

## Appointment of Foundation Governor at ABC Test School

John Smith has been nominated to be a governor at the above school. To ensure that the Lincoln Diocesan Board of Education undertakes its duty of due diligence in relation to governor appointments the nominee has given your name as someone who is willing to act as a referee.

I should therefore be grateful if you could supply a reference for John Smith on the attached form and return it this office at your earliest convenience, either by email to [sally.doughty@lincoln.anglican.org](mailto:sally.doughty@lincoln.anglican.org) or by post, 103 Newport, Lincoln LN1 3EE.

The date of our next committee meeting will be XXXXXXXXXXXXXXXX and so I kindly request that you return your references by XXXXXXXXXXXXXXXX in time for that meeting.

I have attached some indication of the duties of school governors for your information in considering the nominee for this role and a reference form for your completion. Thank you.