO THE RATIFIED GOVERNING BODY APPOINTMENT PROCESS)

If you would like any further information, please do not hesitate to contact me.

Yours sincerely

Clerk to Governors