

18 October 2019

Re: Nomination/Election of parent(s) who will be nominated to the Patron for appointment as a parent nominee(s) to the Board of Management of Ard Rí Community National School

Dear Parent/Guardian

The Minister for Education and Skills has published Circular Letter 0057/2019 pertaining to the Election of new Boards of Management of Primary Schools.

In order to progress the establishment of the new Board of Management at Ard Rí Community National School, I would like to invite you to attend a meeting of all parents of students currently enrolled and attending Ard Rí CNS on **Wednesday 6 November 2019 at 7.00pm** in the school to elect parent nominees for the Board of Management of the school.

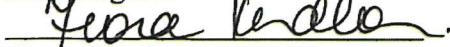
At Ard Rí Community National School the Board of Management will comprise eight persons as follows:

- (i) Two direct nominees of the Patron
- (ii) Two parents elected from parents of children who are enrolled and have commenced attendance at the school (one being a mother, the other a father, elected by the general body of parents of children who are enrolled and have commenced attendance at the school)
- (iii) The Principal teacher (or Acting Principal teacher) of the school
- (iv) One other serving teacher on the staff of the school, elected by vote of the teaching staff which includes the Principal teacher
- (v) Two extra members proposed by those nominees, described above, acting in accordance with the process set out at Appendix C of the Governance Manual for Primary Schools 2019 – 2023.

At the meeting on the 6 November 2019, we will seek nominations from parents as outlined in (ii) above for persons to stand for election as parent nominees on the Board. Each nominee must be seconded by a person in attendance at the meeting. If there is only one nominee for either panel, mothers' panel and fathers' panel, the nominee(s) shall be deemed to be elected. If more than one nomination is received for either of the panels, a secret ballot will be held at the meeting to elect the nominees. Please find attached Appendix B, Option 1 from the Governance Manual for Primary Schools 2019 – 2023 for further information on this process.

I look forward to meeting you on 6 November 2019. Should you have any further queries please do not hesitate to contact me.

Kind Regards



Fiona Kindlon

Director of Schools, LMETB

Appendix B - Procedures for the nomination/election of a Parent(s) for appointment by the Patron as a Parent nominee(s) to the Board.

This procedure should be used for the initial selection of a parent nominee(s) and in the case of any by-election held following consultation with the parents' association.

The method of election of parent nominees shall be determined in consultation with the parent nominees on the outgoing Board and any parents' association in the school.

There is a choice of two procedures which apply*. These are set out at options 1 and 2 of this appendix. Only one of the options can be applied. The chosen option must be followed in its entirety. At the conclusion of the process the patron's representative shall inform the patron which option has been used and shall confirm that the procedures under the chosen option have been adhered to in full.

*Where a shared governance arrangement in accordance with section 3.3 of this manual is being put in place, only option 1 may be applied.

To ensure the widest possible representation, where practicable;

- both parents should be from separate families and bear no relationship to any other member of the Board or staff member and be elected by the general body of parents of children who are enrolled and have commenced attendance at the school.
- parents who have children enrolled and have commenced attendance at the school should not be nominated or elected to the Board other than in accordance with section 3.1 (b) or 3.2 (b) or 3.3.2 (b) of this manual.
- Parents of children who are enrolled and have commenced attendance at the school from junior infants to sixth class inclusive are eligible for nomination and election to the Board.

Vacancies among Parent nominees

When a vacancy occurs among parent nominees, the board of management having consulted with the parents' association may recommend to the patron either;

- (a) the co-option as a replacement of the person with the next highest number of votes from among those not elected to the Board initially, or
- (b) a by-election to replace the parent nominee. It is recommended that any by-election for a parent nominee should not take place during the summer break and in any event may involve only those parents of children who are enrolled and have commenced attendance at the school at the time of such by-election.

Note:

A parent nominee on a board of management while they can be a member of the parents' association committee, they should not hold a position of office on the parents' association committee.

Data Protection and GDPR

When circulating details of nominees put forward for appointment as parent nominees on a Board, the patron's representative and parents' association should exercise vigilance and be aware of their obligations arising from the GDPR and Data Protection Acts and the need to ensure full compliance with the Acts in relation to the collection, use, retention, security and disclosure of any processed personal data. As the responsibility for interpreting and observing the Acts rest with each individual school, institution or education body, these bodies should familiarise themselves fully with the provisions of the Acts. It should be noted that parents' names must not be circulated without prior consent – See **Option 2 (2)** of this appendix.

The Acts are designed to protect the privacy of individuals with regard to personal data and to give effect in this country to the EU General Data Protection Regulation (GDPR).

Appendix B (contd.)

Option 1

1. The patron's representative shall arrange for a meeting of parents of children who are enrolled and have commenced attendance at the school. Where a shared governance arrangement in accordance with **section 3.3** of this manual is being put in place, the meeting shall be a joint meeting of parents of children who are enrolled and have commenced attendance in any of the two schools. At least ten days' notice of such a meeting shall be given in writing to each person entitled to vote at such a meeting. This notification shall:
 - (a) indicate that at the meeting nominations will be sought from parents for persons to stand for election as parent nominees on the Board,
 - (b) clarify whether there will be a ballot at the meeting to elect the nominees or whether the ballot will be conducted subsequently as a postal ballot,
 - (c) where it is intended to have a postal ballot, indicate the latest date for return of ballot papers and the date, time and place of the public counting of votes.
2. At the meeting nominations should be invited for both a mothers' panel and a fathers' panel. Parents may self-nominate and each nominee must be seconded by a person in attendance at the meeting.
3. If there is only one nominee for either panel, the nominee(s) shall be deemed to be elected. Where there are only three nominees in the case of a shared governance arrangement, the three nominees shall be deemed elected subject to the requirement of **3.3.2 (b)** of this manual.
4. If more than one nomination is received for either of the panels, a secret ballot shall be held at the meeting or subsequently. Two tellers shall be appointed, one of whom may act as Returning Officer in the case of a postal ballot.
5. In the event of a postal ballot, the poll must close and the casting of votes takes place within ten days of the meeting.
6. Each person voting shall have one, non-transferable vote for each panel.
7. The votes shall be counted in public.
8. The election shall be determined on a plurality of votes (i.e. the first past the post system). In the case of a shared governance arrangement –
 - the nominees with the highest number of votes from each panel (mothers' and fathers' panel respectively) shall be elected first, and

- the nominee who otherwise received the highest number of votes shall be deemed elected as the third nominee, except where this would mean that in the case of one of the two schools, no parent of a child enrolled and attending that school would be a member of the Board. In such circumstances, the nominee with the next highest number of votes who has a child who is enrolled and has commenced attendance in that school shall be deemed elected.
9. In the event of a tied vote between nominees the election of the nominee(s) shall be determined by the drawing of lots. However, where the ballot has been conducted at a meeting and where agreed by the majority of voters present and voting therein, the election of the nominee(s) shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.
 10. The result of the ballot shall be notified to the parents and to the patron's representative.
 11. 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.
 12. Following the conclusion of the above process, the patron's representative shall inform the patron that the parents' nominees have been selected in accordance with **Option 1** and shall confirm that the procedures under **Option 1** have been adhered to in full.