

May 22, 2017

Dear Parents/Guardians,

re: Re-Election of a *Female Parent Nominee* to the Board of Management of the School

The Patron Committee is now arranging for a special election to fill the **one female position** as Parent Nominee who will serve until November 30, 2019. The Patron now welcomes anyone who is interested in putting themselves forward as a nominee. Alternatively, please encourage others who you think would be suitable and willing to go forward for election to nominate themselves.

In compliance with guidelines, Siobhan Manning, who is currently serving on the Board of Management will no longer be able to continue to serve as the female Parent Representative as she will no longer have a child enrolled in the school come September 2017. As such, she will step down from that position and will move into the role as Community Nominee as that position recently became vacant due to an unforeseen circumstance.

The Board of Management of North Bay plays a vital part in running our school and ensuring a safe, nurturing and effective environment for the education of our children.

The current Board took up office on December 1, 2015 and will serve until November 30, 2019. The Board acts as a Corporate Entity and its function is to attend to the governance of the school, e.g. finance, recruitment, resources & building maintenance.

Siobhan Manning: Chairperson [Parents' Nominee]

Sally McGinley: Secretary to the Board [Principal]

Open: Treasurer [Community Nominee]

Eithne Lannon: Recording Secretary [Teachers' Nominee]

Abigail Whyte: [Patron's Nominee]

Art McGann: Health, Safety & Buildings Officer [Patron's Nominee]

Cathrina Murphy: Policy Support [Community Nominee]

Alex Nesbitt: Building & Legal Support [Parents' Nominee]

To access information about the function of the Board of Management, please access the Department of Education and Skills website (www.education.ie) and search the site using keywords *staff structure & school management*.

All Board members give their time voluntarily, meeting and attending to tasks and actions in the interim. The current Board is made up of two staff members, two current parents and four former parents. North Bay has a very committed staff that has created a secure and nurturing learning environment for the students. The common aims of, and co-operation between, the committees – Patron, P.T.A. and Board – will continue to ensure a high level of support for the staff and education, comfort, security and resources for the children in North Bay.

As is evident from the make-up of the Board of Management, parental involvement is vital to the success of the school. Without the support of the parent body, be it on committees, helping out at fund-raisers, volunteering to work with some of the children, or in any of the many varied capacities, North Bay would not be able to function as successfully as it does.

The Board of Management is hugely appreciative of the work of all the School Community and appreciate the enormous four-year commitment given by the Board members listed above.

A meeting will be held in the school on **Wednesday, 7 June 2017 between 8:40 am – 9:40 am** and from **8:00 pm to 9:00 pm** specifically for the acceptance of nominations to which all parents/guardians are invited. If only one nomination for this category comes forward, that nominee shall be deemed to be elected and a voting process will not take place. If more than one nomination is received, a ballot will be arranged. You will be informed of the appointment of the new female Parent Representative.

If a ballot is required, ballot papers will be issued on 14th June which will contain a short biography of the candidates. These must be returned by 2.20 p.m. on Wednesday, 21st June. It is anticipated that the public count of votes will take place on Wednesday, 21st June at 2.30 p.m.

With thanks and appreciation,

A handwritten signature in black ink, appearing to read 'Ronan Moore', written in a cursive style.

Ronan Moore

Chairperson, North Bay National School Project Patron Committee

For those seeking nomination at the meeting, we ask that you provide a personal profile with the following information. Feel free to use additional space as required.

NAME: _____

NAME(S) OF CHILD(REN) IN THE SCHOOL:

_____	CLASS: _____
_____	CLASS: _____
_____	CLASS: _____

PLEASE PROVIDE A SHORT BIOGRAPHY ABOUT YOU, WHICH WILL BE INCLUDED ON THE BALLOT.

WHY YOU WOULD LIKE TO SERVE ON THE BOARD OF MANAGEMENT?

WHAT SKILLS COULD YOU OFFER IF YOU WERE TO BE ELECTED AS THE PARENT REPRESENTATIVE ON THE BOARD OF MANAGEMENT?

Nominee signature _____

Date _____