

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 (EA):

- (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 EA is the statutory employer 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:
 - Appointments and Promotions
 - Discipline and Grievance Management
 - Development of Staff
 - 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 EA devolves to governors' responsibility for the financial management of the school in accordance with procedures and guidelines determined by EA. The Boards 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, EA 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 EA, 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 EA.

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: OMAGH COUNTY PRIMARY SCHOOL AND NURSERY
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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, or in person not later than **30.09.24**.

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:

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

School Name: Omagh County Primary School and Nursery.

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 Armour 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 post or email)** not later than **Monday 30 September**.
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 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 by the Clerk at a meeting of parents to be held as follows:

Venue	Assembly Hall-Omagh County Primary School
Date	Friday 18th October
Time	9.15am (Prior to Harvest

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

Yours sincerely
Jill Funston
 Clerk of Election

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