**APPENDICES**

B. *Template letter to informing Trustees/Patrons of* ***Composition of New Board and Request to Appoint the Board.***

Anywhere Community School Co. Anywhere

Dear TRUSTEES/PATRONS,

I wish to acknowledge receipt of and thank you for your nominees to the incoming

board of management. Please find details of the board commencing 1st August 20\*\*:

|  |  |
| --- | --- |
|  | Religious /Educate Together Nominee |
|  | Religious /Educate Together Nominee |
|  | Religious /Educate Together Nominee |
|  | ETB Nominee |
|  | ETB Nominee |
|  | ETB Nominee |
|  | Teacher Nominee |
|  | Teacher Nominee |
|  | Parent Nominee |
|  | Parent Nominee |

On behalf of the board, I am now seeking confirmation of the appointment of the above nominees to the board of management by the joint trustees/patrons. This confirmation of the appointment of the nominees to the board can be in attendance at a meeting of the board or in writing.

The first meeting of the board is scheduled for \*\*\*day, \*th August. The board would be

delighted to welcome you to this meeting if your schedule permits.

I look forward to hearing from you and thank you for your continued support of our school.

Yours sincerely,

Secretary, Board of Management May 20\*\*

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