



TEMPLATE - Referee letter and reference form

Send this letter and reference form to contact a referee for your new governor candidate.

Adapt or remove the **highlighted areas** to suit your board or candidate.

Dear **[insert name]**,

We have received an application from **[insert name of applicant]** to become a **[school governor]**. As part of the application process, we require references and **[insert name of applicant]** has given your name as a referee for this role.

In **[their]** role as a **[governor]**, **[they]** will work with our board to provide confident, strategic leadership and create robust accountability, oversight and assurance for educational and financial performance.

[Insert name of applicant] will be expected to demonstrate:

- Strong commitment to the role and to improving outcomes for children
- Inquisitiveness, good interpersonal skills and a willingness to learn and develop new skills
- Sufficient numeracy skills to understand basic data
- The specific skills that we require to ensure our board delivers effective governance
- **Foundation governors: the ability to preserve and develop the religious character and ethos of the school**

We outline the skills that we require in the attached reference form. **Remember to include any other specific skills that your board needs.**

Please complete the form and provide an honest assessment of the applicant's suitability to become a **[governor]**.

Thank you in advance for your assistance.

Yours sincerely,

Applicant name:	
School name:	
Name of referee:	
Address:	
Occupation:	
How long have you known the applicant, and in what capacity?	

Please comment on your knowledge of the applicant's:

Reliability	
Respect for confidentiality	
Communication skills	
Other	[Insert any specific skills your board needs e.g. finance, HR, data]

Please include any other comments that you feel are relevant to the applicant's suitability for this role:

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Signed: _____ Date: _____