



Holy Faith Secondary School
Belgrove Road
Clontarf
Dublin 3

Telephone: 01 8331507
01 8332754
Email:
admin@holyfaithclontarf.com

13th September 2024

Dear Parent(s)/Guardian(s)

The term of the present Board of Management of the school expires in mid October 2025. There are eight members of the Board of Management: four members are nominated by the Trustees, Le Chéile; two parents of students currently in the school are nominated and two permanent full time lay teachers are nominated. A position for a parent nominee on our Board of Management has become available. This position is for a one-year term i.e. the remaining year of the current Board.

The Board of Management is the most important body in the life of the school and this is clearly set down in the Articles of Management:

‘The conduct, management and financial administration of the school shall be under the control of the Board of Management – subject to the general supervision and control of the Trustees for the time being’.

The duties of the Board include areas of responsibility regarding Finance, Staffing, Pupils and Department of Education and Skills. The Board is, however, ultimately responsible at all times to the Trustees.

Board Membership involves a commitment of interest and time. There are meetings regularly throughout the year and members often undertake work or tasks on behalf of the Board between meetings.

We are asking you, the parents, therefore, to nominate your representative for election to the School Board and your nomination paper is enclosed.

We are asking:

1. that whoever you nominate has agreed to allow his/her name to go forward and has signed to that effect.
2. that the nomination paper be returned to the school before 3.30 p.m. on Thursday 19th September 2024. Members of the Parents’ Association will collate the nominations.
3. that parents consider gender balance in nominations.
4. that the list of nominees will be posted to parents on Friday 20th September 2024 together with details of the meeting on Wednesday 25th September 2024.
5. the election of one parent representative will be held at a meeting in the school on Wednesday 25th September 2024 at 8.00 p.m. **Only those attending the meeting may vote.**

We would like to thank Mr Anthony Fallon for his commitment and work as a Board Member since October 2022.

We look forward to meeting you on the 25th September. The AGM of the Parents’ Association will also take place that evening.

Yours sincerely

Mary Molloy
Deputy Principal



**HOLY FAITH SECONDARY SCHOOL
CLONTARF, DUBLIN 3**

Telephone: 8331507 email : admin@holyfaithclontarf.com

NOMINATION PAPER

**Nomination of Parent
to Membership of the Board of Management,**

Name of Nominee: _____
Parent of: _____ Class: _____

Proposer: _____
Parent of: _____ Class: _____

Secunder: _____
Parent of: _____ Class: _____

The person nominated must have agreed to serve on the Board of Management if elected before their name is returned for the nomination list.

Nominee's signature of consent: _____

This nomination paper should be returned to the school office by 3.30 p.m. on Thursday 19th September 2024.

Please address the envelope to:

Board of Management
Holy Faith Secondary School
1, Belgrove Road
Clontarf
Dublin 3

And mark the envelope 'Nomination Paper'.