

**EDUCATION AUTHORITY
NOMINATION OF PARENT REPRESENTATIVES TO THE BOARD OF GOVERNORS
FOR THE TERM OF OFFICE 2018 – 2022**

KILLOWEN PRIMARY SCHOOL AND NURSERY UNIT

Dear Parent,

You are invited to attend a meeting of parents of pupils in attendance at the above school, to be held in the school on Wednesday 3 October 2018 at 4:45pm.

The purpose of the meeting is to elect parent representatives to the board of governors for the term of office 2018 – 2022. The board of governors is an important body responsible for various aspects of the management of the school. An information leaflet on the roles and responsibilities of board of governors is in our website.

The following points should be noted:

1. **both** parents of each pupil attending the school are entitled to be present and to vote at the meeting;
2. each parent is entitled to **one** vote only in respect of each vacancy;
3. the board of governors has appointed me to act as clerk of the election and chair at the meeting. A report of the proceedings will be forwarded to the appropriate Education Authority office;
4. should you wish to nominate a person(s) as parent representative(s), please use the nomination forms provided with this invitation. After obtaining a seconder (**who must be a parent of a child at the school**) and the agreement of the candidate (along with their personal statement) you should return the forms to me not later than 2 October 2018.
5. 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.*

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

Yours faithfully

Mrs F Douglas
Clerk of the Election