

11<sup>th</sup> October 2021

Dear Parent(s)/Guardian(s),

The Governors of St. Colman's College has asked me to write to you in relation to the reconstitution of the current Board with details about the election of the **Parent Governor**.

The current Board, which was formed in 2013, had otherwise been due to be reconstituted early in 2018. Prior to reconstitution however, the Board determined that the College's Scheme of Management required revision. In consultation with the Department of Education, it was recognised that this revision would be a lengthy process and so it was agreed that the existing, 2013 Board would remain in place until the new Scheme of Management was finalised. The new Scheme was signed off by the Acting Chair and the Department of Education at the end of the 2020-21 academic year. The Department has now advised that the re-constitution of the Board should be re-set to a date in 2021. The Board, at its meeting in June 2021 ratified this decision and as a result, the first meeting of the new Board under the new Scheme will take place in December 2021.

The Board of Governors of St. Colman's College is made up of nine voting members. Four of these are Trustee representatives, three are Department of Education representatives, one is a Parent Governor and one is a Teacher Governor. The Principal is the correspondent to the Board.

Parent(s)/guardian(s) are now invited to elect a **Parent Governor**. Parent(s)/guardian(s) who have children attending the school at the time of the election are entitled to (i) nominate one candidate, (ii) stand for election. **Each** parent/guardian is entitled to vote and candidates are also eligible to vote. I would like to draw your attention to **DENI Circular 2017/20** which sets out the procedures for the election of Parent and Teacher Governors.

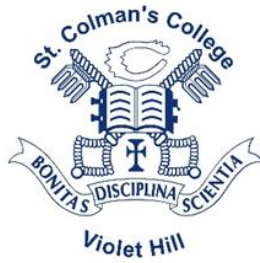
You are invited to nominate **one** parent/guardian for election as Parent Governor. Nomination forms are attached and should be returned, marked Parent Governor and addressed for the attention of the Clerk of the Election, Mr Derek Campbell, College Bursar, by **3.30pm on Wednesday 20<sup>th</sup> October 2021**. When nominations close and if more than one nomination is received, you will receive a ballot paper listing the names of those who have agreed to stand for election. Depending on the number of nominations received, nominees may be invited to submit a short résumé for circulation. In this circumstance, voting papers should be returned to the school office on or before **12.00 noon on Friday 5<sup>th</sup> November 2021**. Candidates are entitled to be present at the counting of the votes if they wish.

In the event of only one nomination being received, that person will be deemed to be elected, and, in these circumstances, a vote will not be required.

Parent Governors play an invaluable role in the work of Boards of Governors and we rely on your active participation in this election.

At this stage I would like to thank all those who previously expressed an interest in governorship and all the members of the current Board who have dedicated so much of their time and expertise to the work of the College over the past eight years.

I would also like to advise you that DENI is currently seeking applications for Department representatives on Boards of Governors. More information can be found at [www.deni.gov.uk](http://www.deni.gov.uk).



All of this information is being made available online and via the College App. Paper copies of all correspondence can be requested through the College Reception.

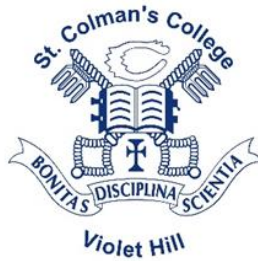
May I also take this opportunity to thank you for all your support throughout the year.

Yours faithfully,

A handwritten signature in black ink that reads 'Cormac McKinney'. The signature is written in a cursive style with a long horizontal line extending from the end of the name.

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Mr Cormac McKinney  
Correspondent to the Board of Governors



**PARENT GOVERNOR NOMINATION FOR THE  
BOARD OF GOVERNORS OF ST. COLMAN'S COLLEGE, NEWRY**

**Nomination** \_\_\_\_\_

**Nominee's child's name** \_\_\_\_\_

**Proposer** \_\_\_\_\_

**Proposer's child's name** \_\_\_\_\_

**Secunder** \_\_\_\_\_

**Secunder's child's name** \_\_\_\_\_

**I hereby accept the Nomination for the Parent Governor on the Board of Governors of St. Colman's College.**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Nominations are to be forwarded to Mr Derek Campbell Bursar Wednesday 20<sup>th</sup> October 2021 at 3.30pm.**