

Guidance for the Election of Teacher Representatives in Controlled Schools



**RECONSTITUTION OF
BOARDS OF GOVERNORS**

**TERM OF OFFICE
(2018-2022)**

EDUCATION AUTHORITY
BOARDS OF GOVERNORS
FOR THE TERM OF OFFICE 2018 - 2022

**GUIDANCE FOR THE ELECTION OF TEACHER REPRESENTATIVES
IN CONTROLLED SCHOOLS**

The Department of Education's Circular No. 2017/20 [Parts 3 and 4] (*copy attached*) outline the arrangements that would meet with the Departments approval governing the election of teacher representatives (*in law a teacher is, other than the principal or temporary or part-time teacher, employed on the staff of a school. As indicated in the above circular, DE will not object if part-time permanent teachers are included in the election procedures for the 2018-22 reconstitution process*).

Please refer to the governor membership category list within this pack for the number of teacher representatives.

A sample procedure, which you may wish to adopt is detailed below.

A. INVITATION TO THE MEETING

1. The board of governors should designate a person (*who should not be eligible for election*) to act as clerk to the election.
2. The clerk, in consultation with the teaching staff, shall arrange a meeting at a time and date suitable to as many teachers as possible and shall ensure that all **full-time and part-time permanent** teachers are duly invited.

A letter of invitation (*sample attached in appendix a*) together with an information leaflet summarising the roles and responsibilities of boards of governors (*appendix e*) must be given to teachers **at least seven days** before the date of the meeting. Please ensure teachers who are absent from school for any reason e.g. sickness, maternity, career break etc. should also be informed of the election.

3. At the same time as the teachers are invited to the meeting they should receive a nomination form (*appendix b*). All nomination forms should be returned to the clerk on a suitable date prior to the meeting.

B. PROCEDURE AT THE MEETING

4. At the commencement the clerk should explain the purpose of the meeting and inform the teachers of the nomination(s) received for teacher representatives on the board of governors.
5. If the number of nominees is equal to, or fewer than, the number of places to be filled, all candidates should be deemed to have been elected, without the need for a vote (*please refer to the membership of school governors table within this pack for number of teacher governor representatives*).
6. Each teacher is entitled to **one** vote only in respect of each vacancy.

7. Where there are more nominees than positions a ballot shall be carried out using the sample voting slip ([appendix c](#)). Tellers (*who should not be candidates*) may be appointed. Both candidates and tellers are eligible to vote and candidates should be invited to scrutinise the count. A simple majority should determine the successful candidate(s).
8. If two or more candidates receive an equal number of votes during an election held at a meeting, a further ballot should be held in order to split the tied candidates. Only the candidates with the same number of votes should be involved in this ballot; any candidate(s) with more votes should be declared elected and all others should be eliminated. If the further ballot also produces a tie, the result should be determined by lot.
9. If the meeting fails to nominate sufficient teacher representatives the clerk should contact the Education Authority for further advice.

C. RETURNS

10. Within seven days after the meeting the clerk must complete and return the report of the meeting which is enclosed ([appendix d](#)) to the named person in the appropriate Education Authority Office as outlined below.

| | |
|--------------------------------------|---|
| Antrim Office | Karen White , Education Authority, Antrim Office, 17 Lough Rd, Antrim BT41 4DH |
| Armagh Office | Lorraine Livingstone , Education Authority, Armagh Office, 3 Charlemont Place, The Mall, Armagh BT61 9AX |
| Belfast/ Dundonald Office | Paula Maguire , Education Authority, Belfast Office, 40 Academy Street, Belfast, BT1 2NQ |
| Omagh Office | Teresa McCrory , Education Authority, Omagh Office, 1 Hospital Road, Omagh, BT79 0AW |

11. The clerk should retain a report of the meeting, together with nomination forms and voting slips in accordance with school's disposal of records schedule.

D. GENERAL

12. An elected teacher governor ceases to hold the office of governor when he/she ceases to be employed as a teacher on the staff of the school.
13. Where two or more primary schools have been grouped together under one board of governors, one election involving all schools should be held.

EDUCATION AUTHORITY

NOMINATIONS OF TEACHERS REPRESENTATIVES TO THE BOARD OF
GOVERNORS FOR THE TERM OF OFFICE 2018 - 2022

_____ SCHOOL/COLLEGE/ACADEMY

Dear Sir/Madam

You are invited to attend a meeting on _____
at _____ am/pm in order to elect teachers representatives to the board of
governors of the school for the term of office 2018 - 2022.

The following points should be noted:-

1. all teachers employed in a **full time and part-time permanent** capacity in the school are entitled to be present and all such teachers except the principal are entitled to vote at the meeting;
2. nomination forms are provided with this invitation and should you wish to nominate a teachers representative the form should be duly completed with the name of the proposer, seconder (*who must be a teacher at the school*) and the signature of the candidate agreeing to stand for election. **Completed nomination forms should be returned to me not later than _____**

The board of governors provides teachers representative with the opportunity to become closely involved in and identified with this aspect of school management and you are encouraged to participate in this election.

Yours faithfully

Clerk of the Election

NOMINATION FORM

EDUCATION AUTHORITY

**ELECTION OF TEACHERS REPRESENTATIVES TO THE BOARD OF GOVERNORS
FOR THE TERM OF OFFICE 2018 - 2022**

_____ SCHOOL/COLLEGE/ACADEMY

We, the undersigned, propose and second _____ as teachers
representative on the board of governors for the term of office 2018 - 2022.

Signed: _____ (Proposer)

_____ (Seconder)

I agree to stand for election to the board of governors

Signed: _____ (Nominee) Date: _____

Please return to the clerk not later than _____

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NOMINATION FORM

EDUCATION AUTHORITY

**ELECTION OF TEACHERS REPRESENTATIVES TO THE BOARD OF GOVERNORS
FOR THE TERM OF OFFICE 2018 - 2022**

_____ SCHOOL/COLLEGE/ACADEMY

We, the undersigned, propose and second _____ as teachers
representative on the board of governors for the term of office 2018 - 2022.

Signed: _____ (Proposer)

_____ (Seconder)

I agree to stand for election to the board of governors

Signed: _____ (Nominee) Date: _____

Please return to the clerk not later than _____

VOTING SLIP

EDUCATION AUTHORITY

**ELECTION OF TEACHERS REPRESENTATIVES TO
BOARDS OF GOVERNORS FOR THE TERM OF OFFICE 2018 - 2022**

_____ **SCHOOL/COLLEGE/ACADEMY**

The following candidates have been officially nominated. Place an X in the appropriate space opposite the candidate for whom you are voting.

| NAMES OF CANDIDATES | VOTE |
|----------------------------|-------------|
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EDUCATION AUTHORITY

ELECTION OF TEACHERS REPRESENTATIVES TO BOARDS OF GOVERNORS FOR THE TERM OF OFFICE 2018 - 2022

REPORT OF THE MEETING OF TEACHERS AT

_____ SCHOOL/COLLEGE/ACADEMY

I hereby report as follows:

- (a) a meeting of teachers in full-time and part-time permanent employment at the above school was held as follows:

Date: _____ Time: _____

- (b) the following teachers were nominated (complete as appropriate):

1) Name: _____ 2) Name: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

3) Name: _____

Address: _____

Postcode: _____

Signed: _____ Clerk Date: _____

N.B. Clerks should retain the following information:-

- (a) the number of votes cast for each nominee
 (b) record of any decision made by lot

Please return completed form to the appropriate Education Authority office.

| | |
|---------------------------------|--|
| Antrim Office | Karen White , Education Authority, Antrim Office, 17 Lough Rd, Antrim BT41 4DH |
| Armagh Office | Lorraine Livingstone , Education Authority, Armagh Office, 3 Charlemont Place, The Mall, Armagh BT61 9AX |
| Belfast/Dundonald Office | Paula Maguire , Education Authority, Belfast Office, 40 Academy Street, Belfast, BT1 2NQ |
| Omagh Office | Teresa McCrory , Education Authority, Omagh Office, 1 Hospital Road, Omagh, BT79 0AW |

EDUCATION AUTHORITY

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 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:

- (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 Education Authority 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:
 - a) Appointments and Promotions
 - b) Discipline and Grievance Management
 - c) Development of Staff
 - d) 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, 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 Education Authority devolves to governors responsibility for the financial management of the school in accordance with procedures and guidelines determined by the Education Authority. The board 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, the Education Authority 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 the Education Authority, 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 the Education Authority.

Useful Reference: Every School a Good School (ESaGS) at
www.deni.gov.uk