

3 May 2018

Dear Parent/Guardian

**NOMINATION OF PARENT REPRESENTATIVES TO THE BOARD OF GOVERNORS
FOR THE TERM OF OFFICE 2018 - 2022**

You are invited to attend a meeting of parents of pupils who currently attend Banbridge Academy, to be held in the Lecture Theatre at **7.00pm on Tuesday 5 June**. Please note the relevant legislation makes it clear that the term 'parent' includes a guardian and every other person who has actual custody of a child.

The purpose of the meeting is to elect parent representatives to the Board of Governors for the term of office 2018 – 2022. The Board of Governors is an important body responsible for various aspects of the management of the school. Please find attached an information leaflet on the roles and responsibilities of the Board of Governors (*Appendix B*).

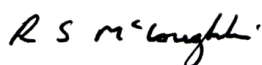
The following points should be noted:

1. **both** parents of each pupil attending the school are entitled to be present and to vote at the meeting;
2. each parent is entitled to **one** vote only in respect of each vacancy;
3. the Board of Governors has appointed me to act as Clerk of the Election and Chair at the meeting. A report of the proceedings will be forwarded to the appropriate Education Authority office;
4. should you wish to nominate a person(s) as parent representative(s), please use the nomination forms (*Appendix A*) provided with this invitation. After obtaining a seconder (**who must be a parent of a child at the school**) and the agreement of the candidate (along with their personal statement included in *Appendix A*) you should return the forms to me not later than **Tuesday 5 June 2018**.
5. in accordance with the Scheme for the Management of Controlled Schools:

*a person, other than the Principal or a teacher elected in accordance with the relevant provisions of Schedule 4 to the 1986 Order, who is employed for gain solely in the school for the purposes of the school or, for the purposes of non-school activities shall **not** be a member of the Board of Governors of the school.*

I would encourage all parents to play an active part in school life and hope you will be able to attend this important meeting.

Yours faithfully



R S McLoughlin
Clerk of the Election