Name

c/o Academy name

Academy address

Academy address

Academy address

Academy postcode

 Date

Dear (name of parent)

Re: Confirmation of appointment

I am pleased to confirm your election as Parent Governor of the Local Governing Board at **insert name of school**. Your term of office will commence on **xxx** and will end on **xxx.** 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 me at your first meeting, or via email at **xxx**. I also enclose a copy of future meeting dates.

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 CPLD 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 election.

I 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.

The next local governing board meeting will be held on [date] at [time] and will take place [insert location]. You will receive an agenda and associated papers for the meeting at least seven days in advance of the meeting via email.

I hope you will find your duties as a local parent governor both interesting and rewarding, and I look forward to seeing you at the next meeting. If at any time you are unable to attend a meeting, please contact me with your apologies prior to the date of the meeting.

On behalf of the Diocese of Gloucester Academies Trust may I express appreciation of your willingness to serve as a local parent 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

Clerk to the local governing board

cc. Nicki Wadley, Head of Governance and People