



# Li Cheng Uk Government Primary School

43 Tonkin Street, Sham Shui Po, Kowloon

Tel : 2386 8049

Fax : 2708 9950

Website : <http://www.lcu.edu.hk>

Email : [lcugps@edb.gov.hk](mailto:lcugps@edb.gov.hk)

## Parent-Teacher Association

Notice No: 3/2023-24

22.9.2023

Dear Parent/Guardians,

### School Management Committee(SMC) Election of Parent Managers

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.

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:

Returning Officer:	<b>Ms LEE Kwong-yung, Deputy Headmistress</b> - To supervise the entire electoral exercise that includes monitoring the nominations, printing and issuing of ballot papers and counting of votes
Vacancy:	<b>Two</b> Parent Managers
Candidature:	- 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: i. He/She does not meet the registration requirements of managers set out in Section 30 of the Education Ordinance. 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: - 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

Tenure:	<ul style="list-style-type: none"> <li>- <b>Two school years</b> or as specified by the Permanent Secretary</li> <li>- 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</li> <li>- 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.</li> </ul>
Period and Method of Nomination:	<p><b>25 September 2023 (Monday) – 9 October 2023 (Monday)</b></p> <ul style="list-style-type: none"> <li>- Each candidate is required to supply a brief statement (about 100 words) of his / her personal information and a photograph to the Returning Officer via their class teachers of the eldest child on or before <b>9 October 2023</b>.</li> </ul>
Distribution of Ballot Papers	<p><b>13 October 2023 (Friday)</b></p> <ul style="list-style-type: none"> <li>- 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.</li> </ul>
Polling Period and Voting Method:	<p><b>16 October 2023 (Monday) – 27 October 2023 (Friday)</b></p> <ul style="list-style-type: none"> <li>- Parents elect <b>two</b> parent managers through a secret ballot.</li> <li>- Every parent should cast only one vote irrespective of the number of children the parent has at the school.</li> <li>- Parents must return the ballot papers, sealed in the envelopes specially designed for the election, to the class teachers of their eldest child on or before <b>27 October 2023 (4:00 p.m.)</b>.</li> <li>- Parents who do not wish to elect any of the candidates are also required to return the blank ballot paper to the school.</li> </ul>
Counting of Votes	<ul style="list-style-type: none"> <li>- Counting of votes will be done on <b>28.10.2023 (Saturday)</b> at <b>11:30 a.m</b> at PTA Annual General Meeting. All parents and candidates are cordially invited to come and witness the counting of votes.</li> </ul>
Announcement of Results:	<p>The Returning Officer will issue a notice informing all parents of the results of the election.</p>

For further information, parents are welcome to contact Ms Rukhshinda at the General Office at 23868049.

Thank you for your attention and co-operation.



(Ms CHUI Sau-man)

Headmistress

**Reply Slip**  
**School Management Committee**  
**Election of Parent Managers**

PTA Notice: 3/2023-24

Date: \_\_\_\_\_

To: PTA Chairperson and Headmistress,

I have read the PTA Notice No. 3/2023-24 dated 22.9.2023 and I fully understand its content.

\* I wish to be the candidate for the election of the parent manager. I hereby declare that I am eligible to be a candidate and do not fall into any of the categories mentioned in Section 30 of the Education Ordinance.

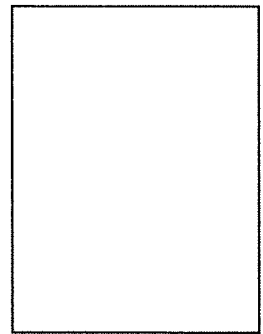
Name: Mr/Mrs/Ms \_\_\_\_\_

Occupation: \_\_\_\_\_

Pupil's Name: \_\_\_\_\_ ( ) Class: P. \_\_\_\_\_

\_\_\_\_\_ ( ) Class: P. \_\_\_\_\_

\_\_\_\_\_ ( ) Class: P. \_\_\_\_\_



a passport-sized photo

***My vision as a Parent Manager in the SMC (about 100 words):***

---

---

---

---

---

---

---

---

---

---

---

---

---

\* I do not wish to be the candidate.

Parent's / Guardian's Signature: \_\_\_\_\_

\* Please “✓” the appropriate box.

**Education Ordinance**  
**Provision relating to Election of Parent Managers**

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