11th October 2023

**New Boards of Management in Primary Schools**

Dear Parent/Guardian,

The current term of the Board of Management in our school will expire on 30/11/2023 and a new Board of Management will take up office on 1/12/2023.

Boards of Management are appointed for a four year term and their task is to manage the school on behalf of the patron, in our case the Bishop of Kildare & Leighlin, Denis Nulty. Each Board of Management has eight members, two of which are Parent Nominees (one being a mother and the other a father) elected from those parents who currently have children enrolled in the school.

The role of the Parent Nominee is designed to bring a mother’s and a father’s view to all Board of Management deliberations and decisions. To this end, their contribution to the work of the Board is important, however parents should note that although elected by parents, Parents Nominees do not represent the parent body and are not required to consult with the wider parent population, take instruction from them or report back to them.

In order to obtain nominations for Parents Nominees we are writing to each parent to:

1. Establish their willingness to stand for nomination and election as parent.
2. Obtain consent for the circulation of their name and the classes attended by their child(ren) to all other parents, if they are willing to stand for nomination and election.

Please find attached a Consent Form. If you are willing to stand for nomination and election as a parent nominee to the Board of Management please complete, sign and date the Consent Form and return it to the school no later than next Monday 16th October so that the school may furnish your details (ie. Your name & classes attended by your children) to other parents next week for nomination.

**Please do not complete the consent form if you are not willing to be nominated.**

If your spouse/partner (being a parent of a child in the school) wishes to be nominated s/he must furnish the school with a separate Consent Form.

In conclusion I would like to sincerely thank Fiona Hyland & Eoin Delaney, the current Parents Nominees on the Board of Management, for their work on the Board of Management and their commitment to our school over the last four years.

Mise, le meas,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

David O’Brien (Principal)

**Consent Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please print names)

Confirm that I am willing to stand for nomination and election as parent nominee on the Board of Management.

For the purpose of the nomination/election of a parent nominee to the Board of Management I authorise Scoil an Fhraoich Mhóir, The Heath, Portlaoise to circulate to all other parents in the school:

* My name
* The class level (eg. 1st class, infants etc.) attended by my children

**Please tick each box as appropriate to indicate your consent**

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated: \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2023

**Please note:**

*All personal information provided on this consent form will be stored securely by the Board of Management and will be used solely for the purpose of the election of parent nominee(s) to the Board of Management. This information will be circulated to the parents of children attending the school and will not be disclosed to any other external third party. It will be deleted when the process is completed. The voting returns from the ballot may be retained for the purposes of co-option in order to fill vacancies occurring during the life of the Board where it is decided, having consulted the parents’ association, not to have a by-election or further by-election as appropriate.*