

## Education Authority Western Region

### STRABANE CONTROLLED PRIMARY SCHOOL

43 Derry Road

Strabane

Co. Tyrone

BT828DX

Tel. (028) 71 382510

Fax. (028) 71 382525

16<sup>th</sup> September 2024

Principal Mrs. C Thompson



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

Dear Parent/s and Guardian/s,

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](http://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 me 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 not later than **Tuesday 24<sup>th</sup> September 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*

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*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 election will be carried out by way of a ballot conducted at a meeting of parents to be held as follows:

Venue	Strabane controlled PS Hall
Date	Thursday 3 <sup>rd</sup> October 2024
Time	6.30pm

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

I would encourage all parents to play an active part in school life and hope you will be able to participate in this important event.

Yours sincerely,

*C. Thompson*

**Mrs. C Thompson**  
**Clerk of the Election**

### **PTFA AGM**

Please note, after this ballot is conducted, the PTFA will have their Annual general Meeting. We would encourage your involvement in our active PTFA where you will learn more about the work our parents do to help your children's school and to raise much needed funds for learning resources. It is a chance to meet with parents and staff and to have some fun and inspire activities along the way. We would love to harness the skills and talents of our parents to enrich the activities planned within the PTFA. Please come along and offer your talents for our children's benefit.



Thank you.

C Thompson

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**Please complete and return to school at your earliest convenience.**

I, the Parent/Guardian of \_\_\_\_\_ (pupil's name)  
**will/will not** be attending the Parent Governor election meeting.

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## 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.

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**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.

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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.

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**Print Name:**

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**Candidate Signature:**

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**Date:**

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## Appendix B

# 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: Strabane Controlled Primary School

**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:

Contact Telephone No:

Email:

**Second:**

Name:

(Second, Parent 2)

Name(s) of pupils(s) registered at the school:

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:

Contact Telephone No:

Email:

Date:

Please return this **Nomination Form** and the **Candidate's Personal Statement** to the clerk not later than **Tuesday 24<sup>th</sup> September 2024**.

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