

Fountain Primary School and Nursery Unit

18 Hawkin Street
Derry/Londonderry
Co. Londonderry
BT48 6RD

Tel: 028 71 374 909
Email: info@fountainps.londonderry.ni.sch.uk
Web: www.fountainps.co.uk



We Believe In Each Other

Thursday 18th April 2024

Dear Parent/Guardian,

Fountain Primary School is due to reconstitute its Board of Governors. This normally takes place every 4 years and is a process which all schools must follow. The information below is regarding the nomination of parent governors within the school. For these roles only the parents of registered pupils at the school, at the time of the election, may propose nominations.

Roles/Responsibilities of Governors:

- Setting the school's vision, aims, plans and policies.
- Establishing and maintaining the school's ethos.
- Monitoring and evaluating school performance.
- Managing school funds economically, effectively and efficiently in line with published guidance.
- Curriculum planning, including examinations management and administration policy.
- Employment issues.
- Pupil pastoral care and protection issues.

The number of vacancies to be filled:

- There are 2 positions of parent governor on the board at Fountain Primary School which are due for re-election.

The election process:

- Nomination forms will be available for parents to complete. This can involve nominating another person, with their permission, or nominating yourself.
- Each nominee will have to complete a separate form giving the details of their skills and experience and a personal statement about why they wish to become a parent governor.
- Should there be more than 2 nominees, parents will be asked to vote for their preferred nominee. If there are 2 nominees or less, these people will be deemed to have been elected without the need for a vote.
- If there needs to be a vote taken, this will happen in school. If you are unable to attend, please contact the school office where you will be provided with a paper ballot which then must be returned before the date of the vote. The Department of Education does not allow us to send ballots home with children and all returned ballots should be in a sealed envelope.

The closing date for nominations is:

- **Tuesday 7th May 2024**

More information can be found at the link [here](#). The link is for information on becoming a Department of Education or Education Authority Governor and while the positions being discussed here are for parent governors, the information remains relevant.

While this process is taking place, there will be a similar process whereby teachers will be electing 1 representative to the Board of Governors. The remaining places on the board are assigned by 4 local churches and the Department of Education/Education Authority.



Shared Education



02 The Role of the Board of Governors

A school's Board of Governors is normally made up of: parents, teachers, those representing the owners or former owners of the school, people appointed by the Department of Education (DE) and / or the Education Authority (EA).

The Board of Governors is required to operate in accordance with the relevant scheme of management for the school which reflects good management, practices and procedures.

Members will be involved in setting the strategic direction for the school and taking corporate decisions in relation to the statutory functions of the Board of Governors, examples of areas of responsibility include:



Setting the school's vision, aims, plans and policies



Establishing and maintaining the school's ethos



Monitoring and evaluating school performance



Managing school funds economically, effectively and efficiently in line with published guidance



Curriculum planning, including examinations management and administration policy



Employment issues



Pupil pastoral care and protection issues

03 The Role of School Governor

Being a school governor is a challenging though rewarding role which requires continued commitment throughout the term of office. It will provide opportunities to make a real difference both to young people through their education and development, and to the wider local community as a whole. Boards of Governors require a range of knowledge, skills and experience to enable them to challenge school standards and promote improvement.

During their term of office governors are expected to:

- Attend and participate in Board meetings to consider aspects of school business. The Board of Governors meets as often as its business requires, which could be once a month depending on the size and nature of the school and at a minimum of once per school term.

- Promote good governance by joining committees which may include staffing, admissions, health and safety, curriculum, discipline or complaints.

- Prepare for governor meetings by reading documents provided by the Principal or Chairperson.

- Use their own knowledge, skills and experience combined with the abilities of other Board members to govern, challenge and support the school leadership to promote school improvement in the best interests of pupils.

- Attend school functions to support and celebrate the successes of pupils and staff.

- Increase their knowledge about the school and the wider educational system within Northern Ireland through training, to gain a full understanding of procedures and guidelines which have been developed on various school issues, such as child protection and safeguarding.

- Abide by the Seven Principles of Public Life - see Appendix.

- Ensure that the requirements of GDPR UK, data protection and confidentiality are adhered to.

- Consider, declare and manage any conflict of interest either real or perceived, which could question the impartiality of the Board.