

Guidance for the Election of Parent Representatives in Controlled Schools



**RECONSTITUTION OF
BOARDS OF GOVERNORS**

**TERM OF OFFICE
(2024-2028)**

EDUCATION AUTHORITY

BOARDS OF GOVERNORS FOR THE TERM OF OFFICE 2024-2028

GUIDANCE FOR THE ELECTION OF PARENT REPRESENTATIVES IN CONTROLLED SCHOOLS

The Department of Education's (DE) Circular No. 2017/20 parts 2 and 4 (*copy attached*) outlines the legal position and arrangements that would meet with DE approval governing the election of parent governors. (In law the term parent includes a guardian and every person who has the actual custody of the pupil).

Please refer to the governor membership category list within this pack for the number of parent representatives.

1. All eligible parents (parent governors must be elected by parents of pupils attending the school (or schools) at the time of the election from amongst the parents of such pupils) are entitled to be present, nominate candidates, to vote and to stand for election. Each parent, regardless of the number of his/her children in the school is entitled to vote for as many candidates as there are places to fill. Candidates are eligible to vote.
2. Please note, in accordance with the Scheme for the Management of Controlled Schools:

Page 8 – Disqualification from Membership

Paragraph 6 (1)

“ A person, other than the principal or a teacher elected in accordance with the relevant provisions of Schedule 4 to the 1986 Order, who

(a) 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.

3. In the invitation it should be made clear that nominations for vacancies that exist must be proposed and seconded by **parents of children attending the school at the time of election**, and have the agreement of the nominated person(s).

The nominated person(s) should complete the enclosed personal statement as detailed in *appendix b1* in order to share their skills, knowledge and experience with parents at the meeting. All nomination forms and personal statements need not be made in advance of the meeting.



EDUCATION AUTHORITY

**NOMINATION OF PARENT REPRESENTATIVES TO THE BOARD OF GOVERNORS FOR THE TERM OF OFFICE
2024-2028**

LISNEAL COLLEGE

Dear Parent/Guardian

You are invited to apply for the position of Parent Governor at Lisneal College. There are 4 parent governor positions on the board. All nomination papers and personal statements must be completed and submitted to the principal by 2pm on 20th September 2024. Late nominations will not be accepted. After the submission date for nominations, the principal will schedule a meeting for the purpose of electing parent representatives to the board of governors for the term of office 2024 – 2028.

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*).

Please note:

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 b*) 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 **2pm on 20th September 2024**.
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 consider the role of Parent Governor at Lisneal College.

Yours faithfully,

Mr M Allen
Clerk of the Election

Candidate Nomination Form (to be returned by the Candidate)

for the

Election of Parent Governor(s) to the Board of Governors

FOR THE TERM OF OFFICE 2024 - 2028

School Name:

We, the undersigned, propose and second:

Name:

To stand for election as Parent Governor for the term of office 2024 – 2028.

Proposer:

Name: (Proposer, Parent 1)	Name(s) of pupils(s) registered at the school:
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Contact Telephone No:
Email:

Second:

Name: (Second, Parent 2)	Name(s) of pupils(s) registered at the school:
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Contact Telephone No:
Email:

I agree to stand for election as parent governor to the Board of Governors:

Name: (Candidate)	Name(s) of pupils(s) registered at the school:
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Contact Telephone No:
Email:
Date:

Please return this **Nomination Form** and the **Candidate's Personal Statement** to the clerk by post/email not later than 20th September 2024

Parent Governor Candidate – Personal Statement

Skills, Knowledge, and Experience

Please tell us about your knowledge, skills and experience below. You do not have to complete all the sections if they do not apply to you.

Commitment to Children and Young People: experience of working or volunteering with children and young people; demonstrate involvement with your local community; knowledge or understanding of the Education system in Northern Ireland; demonstrate a commitment to improving education for all pupils.

Interpersonal Skills: have effective communication skills - including tact and diplomacy; the ability to maintain confidentiality; to work as part of a team taking collective responsibility for decision making; to develop and maintain co-operative working relationships; to question, support and challenge.

General Experience: experience of planning and organising; of having attended and contributed to meetings; of leading or managing people; of change management; of involvement in recruitment processes or human resource matters; of dealing with or managing legal issues.

Financial / Numerical Skills and Experience: have the ability to understand financial information and reports; to analyse statistical/numerical information; to contribute to problem-solving and/or have budget management experience.

Please tell us briefly why you are interested in becoming a school governor, describe your commitment to the culture, values & ethos of the type of school(s) or school sector(s) in which you want to serve.

Print Name:
Candidate Signature:
Date:

EDUCATION AUTHORITY

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.education-ni.gov.uk