

Name of Local Governor

c/o Academy name

Academy address

Academy address

Academy address

Academy postcode

Date

Dear [insert name]

Re: Confirmation of appointment

I am pleased to confirm your appointment as Trust appointed Governor of the Local Governing Body at [insert name of school], to serve from the [insert start date] until [insert end date]. Your appointment to the Local Governing Board is subject to a satisfactory DBS and Section 128 check, which I will be in touch to arrange with you.

Please read and sign the enclosed Local Governor Code of Conduct and Register of Interests Form and return to the clerk to governors [insert name and email address] at your first meeting.

It is a core expectation that all new governors attend the DGAT New Governor Induction training with the Trust’s Head of Governance and People. Details of the next induction training date can be found in the DGAT CPDL Brochure [here](https://www.dgat.org.uk/cpdl-and-events), please confirm which date you can attend, and I will book your place. There is no charge to either yourself or the school for this training.

A mandatory aspect of your induction is to read Keeping Children Safe in Education (KCSiE) 2024 and the DGAT Child Protection and Safeguarding Policy and to attend the Trust’s Whole School Safeguarding training. Details of the next safeguarding training date can be found in the DGAT CPLD Brochure [here](https://www.dgat.org.uk/cpdl-and-events), please confirm which date you can attend, and I will book your place. You must read Keeping Children Safe in Education 2024 and the DGAT Child Protection and Safeguarding Policy and confirm you have done so, within a month of your appointment.

The clerk to governors will be in touch separately to set up your school email address and to give you access to several resources which will support you in your role, plus the future meeting dates of the local governing board.

On behalf of the Diocese of Gloucester Academies Trust may I express appreciation of your willingness to serve as a local governor and I hope you will find it a rewarding and enjoyable role.

Please do not hesitate to contact me should you have any questions.

Yours sincerely,

Name

Head of Governance and People

cc. Clerk to Governors