

## North Bay National School Project Patron



Post: FAO Secretary, Siobhan Manning  
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Friday, 7<sup>th</sup> Oct. 2011

**To all Parents and Guardians,  
North Bay Educate Together National School**

Dear Parents/Guardians,

**re: The Election of Parent Representatives to the Board of Management of the School**

The current Board of Management is coming to the end of its four year term, therefore the Patron Committee is now arranging for an election to fill two positions as Parent Reps. The Department of Education and Skills issued its circular 0064/2011 on Monday 3<sup>rd</sup> Oct in which it updated the Constitution of Boards and Rules of Procedure regarding the election procedures.

The Board of Management is responsible for the day to day running of the school. To access information about the function of the Board of Management, please access the Dept. of Educ. & Skills website ([www.education.ie](http://www.education.ie)) and search the site using keywords – staff structure & school management. To ensure gender balance, one male and one female representative will be elected.

The Patron along with the Parent-Teacher Association now welcomes anyone who is interested to put themselves forward as a nominee.

**A meeting will be held in the school on Wednesday, 19<sup>th</sup> October 2011 between 8 p.m. – 8.30 p.m. specifically for the acceptance of nominations to which all parents/guardians are invited.**

If only one nomination of each gender comes forward, these nominees shall be deemed to be elected and a voting process will not take place. If more than one nomination of either gender is received, a postal ballot will be arranged. You will be informed of the appointment of the two new Parent Representatives.

Those seeking nomination at the meeting should furnish a short personal profile (approx. 150 words) for inclusion with the ballot paper. If a postal ballot is required, ballot papers will be issued on 20<sup>th</sup> October and must be returned by 2.20p.m. on Friday 28<sup>th</sup> Oct. It is anticipated that the public count of votes will take place on Friday 28<sup>th</sup> Oct at 2.30p.m. You will be informed of the appointment of the two new Parent Representatives.

With thanks and appreciation,

Yours sincerely,

Paul Kelly  
Chairperson  
North Bay National School Project  
Patron Committee