



# Newtownhamilton High School

9 Armagh Road, Newtownhamilton

NEWRY, Co. Down

BT35 ODG

**Principal:** Mr N Megaw BEd MSc PQHNI

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Tuesday 24<sup>th</sup> September 2024

Dear Parent/Guardian

## **Re: Nomination of persons to serve as Parent Governors on the Board of Governors for the Term of Office 2024 - 2028**

I am writing to inform you that the term of office of the current Board of Governors is coming to an end. Legislation dictates that the present Governors shall continue in office until the process of reconstitution has been completed by the Education Authority and other educational bodies. It is envisaged that our Board of Governors will be fully reconstituted by October 2024.

I would like to use this opportunity to pay tribute to the very valuable and admirable work of our two outgoing Parent Governors Mrs Janice Preston and Mr Jim Harrison and to thank them for their unwavering support for the school and myself over the past 6 years (their term was extended due to COVID-19). Both have provided faithful and dedicated service in fulfilling their duties to the school with Mrs Preston eligible for re-election for the 2024-2028 Board of Governors, if nominated.

In view of the necessity to have a complete Board of Governors, I therefore invite parents/guardians to participate in the election of two Parent Governors. A ballot will be held if the number of persons nominated is greater than the two vacancies available.

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 to chair 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 to nmegaw549@c2kni.net) not later than Friday 4<sup>th</sup> October 2024.

5. Please ensure you have the agreement of the candidate that they wish to stand for election and a seconder for the nomination. In the event of an election, the candidate will have to submit a short personal statement using an EA template. 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 (if required) will be carried out by way of a ballot conducted using an online meeting to be held on Tuesday 8<sup>th</sup> October 2024 at 6.00pm. To enable you to join this meeting, you should register with myself (the Clerk) at nmegaw549@c2kni.net by Friday 4<sup>th</sup> October 2024 and a link will be provided to allow your attendance at the meeting. Alternative provision can be made for you to cast your vote if you are unable or unwilling to take part using digital means. Please contact the school office if you wish to avail of an alternative method of voting.

Finally, should you require further information on the roles and responsibilities of a Parent Governor or any other issue relating to this matter, please do not hesitate to contact me.

Yours sincerely

*Neil Megaw*

Principal / Clerk of the Election

**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**

<b>School Name: Newtownhamilton High School</b>
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**We, the undersigned, propose and second:**

Name:
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To stand for election as Parent Governor for the term of office 2024 – 2028.

**Proposer:**

Name:	Name(s) of pupils(s) registered at the school:
(Proposer, Parent 1)	
Contact Telephone No:	
Email:	

**Secunder:**

Name:	Name(s) of pupils(s) registered at the school:
(Secunder, Parent 2)	
Contact Telephone No:	
Email:	

**I agree to stand for election as parent governor to the Board of Governors:**

Name:	Name(s) of pupils(s) registered at the school:
(Candidate)	
Contact Telephone No:	
Email:	
Date:	

Please return this **Nomination Form** to the Clerk (Mr Megaw) by post/email not later than Friday 4<sup>th</sup> October 2024.