

24.05.23

Dear Parent,

Election of Parents to the Board of Governors

Every school funded or grant aided by government is managed by a Board of Governors that works alongside the school Principal and senior staff to meet the educational needs of the school's pupils.

The role of the Board of Governors is to make sure that the school provides its pupils with a good education. The Board of Governors, with the Principal, set the plans and policies of the school, appoint school staff, manage the spending of the school budget and set and monitor standards within the school, all with the aim of driving school improvement.

The Board of Governors of a school has an important strategic role to play in the management of the school and to take corporate decisions in relation to their statutory functions.

More information on the Board of Governors' roles including their statutory responsibilities can be found in the DE publication, a Guide to Governor Roles and Responsibilities, www.education-ni.gov.uk/publications/guide-governor-roles-and-responsibilities.

A school's Board of Governors is made up of parent and teacher members, members representing the owners or former owners of the school and members of the general public with an interest in education. Although nominated by different groups, all governors have the same role and voting rights.

Hazelwood College has four vacant positions for the role of Parent Governor.

In accordance with the Education & Libraries (NI) Order, an election is to be held to determine the four parents who will hold office from September 2023.

Both parents/guardians of each pupil attending the School are entitled to nominate candidates, to vote and stand for election. Meetings are held up to six times a year, in late afternoon/ early evening and last around two hours. Attendance can be in person or via MS teams.

Nomination forms must be completed using the following link:

<https://forms.gle/Sn4eWPw293UcHKfZ6>

We would ask the candidate standing for election to complete the Google Form adding details for the proposer and seconder and submit their form to the School.

As Clerk to the Board of Governors, the Acting Principal will then contact each nominee to confirm their intention to stand for election.

As you will note nomination forms must be returned not later than **3:30pm on 8th June 2023**.

It may be necessary to hold a Ballot if there are more nominations received than places to be filled.

Yours faithfully

Patricia Mallon,
HEAD OF FINANCE & CORPORATE SERVICES

The following information outlines details regarding the Election of Parent Governors.

THE ELECTION OF PARENT GOVERNORS

1. The Education & Libraries Order provides for the election of Parents to the Governing Body of the School.
2. The Board of Governors is constituted as follows:
 - i. Two Parent Foundation Governors
 - ii. Four Trust Foundation Governors
 - iii. Four DENI Governors
 - iv. Two Teacher Governors
 - v. Four Parent Governors

plus the Principal and Head of Finance & Corporate Services as non-voting members of the Board.

3. Those so elected will serve for a four-year term unless the election is to cover a casual vacancy in which case the person elected shall hold office only so long as the person in whose place he/she has been elected held the same.
4. On taking up office, new Governors will be required to sign a Declaration of Acceptance of Membership of the Board.
5. All Governors will be subject to the basic rule of Declared Interest. Any member of the Board who has, or might have, a personal interest, direct or indirect, in any matter under consideration or discussion must at once declare his or her interest to the Chair and unless the Chair otherwise directs, immediately leave the meeting during such consideration or discussion of such a matter.
6. Nominations for election of Parent Governors are now invited on the nomination form which should be submitted electronically not later than **3:30pm on 8th June 2023**.
7. The election will be conducted electronically, with an electronic nomination form required to be completed and submitted to the school electronically by the date noted above. If there are more nominations than places to be filled a ballot will be held.
8. All Governors are required to comply with the provisions in the School's Scheme of Management relating to the procedures and functions of the Board of Governors.