

Our Lady and St Patrick's College, Knock

120 Gilnahirk Road, Belfast BT5 7DL Tel: (028) 9040 1184 Fax: (028) 9079 9890 Website: www.knock.co.uk



12th December 2017

Dear Parent(s)/Guardian(s)

RE: Election of TWO Parent Governors to Our Lady and St Patrick's College, Knock

The term of office of our present Board of Governors has ended and therefore it is necessary to reconstitute a new Board for the four-year period to 2021 on which there will be two Parent Governors.

Parents of students attending Our Lady and St Patrick's College, Knock will elect the Parent Governors, at the time of the election. The relevant legislation defines the term 'parent' as including a guardian and every person who has the actual legal responsibility for the child.

There are no statutory competency requirements relating to the eligibility of persons to hold the office of a school governor. Those nominated, or applying, have to be interested in education and have a commitment to the work of the College. All new governors are required to be vetted through 'AccessNI' before their appointment can be confirmed to allow them to take up office. A person cannot be a governor if he/she is adjudged bankrupt or, within a certain timeframe, has been convicted by a court of any offence with a sentence of imprisonment whether suspended or not.

Each eligible parent will be entitled to vote, to nominate candidates and to stand for election. Moreover, each parent, regardless of the number of his/her children in the College, is entitled to vote for as many candidates as there are places to be filled (in our case, two), if he/she wishes to do so. Candidates are eligible to vote. Voting may not be by proxy. Only persons eligible to vote may propose and second nominations and the election will be conducted by secret ballot.

The main Board of Governors meets around six times each year and the Curriculum, Finance and Admissions Committees meet up four times each year. Other committees such as Audit, Appeals and specialist working groups convene as required. Governors are regularly called upon to sit on interview panels, attend school functions and represent the College. Mostly meetings are held in the late evenings. It is estimated that governors should commit up to 80 hours per year for College business.

I have enclosed a Nomination Form for those willing to allow their names to go forward for election.

Completed forms must be returned, addressed to the Clerk of the Election, at the College by **4.00 pm on Friday 5th January 2018**.

Yours sincerely

**Dermot G Mullan
Clerk of the Election**

Enc



NOMINATION FORM - POST OF PARENT GOVERNOR, 2017-2021

Our Lady and St Patrick's College, Knock

I, _____, agree to stand for election to the position of Parent Governor on the Board of Governors of Our Lady and St Patrick's College, Knock.

Signed: _____ Date: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

NOMINATED BY:

Proposer: _____

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

Secunder: _____

Name: _____

Address: _____

Postcode: _____

Telephone: _____ Email: _____

NB: The Nominated, Proposer and Secunder must be parents of children currently enrolled in the College.
Return when completed to the Clerk of the Election, Mr D G Mullan, at the College on or before 4.00 pm on Friday,
5th January 2018