



26 September 2018

Dear Parent/Carer

As you may have seen from some of our Facebook posts, staff and students have enjoyed a positive start to the term with a variety of successful and fresh experiences in and out of the classroom. For example, our year 8 enjoyed their trip to Belfast Zoo and our year 14 students made a good impression on the BBC Top Table programme.

There are a number of important points of information that I need to share with you, so my apologies for having to write a long letter. If you would like a printed copy of this letter, please contact the school office.

Parent Governor Elections

The Board of Governors is being reconstituted for the next four year term lasting until 30th June 2022. We will be running an election process over the next few weeks to elect four parent governors. The relevant dates are set out below. If you would like an informal chat about what being a school governor involves please give me a ring and I will endeavour to call you back.

Friday 5th October 2018 - Noon	deadline for submission of completed nomination forms and attached personal statements
Wednesday 10th October 2018	deadline for return of reply slips about intention to attend election meeting
Friday 12th October 2018 - 4.00 pm	Parent Governor election meeting in the school

School Fund

School fund is an important source of funding for all schools. It give us the resources and the flexibility to support and subsidise exciting opportunities for students in and out of school. For example the year 8 trip to Belfast Zoo, or some of rewards programme.

We do ask for a contribution to school fund from families. £ 20 for families with one child at the school £ 25 for families with two or more children at the school. This is a very modest sum compared to what many other schools ask for but it does make a huge difference to what we can offer in school

Many thanks to all year 8 parents who have already contributed. We are now asking for contributions from parents of students in the other year groups. We would very much appreciate it if you could send it in as soon as possible and no later than 26th October. All contributions should be handed in at the school office and marked with your child/children's name and form. Cheques should be made payable to Breda Academy.



Other dates for your diary in the Autumn term

Wednesday 17 th October	Year 8 Parents consultation afternoon 3.30-5.00
Friday 26 th October to Friday 2 nd November inclusive	Half term holiday for students.
Tuesday 27 th November to Friday 30 th November	School winter exams
Thursday 13 th December	Year 9 Parents consultation afternoon
Friday 21 st December	Term ends, half day (finish 12.05)

Positive Behaviour For Learning.

In my previous letter I set out some of the elements and philosophy behind our new positive behaviour for learning policy. This policy is underpinned by a focus on fostering and maintaining positive relationships in school. This policy was adopted by the Board of Governors at their last meeting and, while the full document runs to 14 pages, I would like to share some key features of the policy.

Stepped Classroom Sanction System

- all students will start each lesson with a “clean slate” which means being in the “green.”
- Where students fall short of our expectations they will, with an appropriate reminder and opportunity to correct their behaviour, move through into “amber”
- If students do not respond appropriately to teacher reminders they will be moved to “red” and sent to a colleague’s room for the remainder of the lesson.

Restorative Follow Up

Teachers will ensure there is a restorative element to any detention or other sanction. In a restorative follow up the teacher will use some simple questions to help the student reflect on their behaviour and the impact it has had on them and others. This opportunity for reflection is to help the student change their behaviour in the future.

Parents will be notified where a sanction has resulted in an afterschool detention and restorative follow-up.

Yours faithfully



MD Munro – Principal

EDUCATION AUTHORITY - SOUTH EASTERN REGION
NOMINATION OF PARENT/GUARDIAN REPRESENTATIVES TO THE BOARD OF GOVERNORS
FOR THE PERIOD ENDING 30 JUNE 2022
BREDA ACADEMY

Dear Parent/Guardian

You are invited to attend a meeting of parents/guardians of pupils in attendance at the above school, to be held in the School on **Friday 12th October 2018 at 4.00 pm.**

Please complete the enclosed reply slip to **indicate if you will/will not be attending the meeting** and return it via your child's form tutor.

The purpose of the meeting is to elect parent/guardian representatives to the Board of Governors for the period ending 30th June 2022. The Board of Governors is an important body responsible for various aspects of the management of the school. Attached at the end of this letter is further information on the Roles and Responsibilities of Board of Governors.

The following points should be noted:

1. **Both** parents/guardians of each family attending the school are entitled to be present and to vote at the meeting.
2. Each parent/guardian 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 Chairman at the meeting. A report of the proceedings will be forwarded to the Education Authority, South Eastern Region.
4. Should you wish to nominate a person(s) as parent/guardian representative(s), please use the nomination forms provided with this invitation. After obtaining a seconder (**who must be a parent/guardian of a child at the school**) and the agreement of the candidate (along with their Personal Statement) you should return the forms to me no later than **Friday 5th October 2018.**
5. Please note, in accordance with the Scheme of Management for 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.*

6. The **quorum** necessary for a parent/guardian meeting is **ten.**

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

Yours faithfully



M.D.Munro

Clerk of the Election

PLEASE RETURN TO THE CLERK OF THE ELECTION (Mr Munro) by **Wednesday 10th October 2018**

NOMINATION FORM
EDUCATION AUTHORITY - SOUTH EASTERN REGION

**ELECTION OF PARENT/GUARDIAN REPRESENTATIVES TO THE BOARD OF GOVERNORS FOR THE PERIOD ENDING
30TH JUNE 2022**

BREDA ACADEMY

We, the undersigned, propose and second _____ as parent/guardian representative on the Board of Governors for the period ending 30th June 2022.

Name(s) of pupil(s)

Signed: _____ (**Proposer**, Parent/Guardian)

Contact Telephone No: _____

E-mail address: _____

Signed: _____ (**Seconder**, Parent/Guardian)

Contact Telephone No: _____

E-mail address: _____

I agree to stand for election to the Board of Governors:

Signed: _____ (**Nominee**) Date: _____

Contact Telephone No: _____

E-mail address: _____

Please return this **Nomination Form** and the **Nominee's Personal Statement** directly to the school office in an envelope marked **FAO Clerk of the Election** (Mr Munro) not later than **Friday 5th October 2018**

PARENT NOMINATION – PERSONAL STATEMENT

SKILLS, KNOWLEDGE AND EXPERIENCE

Please tell us about your knowledge, skills or experience below. You do not have to complete all the boxes.

1. **HUMAN RESOURCE MANAGEMENT:** (i.e. managing, motivating or developing staff, selecting and appointing staff or handling employment issues)

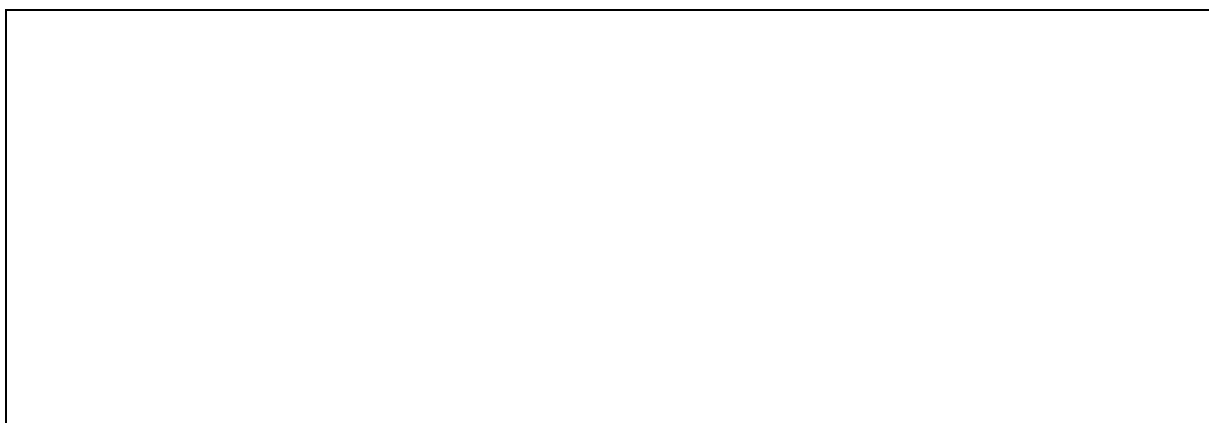
2. **FINANCIAL MANAGEMENT:** (i.e. managing finances of an organisation or acting as an accountant or an auditor)

3. **SERVICES for CHILDREN AND YOUNG PEOPLE:** (e.g. education, training or development, special needs, pastoral care and welfare)

4. **OTHER:** (e.g. leadership, communications, team working, problem solving skills)

A large, empty rectangular box with a thin black border, intended for the user to list other skills such as leadership, communications, team working, or problem solving skills.

Please also describe your commitment to the ethos of the school

A large, empty rectangular box with a thin black border, intended for the user to describe their commitment to the ethos of the school.

EDUCATION AUTHORITY - SOUTH EASTERN REGION

ROLES AND RESPONSIBILITIES OF BOARDS OF GOVERNORS

The implementation of the Education Reform Order (NI) 1989 increased the responsibilities of Boards of Governors, and these now cover an extremely wide range of roles and functions. The Board of Governors is responsible for the implementation of policy decisions covering a wide range of educational and professional issues. The undernoted is by no means an exhaustive listing of the main responsibilities of Boards of Governors, but is indicative of the main responsibilities and functions to be covered.

The following responsibilities are carried out in conjunction with, and the approval of the Education Authority (South Eastern Region):

- (a) **Curriculum** - ultimately the Board of Governors is responsible for ensuring that the statutory curriculum is delivered and that the quality of education provided by the school, including the assistance given to the development of pupils, is satisfactory.
- (b) **Employment** - the Education Authority (South Eastern Region) is the statutory employers of teaching and non-teaching staff. Boards of Governors have the primary role to ensure that the normal employment matters are addressed at school level. These include:
 - a) Appointments and Promotions
 - b) Discipline and Grievance Management
 - c) Development of Staff
 - d) Health and Safety
- (c) **Enrolments and Admissions** - the Board of Governors is required to determine the admissions criteria which will be applied by the school in considering applications from parents/guardians, taking into account the communities served by the school.
Additionally, the Board of Governors may be required to develop a number of strategies to promote the school in order to secure a satisfactory level of admission.
- (d) **Pastoral Care** - the Board of Governors is required to ensure that the individual school policies meet the needs of pupils attending the school. When necessary, it will be the responsibility of the Board of Governors to ensure that the Discipline Policy is applied and where necessary, the Suspension and Expulsion Scheme applied.
- (e) **Financial Management** - the implementation of the LMS Scheme by the Education Authority (South Eastern Region) devolves to governors' responsibility for the financial management of the school in accordance with procedures and guidelines determined by the Education Authority (South Eastern Region). The Board of Governors also has responsibility for developing and implementing a Salary Policy.
- (f) **Annual Reports** - under Article 125 and 126 of the Education Reform (NI) Order 1989 it is the responsibility of the Board of Governors to prepare an Annual Report.
- (g) **School Development Plans** - the Board of Governors shall prepare, and from time to time revise, a School Development Plan, considering any guidance given by the Department of Education, the Education Authority (South Eastern Region) and (in the case of a Catholic Maintained School) the Council for Catholic Maintained Schools. Consideration must also be given to the findings of any inspection of the school.
- (h) **Pupil Discipline** - the Board of Governors shall ensure that policies designed to promote good behaviour and discipline on the part of its pupils are pursued at the school and to make, and from time to time review, a written statement of general principles.
- (i) **Pupil Suspension and Expulsion** - the Board of Governors shall ensure that a scheme prepared by the Education Authority, (South Eastern Region), specifying the procedure to be followed in relation to the suspension or expulsion of pupils from the school and ensure that such a scheme is implemented when necessary. The Board of Governors shall also assist the Principal in such a manner as is reasonably necessary to enable him/her to control the internal organisation, management and discipline of the school and provide the Principal with such opportunity as may be necessary to enable him/her to express his/her opinion and to make his/her recommendations to the Board of Governors on all matters connected with the school.

The above responsibilities are extensive. As all governors give of their time voluntarily it is appropriate that in fulfilling the main responsibilities Boards of Governors delegate responsibility to the Principal and the Senior Management Team of the school for the completion of much of the work. Boards of Governors receive the support, training, advice and guidance from officers of the Education Authority (South Eastern Region).

Useful Reference: Every School a Good School (ESaGS) at www.deni.gov.uk