



Hart Memorial Primary School and Nursery Unit

Charles Street
Portadown
BT62 4BD

Principal:

Mr A Frizzell BA (Hons) PGCE MEd

Email: afrizzell135@c2kni.net

Vice Principal:

Mrs S White

Email: swhite410@c2kni.net

☎02838 332817

Web: www.hartmemorialps.org

Friday 20th September 2024

Appendix A

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

School Name: Hart Memorial Primary School and Nursery Unit

Dear Parent(s)¹

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

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 Mr Frizzell 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)*. *If you would like a printed version, please contact the school office where copies are available.* Please return the completed nomination form to Mr Frizzell as clerk **(by post or email)** not later than Friday 4th October 2024 at 3pm.

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

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 further 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.

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

Venue	Hart Memorial Primary School
Date	Monday 7 th October
Time	7:00pm

Please note, if there are less than, or an equal number of nominations to the number of positions available (2), these will be deemed elected without the need for a ballot.

Finally, candidates should also complete Appendix B1, Personal Statement, and submit this with their Nomination Form to Mr Frizzell.

Yours sincerely



Mr A Frizzell
Clerk of the Election

Addresses for return:

Postal:

FAO: Mr A Frizzell
Hart Memorial Primary School
Portadown
BT62 4BD

Or by email:

afrizzell135@c2kni.net

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: Hart Memorial Primary School and Nursery Unit
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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:	

Secunder:

Name: (Secunder, 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 by post/email not later than Friday 4th October 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.

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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:

Candidate Signature:

Date: