Dear Sir/Madam,

**Have you ever considered becoming a school governor?**

The Governing Board of *[school name]* in *[town]* needs additional governors and would love to attract the skills and experience of people from our community.

School governors are volunteers who work together with the Headteacher to deliver the best education for the pupils at their school. Generally, school governors are not specialists in education. Instead, much of the role is about exercising common sense – and of course working together in the best interests of the children. The governors at *[school name]* work with the Headteacher on a diverse range of matters – from deciding what kind of school we want *[school name]* to be and thinking about how we want it to get there, to setting school policies and ensuring money is spent on the right things.

Most important of all, the governors are there to question and challenge the school’s leaders on the standards of educational performance. Ultimately, they work with the school to ensure that pupils receive the best opportunities to learn in an environment in which they feel happy and secure.

The full governing board meets every half term, with separate committees (made up of smaller groups of governors) which meet four or five times a year. Meetings last around two hours and are lively and interactive. Most of our current governors work full time and manage to fit in their role around their other commitments. Their motivation is invariably to make a positive contribution to something of fundamental importance – educating our children.

This is a hugely exciting time to be a governor at *[school name]*. The school is currently rated *[rating]* by Ofsted. We recently introduced mindfulness practice throughout the school with very positive feedback from pupils, staff and parents. Later this year will be pleased to welcome a school dog to part of everyday life at the school. *[School name]* is not standing still and we continue to make many innovative changes.

Governors are unpaid, doing what they do simply to try to make *[school name]* the best school it can be. In return they gain skills which they may not otherwise acquire, as well as getting a wider perspective on a key part of their community. Most importantly, governors get the satisfaction of knowing they are helping to make a difference in the education of the children who attend *[school name]*.

If you would like to know who the current governors are please have a look at the staff photo board in the main reception area or on the school website at *[website address]* where you will find their details.  If you would be interested in having an informal chat about the role to find out more about how you can contribute to governance at our school, please email the school with your details at *[email address]* and we will arrange for our Chair of Governors, *[name]*, to contact you and arrange a time for a conversation.

Thank you,

*[Headteacher’s name]* *[Chair of Governors’ name]*

Headteacher Chair of Governors