



St. Colman's Primary School
and
All Saints' Nursery Unit
(Annaclone)
24 Monteith Road,
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BT32 5LS



Progress Through Partnership, Leading To Excellence

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Dear Parents,

RE. Election of Parent Representation on the Board of Governors 2024-2028

The Board of Governors of St Colman's PS & All Saints' NU is being reconstituted. Under the CCMS scheme of management, there is provision for the election of a parent / guardian representative of pupils presently at the school to act as Governor for the period 2024-2028.

Parents

- 1) Parents will be entitled to nominate candidates, to vote, and to stand for election.
- 2) Voting is by a parent of pupils attending the school(s) at the time.
- 3) 'Parent' includes a guardian and every person who has actual custody of the pupil attending the school.
- 4) An elected parent continues in office even if ceasing to be a parent of pupil(s) attending the school.
- 5) A teacher in the school, who also happens to be a parent in the school may not be elected as a Parent Representative to the Board of Governors of that school.

Roles and Responsibilities of the Board Of Governors:

The Education Reform (NI) Order 1989 gave Boards of Governors increased responsibilities that cover an extremely wide range of roles and functions. In Catholic schools, Boards of Governors have also the responsibility of being guardians of the core values and ethos of their schools. The nine areas listed below are not intended to define the complete spectrum of responsibilities of Boards of Governors but are indicative of their main responsibilities and functions:

Ethos

The Boards of Governors in Catholic Schools have responsibility for maintaining and developing the distinctive Catholic ethos of the school. The school's mission, vision and fundamental aims must fully reflect the distinctive ethos of Catholic education. The Governors have a key role in drawing these up and keeping them under review.

School Development Planning

Governors have an important strategic role in guiding the school forward into the future and in helping it to meet any challenges it might face.

Curriculum and Educational Standards

Governors are responsible for ensuring that the statutory curriculum is delivered and that the highest possible educational standards are adhered to.

Pastoral Care & Safeguarding:

The success of a school depends upon creating an environment in which pupils feel happy, safe and secure. 'Catholic schools globally enable learners not only to realise their own personal gifts but to also value the contribution made by others.' Delivering for Communities

Employment:



Boards of Governors have the primary role of ensuring that the normal employment matters are addressed at school level.

These include:

- Appointments and Promotions
- Discipline and Grievance Management
- Development and Welfare of Staff
- Health and Safety
- Attendance Management
- Development and on-going review of the School's Salary Policy and the school's Management Structures
- The School's Performance Review and Staff Development Scheme (PRSD).

There is an obligation on Boards of Governors to create harmonious working relationships which are in the interests of the school's objectives.

Planning of School Provision & Area Planning

Area Planning is a cross-sectoral process that seeks to ensure all pupils have access to high quality education that is delivered in schools that are financially and educationally sustainable. The Board of Governors is a key stakeholder throughout this process. Boards of Governors may also be required to facilitate the implementation of approved development proposals.

Enrolment and Admissions Policies and Practices

The Board of Governors is required to determine the enrolment and admissions criteria that the school will apply in considering applications from parents. Guidance on admissions criteria is provided by the Department of Education. These criteria should consider the parishes and communities served by the school, as well as the wider family of Catholic schools in an area. Additionally, the Board of Governors may be required to develop strategies to promote the school in order to secure a satisfactory level of admission and to promote diversity and inclusion in their school population. The Board of Governors also has a duty to verify the information provided by parents when considering applications.

Financial Management

The Department of Education's Common Funding Scheme empowers Boards of Governors to determine how the school budget and any other generated income should be spent.

Annual Reports

It is the responsibility of the Board of Governors to prepare an Annual Report. This report is both an important means of communication with parents and a sign of the Governors' accountability to parents and the local community.

How to apply:

Candidates

- Candidates must be nominated by at least one other parent and seconded by another.
- The right to nominate, to vote and to stand for election is not limited to one parent per family
- Only those entitled to vote may propose and second nominations

Nomination forms can be downloaded from the school website and must be **returned to Mrs Morgan by 12 noon on Wednesday 23rd October 2024**. Two supporting signatures must accompany each nomination and be a parent / guardian of a pupil in the school.

If there are more than two nominees, an election will be held.

Yours sincerely,

A Morgan