



Ballyclare Secondary School

Doagh Road
Ballyclare
Co Antrim
BT39 9BG

Tel: 028 9332 2610

Principal: Mrs K O Bell BA Adv Cert Ed PQH

Nomination of Parent Representative(s) to the Board of Governors for the Term of Office 2018 - 2023

April 2022

Dear Parent/Carer

You are invited to participate in the election of a parent representative(s) to the Board of Governors of the above-named school.

The purpose of the ballot is to elect a parent representative(s) to the Board of Governors for the term of office 2018 – 2023. The Board of Governors is an important body responsible for various aspects of the management of the school. Attached is an information leaflet on the roles and responsibilities of Boards of Governors.

The following points should be noted:

1. Both parents/carers of each pupil attending the school are entitled to vote in the election.
2. Each parent/carers 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 any meetings held during this process. 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 (Appendix B). 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 Appendix B1) you should return the forms to me not later than **Friday 13th May 2022**.
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.



6. The election will be by way of a ballot conducted at a meeting of parents/carers to be held in the Ballyclare Secondary School on **Monday 23rd May 2022 at 7.00pm**. Please complete the enclosed reply slip to indicate if you will/will not be attending the meeting.

Yours faithfully,

Mrs. K. Bell

Mrs K O Bell

Secretary of the Board of Governors

Clerk of the Election