

EDUCATION AUTHORITY

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

ABBAY COMMUNITY COLLEGE

Dear Parent/Guardian

You are invited to attend a meeting of parents of pupils in attendance at the above school, to be held in the school on Wednesday 19 September 2018 at 7.00 pm. Please complete the enclosed reply slip to indicate if you will/will not be attending the meeting.

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. Attached is an information leaflet on the roles and responsibilities of Board of Governors (*appendix e*).

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 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) (*appendix b1*) you should return the forms to me not later than Tuesday 18 September 2018 at 12 noon.
5. please note, 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



Mrs M Quinn
Clerk of the Election

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I acknowledge receipt of the invitation to the meeting for the election of parent representatives.

I / we will be able to attend the meeting)

)

Delete as appropriate

I / we will not be able to attend the meeting)

Signed: _____ (Parent)

Date: _____

PLEASE RETURN TO MRS QUINN BY Monday 17 September 2018

Name(s) of Pupil(s): _____

NOMINATION FORM

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

ABBAY COMMUNITY COLLEGE

We, the undersigned, propose and second _____ as parent representative on the Board of Governors for the term of office 2018 – 2022.

Name(s) of pupil(s)

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

Contact Telephone No: _____

Email address: _____

Signed: _____ (**Secunder**, Parent)

Contact Telephone No: _____

Email address: _____

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

Signed: _____ (Nominee)

Date: _____

Contact Telephone No: _____

Email address: _____

Please return this **Nomination Form** and the **Nominee's personal statement** to Mrs Quinn not later than Tuesday 18 September at 12 noon.

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. **General Skills and Experience:** e.g. human resource management and employment issues, planning and direction setting, health & safety, risk management, legal issues.

2. **Financial/Numerical Skills and Experience:** e.g. financial management such as accountancy, budgeting or auditing, the ability to understand and analyse data.

3. **Services for Children and Young People:** e.g. a commitment to improving education for all pupils, working or volunteering with children and young people, involvement with your local community, knowledge or understanding of the education system in Northern Ireland or anything else you feel is relevant.

4. **Other Skills and Experience:** e.g. a willingness to learn and attend training, the ability to work as part of a team and take collective responsibility for decision making, communication skills.

Tell us briefly why you are interested in becoming a school governor, describe your commitment to the culture, values and ethos of the school.

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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 with the approval of the Education Authority:

- (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 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 devolves to governors' responsibility for the financial management of the school in accordance with procedures and guidelines

determined by the Education Authority. 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 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, 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.

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