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Ballinderry Road, Lisburn. BT28 1TD

20th April 2026

Dear Parent/Guardian

Re: **Election of Parent Governor**

I am writing to inform you that the current term of office of the parent governor of St. Patrick's Academy is ending.

As one member of the Board of Governors must be elected from the parents of current students, I am inviting parents/guardians to consider allowing their name to go forward for election as the parent governor for the term April 2026 to April 2030.

This position requires attendance at full Board of Governors meetings and any sub-committee you may serve on e.g., finance, standards and achievements or appointments. There may be between five and ten meetings each year and invitations to be present at various school functions.

Each eligible parent/guardian will be entitled to nominate candidates, to vote and stand for election. The nominee must declare that they are prepared to accept candidacy and serve on the board and have their nomination proposed and seconded. Only parents/guardians of pupils attending the school may propose or second a nomination.

Should there be only one nominee that person shall be deemed to be elected without the need for a vote.

In the event of a contest, parents/guardians will be given a brief background on each candidate and an election will be held next month.

Please find enclosed a nomination form with some space for a parent to outline their background and experience which will be shared with all parents/guardians if/when an election takes place. A copy is also available on request from the school office.

Nomination forms should be returned to the Clerk of Elections for Parent Governor by **4.00pm** on **Monday 27th April 2026**.

Yours faithfully

A handwritten signature in black ink that reads 'Grainne McCann'. The signature is written in a cursive style.

Gráinne McCann
Secretary to the Board of Governors