



# Coleraine Grammar School

In Scientia Opportunitas

Headmaster - D.R.J. Carruthers - B.Sc., Ph.D., P.G.C.E., P.Q.H.(N.I)

24 January 2020

Dear Parent

In accordance with the provisions of the Education and Libraries (N.I.) Order 1986 incorporated in the Scheme of Management for Coleraine Grammar School, following recent vacancies, three parents are to be elected to serve on the Board of Governors of Coleraine Grammar School.

The role of a governor is to contribute, within the bounds of one's duties and responsibilities, to the process of school improvement and it is important that governors plan to be in attendance at all meetings. The Board of Governors of Coleraine Grammar School currently meets quarterly. In addition, there may be a number of special meetings convened and a member may be asked to serve on a sub-committee.

When completing the nomination forms, parents should bear in mind the following points:

1. The nominee, proposer and seconder must be a parent/carer of a pupil at Coleraine Grammar School.
2. The nomination form should be signed by the nominee indicating his/her consent to being nominated. The following link provides detail on governor's roles and responsibilities as published by the Department of Education  
<https://www.education-ni.gov.uk/publications/guide-governor-roles-and-responsibilities>
3. The elected parents will hold office for a term of four years from the date on which they have been elected. If the parent ceases to have a pupil enrolled in the school, they may continue in office for the remainder of the term still to run.
4. The parent duly elected will be required to become a Company Director and we would remind you of the responsibilities attached to this.

If the number of nominees is less than or equal to the number of places to be filled, all candidates will be deemed to have been elected, without the need for a vote. However, where there are more nominees than places to be filled, a ballot will be held. A simple majority will determine the successful candidates.

Completed nomination forms must be returned to my PA (Mrs N Millar) marked "Private and Confidential – PG" not later than 12 noon on Friday 7<sup>th</sup> February 2020.

Yours sincerely

**D.R.J. Carruthers**  
**Headmaster**