

**COVERING LETTER TO BE SIGNED BY STAFF/REPRESENTATIVES
AND SENT TO GOVERNORS**

[Date]

Please find attached a resolution for the governing board to discuss with a view to adoption. A number of governing bodies have already adopted this resolution.

As hard-working and committed staff at this school, we are very concerned about what becoming an academy would mean for the children, parents, local community, standards of education and the long-term financial viability of the school. Because of that concern, we would like our governors to have the opportunity to discuss this resolution at the next available meeting. We can also provide you with information to inform your discussion and are happy to meet with the governing body.

We look forward to hearing from you.

Yours sincerely

[Names of reps and unions]

Where appropriate, please add the following at the beginning of the letter:

[Following a meeting with our members] please find attached.....