

**Principal**

Mr Philip Chambers  
B.Ed. (Hons) PQH (NI)

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Annalong Primary School and  
Nursery Unit  
31, Kilkeel Road, Annalong  
Co Down  
BT344TH

 02843768336

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**EDUCATION AUTHORITY  
NOMINATION OF PARENT REPRESENTATIVES TO THE BOARD OF GOVERNORS FOR THE TERM OF  
OFFICE 2024 - 2028  
Annalong Primary School and Nursery Unit**

Dear Parent

The purpose of this letter is to inform you that we are required to elect **two parent representatives** to the Board of Governors for the term of office 2024 – 2028. The Board of Governors is an important body responsible for various aspects of the management of the school. An information booklet on the roles and responsibilities of Board of Governors has been shared on the school app and school website along with this letter.

The following points should be noted:

1. The Board of Governors has appointed me to act as clerk of the election. A report of the proceedings will be forwarded to the appropriate Education Authority office.
2. Should you wish to nominate a person(s) as parent representative(s) (**who must be a parent of a child at the school**), please use the nomination form 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 you should return the forms to me not later than Friday 17<sup>th</sup> May.
3. If there are more than two candidates, I will issue ballot papers for an election.
4. Each parent is entitled to **one** vote only in respect of each vacancy.
5. **Both** parents of each pupil attending the school are entitled to vote.

Yours faithfully

*P Chambers*

P Chambers  
Clerk of the Election

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**Nomination Form**

- 1) I wish to nominate \_\_\_\_\_  
for the role of Parent Representative in the Board of Governors.

I can confirm that the person I have nominated has agreed to this nomination for Parent Representative in the Board of Governors.

Name of Nominator - \_\_\_\_\_

Signature of Nominator - \_\_\_\_\_

Name of Seconder - \_\_\_\_\_

Signature of Seconder - \_\_\_\_\_

Date - \_\_\_\_\_

- 2) I wish to nominate \_\_\_\_\_  
for the role of Parent Representative in the Board of Governors.

I can confirm that the person I have nominated has agreed to this nomination for Parent Representative in the Board of Governors.

Name of Nominator - \_\_\_\_\_

Signature of Nominator - \_\_\_\_\_

Name of Seconder - \_\_\_\_\_

Signature of Seconder - \_\_\_\_\_

Date - \_\_\_\_\_

