**Template Guide and Letter to School Governors**

This easy-to-use guide contains a step-by-step process to help your pupil representatives identify and write to your school Governors and invite them in for a meeting. The guide includes an example meeting template that will enable children to share what is important to children both in your school as well as in the local community.

It will also provide children with the opportunity to understand what the purpose is of having a governing body in schools.

**What are the benefits?**

We believe this is important because it allows children to develop their understanding of the role of Governors. How they act as a critical friend to schools to ensure children have the best possible outcomes.

Through this process Governors will also benefit from hearing firsthand about what is going well and what issues children are facing and be able to work together to come up with solutions.

**Outcomes:**

Children understand the power of their voice and their right to be heard.

Children understand roles and purpose of Governors in schools.

**Step by Step Guide:**

**Step 1**: Find out who the school governors are, via school website or display boards.

**Step 2**: Use invite template letter attached. This can be taken from any pupil voice you have captured on issues that are prevalent to children’s well-being in school & beyond. Some examples: road safety, mental health and well-being, the need to be more physically active, sustainability, greener spaces etc.

**Step 3**: Before your governors attend your meetings, write to your governors to inform them of topic of discussions, if you have an agenda, you could send this and ask councillors of AOB. Ideally prior to the meetings if children could think of 2 things they like about their focus area and 3 things that would make it better. Ask governors to do the same.

Can the children come up with solutions to these issues?

**Step 4**: Hold your meeting: Do your introductions and roles. Discuss with governors preferred future communications (visits, emails, newsletters etc).

**Collaborate** with governors on joint initiatives, such as community events, workshops, or awareness campaigns related to children’s health & education. Discuss with them how you would like to be on future interview panels for staff recruitment.

**Step 5:** Thank you letter to your governors with a summary of discussions and actions.



Dear Governors,

You are invited to an afternoon tea party, hosted by the school council.

Day & time:

Venue:

Agenda:

**Actions required before the meeting**

We would like you to consider <***insert topic of discussion***>

We would like you to consider 2 things that are going well in this area

1:

2:

And 3 things that would make it better

1:

2:

3:

If you wish to add AOB please do so below