

Nomination of person(s) to serve as Parent Governor(s) on the Board of Governors for the Term of Office 2024 - 2028

School Name: Killen Primary School

Dear Parent(s)¹

You are invited to participate in the election of parent governor(s) to the Board of Governors of the above-named school. A ballot will be held, if required, to elect the parent governor(s).

The Board of Governors is the body responsible for various aspects of the management of the school. To help you participate in this process you may find it helpful to refer to the School Governance tab on the EA website which provides information on the roles and responsibilities of school governors. A further useful source of information is the booklet, 'Becoming a School Governor' which can also be accessed via the EA website at www.eani.org.uk/school-governance/apply-to-become-a-school-governor

The following points should be noted:

1. **Both** parents of each pupil registered at the school are entitled to vote in the election;
2. Each parent is entitled to one vote only in respect of each parent governor vacancy;
3. The Board of Governors has appointed Mrs C Goan to act as clerk of the election and chair of any meetings held during this process. A report of the proceedings will be forwarded to the appropriate EA office;
4. Should you wish to self-nominate or to nominate a person(s) to stand for election as parent governor(s), please use the Candidate Nomination Form provided in (*Appendix B*). Please return the completed nomination form to me as clerk (**by delivering to school office in a marked envelope for the attention of Mrs Goan or email**) not later than Tuesday 8th October 2024.
5. Please ensure you have the agreement of the candidate that they wish to stand for election (along with their Personal Statement - Appendix B1) and a seconder for the nomination. 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

¹ In law the term parent includes a guardian and every person who has the actual custody of the pupil.

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. If necessary an election will be carried out by way of a ballot conducted *(Clerk select approach from (a) - (e) below, and include in parent correspondence as appropriate)*

(a) at a meeting of parents to be held as follows:

Venue	Killen Primary School
Date	Tuesday 22 nd October 2024
Time	7.30 pm

Please complete the enclosed reply slip to indicate whether you will be attending the meeting.

Yours sincerely

Charlene Goan
Clerk of the Election