



Holy Faith Secondary School
Belgrove Road
Clontarf
Dublin 3

Telephone: 01 8331507
01 8332754

Email:
admin@holyfaithclontarf.com

31st August 2022

Dear Parent(s)/Guardian

The term of the present Board of Management of the school expires in mid October 2022. Arrangements are being made for the election of two parent representatives to the New Board. 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.

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 Wednesday 7th September 2022. 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 Thursday 8th September 2022 together with details of the meeting on Wednesday 21st September 2022.
5. the election of two parent representatives will be held at a meeting in the school on Wednesday 21st September 2022 at 7.30 p.m. **Only those attending the meeting may vote.**

We are indebted to our present parent representatives, Ms Tracy Kearney and Ms Deborah Maguire for their commitment and work as Board Members.

We look forward to meeting you on the 21st September. The AGM of the Parents’ Association will also take place that evening and a notice will be sent closer to the time.

Yours sincerely

Deirdre Gogarty
Secretary to the Board of Management



**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 Wednesday 7th September 2022.

Please address the envelope to:

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

And mark the envelope 'Nomination Paper'.