



Li Cheng Uk Government Primary School

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Parent-Teacher Association

Notice No: 4/2025-26

2.10.2025

Dear Parents/Guardians,

School Management Committee (SMC)

Election of Parent Manager (2025-2027)

Since the implementation of school-based management in public sector schools in 2000, the Education Bureau has been promoting the participation of key stakeholders in school management and decision making. The aim is to introduce an open and transparent participatory school governance framework in schools by including key stakeholders like teachers and parents in the School Management Committee (SMC).

Our school has established the School Management Committee since 1999. It consists of an officer appointed by the Education Bureau, School Headmistress, 2 Teacher Managers, 2 Parent Managers and an Independent Member. Parent Managers will work together with other members of the SMC in school management and decision-making on honorary basis.

In accordance with the Constitution of the School Management Committee of our school, the school in collaboration with the Parent-Teacher Association (PTA) is now planning to conduct an open, fair and transparent election to elect parent managers. The details of the Parent Manager Election are as follows:

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| Returning Officer: | Ms FU Yuen-fong, Deputy Headmistress <ul style="list-style-type: none">- To supervise the entire electoral exercise that includes monitoring the nominations, printing and issuing of ballot papers and counting of votes. |
| Vacancy: | Two Parent Managers |
| Candidature: | <ul style="list-style-type: none">- All parents of current students of the school are eligible to become candidates. Parents in relation to a student include a guardian of the student and a person who is not the parent or guardian of the student but has the actual custody of the student.- A parent should not be nominated in the event of the following situations:<ul style="list-style-type: none">i. He/She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance. (Please refer to Annex I)ii. He/She has served as Parent Manager for more than 3 consecutive terms.iii. He/She is a serving teacher of the school. |
| Responsibilities of Parent Managers: | Parent Managers shall be responsible for: <ul style="list-style-type: none">- ensuring that the vision and mission of Li Cheng Uk Government Primary School is carried out;- developing the general direction for the school, formulating the education and management policies of the school; and- overseeing the planning and budgetary processes, monitoring the performance of the school, ensuring accountability of school management and strengthening the community network by attending the SMC meetings. The SMC shall meet at least 3 times in any school year. |

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| Tenure: | <ul style="list-style-type: none"> - Two school years or as specified by the Permanent Secretary. - Parent Members shall cease to hold office if he/she is no longer a parent of the school, his/her term of office as Member shall continue until its expiry or the end of the school year, whichever is the earlier. - If the tenure of office of a Parent Manager ends prematurely, the procedure to fill the vacancy should comply with the provisions of the Constitution. |
| Method and Period of Nomination: | 3 October 2025 (Friday) – 9 October 2025 (Thursday) <ul style="list-style-type: none"> - A parent may nominate himself / herself to stand for the election. No seconding of nomination is needed. - Each candidate is required to supply a brief statement (within 120 words) of his / her personal information and a photograph to the Returning Officer via their class teachers of the eldest child on or before <u>9 October 2025 (4:00 p.m.)</u>. |
| Distribution of Ballot Papers | 15 October 2025 (Wednesday) <ul style="list-style-type: none"> - The Returning Officer will issue a notice (with the attached ballot paper) to all parents, listing the names of the candidates together with their brief statements. - Two ballot papers will be given to each student. If a family has two or more children currently studying at our school, ballot papers will be given to the eldest child. |
| Voting Period and Voting Method: | 23 October 2025 (Thursday) – 24 October 2025 (Friday) <ul style="list-style-type: none"> - Parents elect two parent managers through a secret ballot. - Every parent should cast only one vote irrespective of the number of children the parent has at the school. - Parents must return the ballot papers, sealed in the envelopes specially designed for the election, through their eldest child studying at our school on or before <u>24 October 2025 (8:30 a.m.)</u>. - Students will be asked to place the sealed ballots paper into the locked ballot box under the witness of the PTA teacher member and the candidates during the class period and the 1st lesson of the Voting Period. - If parents do not want to vote, they do not have to return the blank ballot papers. |
| Counting of Votes | <ul style="list-style-type: none"> - Counting of votes will be done on <u>25.10.2025 (Saturday)</u> at about <u>11:30 a.m</u> at PTA Annual General Meeting. All parents and candidates are cordially invited to come and witness the counting of votes. - Ballot paper will be declared invalid, if <ul style="list-style-type: none"> (i) the number of candidates being voted on the ballot paper exceeds two; (ii) the ballot paper has not been marked properly; or (iii) the ballot paper is marked in such a way that the identity of the elector can be traced. |
| Announcement of Result: | <ul style="list-style-type: none"> - The successful candidates are the two who obtain the greatest and the next greatest number of votes. - The Returning Officer will issue a notice informing all parents of the result of the election. |
| Appeal: | <ul style="list-style-type: none"> - If unsuccessful candidates disagree with the result of the election, written appeals with reasons should be submitted to the Returning Officer within one week from result announcement. - The Headmistress and the PTA committee will handle the appeal fairly and transparently. |

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| Special Arrangements: | <ul style="list-style-type: none"> - In case no nomination is received or only one nomination is received, the entire election process will be postponed by two weeks. A new nomination period will be announced by the Returning Officer in due course. - If the number of the candidates equals the number of vacancies, the candidates will be elected unopposed. No voting is needed. - In the event of a tie in votes, the second secret ballot will be held immediately between the tied candidates. The second round of voting is open to the parents in attendance at the PTA Annual General Meeting. If the second ballot also results in a tie, the winner shall be chosen by lot. - The candidates obtain the greatest and the next greatest number of votes will be nominated for registration as the parent managers. Should the candidate with the greatest number of votes fail to complete the registration process, or if his/her application is refused by the Permanent Secretary, the candidate who obtains the next greatest number of votes will be nominated instead. - Should tropical cyclones or heavy persistent rain cause the Education Bureau (EDB) to suspend whole-day school classes on a day that falls within the nomination period, the ballot distribution day, or the 1st day of the voting period, the original electoral schedule will be delayed by one school day. - Should tropical cyclones or heavy persistent rain cause the Education Bureau (EDB) to suspend whole-day school classes on the 2nd day of the voting period, 24.10.2025, parents have to go to school on 25.10.2025 within 09:00-10:00 and place their sealed ballot into the locked ballot box placed at the entrance of the school Hall. - Should tropical cyclones or heavy persistent rain cause the Education Bureau (EDB) to suspend AM or whole-day school classes on 25.10.2025 (Saturday), then PTA Annual General Meeting and the counting of votes will be postponed to 1.11.2025 (Saturday). |
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For further information, parents are welcome to contact Ms FU Yuen-fong at 23868049.

Thank you for your attention and co-operation.



(Ms CHUI Sau-man)

Headmistress

Education Ordinance
Provision relating to Election of Parent Managers

| Section | Content |
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| 30 | <p>Grounds for refusal to register manager</p> <p>The Permanent Secretary may refuse to register an applicant as a manager of a school if it appears to the Permanent Secretary that –</p> <ul style="list-style-type: none"> ● the applicant is not resident in Hong Kong for at least 9 months in each year; ● the applicant is not a fit and proper person to be a manager; ● the applicant is under the age of 18 years; ● the applicant has attained the age of 70 years and he fails to produce a valid medical certificate certifying that he is physically fit to perform the functions of a manager; ● the applicant is under the age of 70 years and he fails to produce, upon a request by the Permanent Secretary, a valid medical certificate certifying that he is physically fit to perform the functions of a manager; ● in making or in connection with any application – <ul style="list-style-type: none"> (i) for registration of a school; (ii) for registration as a manager or a teacher; or (iii) to employ a person as a permitted teacher in a school, the applicant has made any statement or furnished any information which is false in any material particular or by reason of the omission of any material particular; ● the applicant is a bankrupt within the meaning of the Bankruptcy Ordinance (Cap. 6) or has entered into a voluntary arrangement under that Ordinance; ● the applicant has previously been convicted in Hong Kong or elsewhere of a criminal offence punishable with imprisonment; or ● the applicant has been registered as a manager of 5 or more schools. |