



Derby City Council

one Derby one council

Your ref  
Our ref  
Contact Elaine McLean/Jayne Hadfield  
email [governorenquiries@derby.gov.uk](mailto:governorenquiries@derby.gov.uk)  
Tel 01332 640345/640364  
Fax  
Minicom  
Date Date as postmark

To Whom It May Concern:

**Application to become an authority school governor:**

We have received an application to become an authority governor from the above-named person. We require two references for new appointments or one for reappointments and they have given your name as a referee for this post. Please can you complete the reference form attached to this letter.

School governors are part of a team, the school's governing body, which has significant responsibilities in running the school. A school governor does not need any specific experience, just interest, enthusiasm and commitment to making a positive contribution to children's education. Various skills are, of course, helpful, but these need not be directly related to schools in the first instance. An interest in children's education is important.

I should be grateful if you would let me have your candid assessment of the applicant's suitability to become a school governor. In particular, any comments you may wish to make on their:

- reliability
- confidentiality
- areas of potentially relevant experience
- ability to be an effective and efficient member of a team
- communication skills, both written and oral

I would also appreciate it if you could indicate if you have any reservations about their ability to undertake the role of school governor.

The applicant has a right to see this reference however, under the Data Protection Act 1998, We must make sure we have your consent before we can disclose it. Please indicate if you are happy for us to disclose it to the applicant upon request.

Thank you in advance for your assistance.

Yours sincerely

Andrew Bunyan  
Strategic Director for Children and Young People

Children and Young People Directorate | The Council House, Corporation Street, Derby DE1 2FS |

[www.derby.gov.uk](http://www.derby.gov.uk)





Derby City Council

*one Derby one council*

APPLICANT'S NAME:	
SCHOOL:	
Name of Referee:	
Address:	
How long have you known the applicant?	
Capacity known:	
Occupation	

I believe the applicant will make a good school governor    YES     NO

Please make comments on your knowledge of the applicant's (all must be completed):

Reliability
Confidentiality
Areas of potentially relevant experience

Ability to be an effective and efficient member of a team

Communication skills, both written and oral

Any other comments:

The applicant has a right to see this reference however, under the Data Protection Act 1998, We must make sure we have your consent before we can disclose it. Please indicate if you are happy for us to disclose it to the applicant upon request. YES/NO

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return to School Governor Support, Governor Support and Improvement, Derby City Council, the Council House, Corporation Street, Derby DE1 2FS.