



Victoria Primary School & Nursery Unit

Coronation Road, Carrickfergus,
County Antrim, BT38 7EZ
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Principal : Mr C. Fulton BA Hons (QTS)

Wednesday 6th December 2023

Dear Parent / Carer,

It is now time to appoint your Parent Governors who will serve on our Board of Governors from September 2024 for the next four academic years. In order to facilitate as many parents as possible to participate in the process of appointing our two parent representatives we are now seeking nominations of parents for election.

Each parent of a child currently in attendance at Victoria Primary School can propose a fellow parent as long as:

- The parent at the time of the election has a child in our school.
- The parent to be nominated agrees to stand for election and signs the nomination form.
- The proposer signs the nomination form.
- The nomination is seconded by another parent of a child currently in attendance at Victoria Primary School.
- The form is returned to school, along with the nominated parent's Personal Statement by **12noon on Thursday 21st December 2023**.

If you do not wish to nominate a parent then you don't need to do anything further at this stage.

Before nominating a parent, please ensure that they have read the attached 'Roles and Responsibilities of Board of Governors' document. As the role of a Governor becomes increasingly challenging, particularly in the current financial climate, I would also like to extend the offer of chatting with any interested parents before hand in order to answer any questions they may have. This can either be face to face or over the phone. This has proved very beneficial in the past as I am able to explain fully the expectation of being a Governor before a nomination is brought forward.

If you would like to nominate a parent, please complete the attached nomination form following the bullet points outlined above and return to school along with the nominated parent's personal statement by **12noon on Thursday 21st December 2023**.

We have vacancies for 2 parent governors. In the event of only 2 parents being nominated no election will be required. If more than 2 parents are nominated, then a vote will take place.

Thank you for taking the time to support school during this process.

Yours sincerely,

A handwritten signature in black ink, appearing to read "C Fulton".

Mr C. Fulton
Principal & Secretary to the Board of Governors