

Coláiste an Chroí Naofa
Carrraig na bhFear
Co. Chorcaí

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Sacred Heart College
Carrignavar
Co. Cork

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Coláiste an Chroí Naofa

Nomination of Parent/Guardian Nominees to The Board of Management

Dear Parent/ Guardian,

I am writing to inform you that the term of the current Board of Management is coming to an end.

A new Board will be appointed in the coming weeks for a term of three years ending October 2020. I have outlined the composition of the Board of Management below. If you wish to put your name forward as a parent/guardian nominee please fill in the Nomination Form.

Board of Management:

The Board of Management is composed of 8 persons and is appointed by the CEIST Trustees. The present Board of Management was appointed in October 2014 for a term of three years. The Principal acts as Secretary to the Board.

Trustee Nominees:

4 members are nominated by the CEIST Trustees. The Trustees appoint the Chairperson.

Teacher Nominees:

2 teachers are nominated by all current pro rata contracted, job sharing and current full time teachers who have a contract for thirteen weeks or more on the staff of the school at the time of the election. To be elected, a teacher should have at least one year's service in the school.

Parent Nominees:

2 **parents/legal guardians** of students currently enrolled in the school, are nominated by the parents/legal guardians of students currently enrolled. A parent whose son/daughter is no longer attending the school will have to resign from the Board of Management. Eligibility for election as parent representative to the Board of Management is confined to the **parents/legal guardians** of students currently enrolled in the school. Gender balance is encouraged, usually one male and one female parent nominee.

A parent/legal guardian whose son/daughter will no longer be enrolled during the whole of the three year term of office, is eligible for election, but will have to come off the Board, if they no longer have a son/daughter attending. Eligibility to **vote** for those nominated for election to the Board of Management of Coláiste an Chroí Naofa is confined to the **parents / legal guardians** of students currently enrolled in Coláiste an Chroí Naofa.

Please note: Nominations Forms must be signed and returned to the school office by 11.00a.m on Monday 2nd October 2017

Le gach dea ghúí

A handwritten signature in black ink, appearing to read 'Colm Ó Corcora'.

C Ó Corcora
Príomh Oide & Secretary to
Board of Management.

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Nomination Form For Parent/Guardian Nominee on Board Of Management

October 2017 to October 2020

DECLARATION:

- I agree to go forward for nomination to the Board of Management.
- I understand that the Board of Management undertakes responsibility for the conduct, management and financial administration of the school, in accordance with the ethos of the CEIST Trustees and under their general supervision and control.
- I understand that the Board of Management has statutory duties under legislation
- I understand that the Board of Management has a duty to ensure that the school is managed in accordance with the rules and regulations of the Department of Education & Skills (DES)
- I understand that the Board of Management functions collectively and that any decisions are the collective responsibility of the the Board.

Signed:

My Son/s /Daughter/s Currently Enrolled In The Coláiste:

Names of Student: :

Year In Which Student Is Currently Enrolled : _____

Names of Student: :

Year In Which Student Is Currently Enrolled In The School: _____

Notes:

1. Nomination Forms must be signed and returned to the school office by **11am on Monday 2th October 2017**. Late or unsigned forms will not be valid.
2. In the event of only two nomination being received, these parent's name will go forward to CEIST for appointment.
3. If there is more than two nominations, an election will be held. The names of the nominated parents will be placed on a ballot paper and parents/legal guardians will indicate their choice.
4. Following the ballot, the name of the parent nominee with the highest number of preferences will go forward to CEIST for appointment.
5. Parents/guardians will be notified by 6th October if an election is required and ballot papers will be distributed shortly afterwards.