**PLEASE COPY ONTO SCHOOL LETTER HEADED PAPER**

**SAMPLE LETTER – NEW GOVERNOR**

Dear ……………………….

Welcome to the governing board/board of trustees/local governing body following your recent ***appointment/election*** process, and on behalf of the Governing Body I am very pleased to welcome you.

Please find enclosed copies of the minutes of the most recent full Governors’ meetings and supporting papers for your information. May I remind you that confidentiality is a priority for all school **governors/trustees**. I also enclose other documents of relevance which you may find helpful.

Please find enclosed the **governor/trustee** induction pack which contains useful information for **new governors/trustees**. Please also find enclosed the following documents which I would be grateful if you would read, sign and return to me at your earliest convenience:

* A copy of the Governors' Code of Conduct
* Declaration of Eligibility forms
* Pecuniary interests forms
* Skills Audit.

You will also be contacted by the school to complete a DBS check which is required for all school governors/trustees.

You will be issued with a log in for "INSERT NAME OF ELECTRONIC GOVERNANCE SYSTEM” and should complete any necessary information as per the instructions in the induction pack.

I hope you will find your duties as a governor/trustee both interesting and rewarding and look forward to seeing you at the next meeting, which will be held on ………. at ………. in the School. If at any time you are unable to attend a meeting, please contact me with your apologies via INSERT EMAIL ADDRESS/TELEPHONE NUMBER.

If I can be of any further assistance, or there is anything you would like to know, please do not hesitate to contact me.

Yours sincerely

Clerk to Governors