

Date: June 2020

Dear Parent(s)/Guardian(s),

I wish to advise you that the term of office of the Board of Management of Tullow Community School expires on 31st July, 2020.

In line with 3.3 of the Instruments of Management contained in the Deed of Trust, I am obliged to prepare for the election of two parent nominees (one of whom shall be a Mother) to sit on the new Board.

I hereby invite parents to complete and return attached nomination paper(s) (one for each parent) and return it to the school not later than 12.00 p.m. on Friday, 24th July, 2020. Please note that all nominations must be fully completed by the proposer, seconder and by the person accepting the nomination. On receipt of nominations a ballot paper will be prepared.

Trusting that the information provided overleaf will be of benefit to parents in choosing nominees who are fully committed to the development of Tullow Community School.

Yours sincerely,

Paul Thornton,

Principal/Sec. Board of Management

**The Management Structure of the School**

1. Tullow Community School is vested in a Board of Trustees – Religious and V.E.C.
2. The school will be administered by a Board of Management comprised of:

3 Religious Nominees

3 V.E.C. Nominees

2 Parent Nominees (one of whom shall be a mother)

2 Teacher Nominees

 The Principal is Secretary of the Board of Management

1. *Meeting of the Board of Management*

The Board of Management meet regularly (normally monthly) during the school year.

*Role of the Parent’s Nominees*

* 1. To work with other Board members as a team for the good of the school as a whole.
	2. To attend Board meetings.
	3. To sit on sub-committees of the Board if required.
	4. To brief themselves with the articles of Management, Financial Procedures etc of the school.
	5. To keep in touch with the general body of parents.
	6. To attend Parent Association Meetings.

The Parent Nominees currently serving on the Board of Management are:

Ms. Marguerite Agar

Mr. James Orbinski

**NOMINATION PAPER**

Nomination for election of two parent nominees to the Board of Management of Tullow Community School 2020 – 2023.

**Nominee No. 1**

I hereby nominate: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Acceptance of Nomination*:

I accept nomination as a candidate for election to the Board of Management of Tullow Community School 2020 – 2023.

Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominee No. 2**

I hereby nominate: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of proposer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of seconder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Acceptance of Nomination*:

I accept nomination as a candidate for election to the Board of Management of Tullow Community School 2020 – 2023.

Signature of Nominee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please ensure that Nomination Forms are returned to the Secretary, Board of Management not later than 12.00 p.m. on Friday, 24th July, 2020.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Paul Thornton,

 Principal/Sec. Board of Management.