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**Letter to parents re Zoom meeting**  
**Agenda: Election of a Father's Nominee to**  
**The Board Of Management, Scoil Chaitriona Senior**

18th May, 2021

Dear Parents/ Guardians,

We hope that you are all well and are safely enjoying the easing of restrictions. The school is a hive of activity as we continue to work to our reopening mission statement of “Reconnect, Revive, Restore”.

We are currently seeking a father's nominee to Scoil Chaitriona's Board of Management to replace Mr. Brian O' Donovan whose daughter is now attending secondary school. We wish to sincerely thank him for his dedicated service and support.

We had hoped to host a face to face meeting, however, as this is not possible, we will be inviting parents to attend a **zoom meeting on Thursday 27 of May, 2021 at 8pm** (link and protocols will be sent that day).

- At the meeting, attendance will be taken, and the Chairperson Brian O Keffe, will call for **fathers** to put themselves forward for election.
- If only one father is nominated and seconded, he will be deemed to be elected.
- If two or more fathers are nominated, a ballot will be issued the following day (via pupils) to those who were in attendance at the zoom meeting.
- Pupils will return this ballot form to the school.
- The votes will then be counted in the school on the 1st of June in the presence of the Principal, Chairperson and other BOM nominee.
- The results will be communicated via email to the parent body.

You will find information below on the role of the Board of Management, should you have any further questions, please contact [principal@renmoreschool.com](mailto:principal@renmoreschool.com) with “BOM Election” in the subject line.

Is mise, le meas,

*Marianne Brady*

Marianne Brady  
Principal  
Secretary to the Board of Management

## **The Role of the Board of Management:**

The [Education Act 1998](#) sets out the responsibilities of boards of management in primary schools. The board of management manages the school on behalf of the patron and is accountable to the patron (Bishop Brendan Kelly) and the Minister (Minister Norma Foley). The Board must uphold the characteristic spirit (ethos) of the school and is accountable to the patron for so doing.

## **How the board of management operates**

All boards of management must follow the governance manual set by the Department of Education. The boards who took office on 1 Dec 2019 must follow the terms of the [Governance Manual for Primary Schools 2019-2023 \(pdf\)](#). The manual sets out the key activities of the Board. Essentially, the board manages the school to provide all students with the best possible education.

Among its responsibilities, the board:

- Must draw up the school plan and ensure that it is acted on
- Appoint the principal, the teachers and other staff.
- Ensure that the school fulfils its functions as set out in the [Education Act 1998](#)
- Promote contact between the school, the parents and the community and must facilitate and give all reasonable help to a parents' association in its formation and its activities
- Have overall responsibility for the school's finances. It must ensure the school has comprehensive insurance cover, keeps proper accounts, which may be audited by the Department of Education and/or the Comptroller and Auditor General. Its annual accounts must be available to the patron and the school community.
- Ensure that child protection and welfare are considered in all of the school's policies, practices and activities. The board must ensure that the [Child Protection Procedures for Primary and Post Primary Schools](#) are fully applied by the school.
- Ensure the school has a code of behaviour and an anti-bullying policy
- Comply with garda vetting requirements before employing, contracting or placing any person in contact with children or vulnerable persons
- Keep discussions and documents confidential unless otherwise agreed by the board. Members should disclose any interest they have that may conflict with the work of the board.