



CASTLEKNOCK COLLEGE

Re: Parent/Guardian Election to Board of Management

Dear Parent(s) and Guardian(s)

In October 2022, a new Board of Management will assume responsibility for the management of St Vincent's Castleknock College. The incoming board will serve a three year term.

The Education act 1998 stipulates:

The Board of Management consists of eight persons, made up as follows:

- (i) Four persons nominated by the Trustees (Vincentian Order) of the School.
- (ii) *Two parents/legal guardians of children currently attending the School elected by parents/legal guardians.
- (iii) Two permanent, full-time, teachers elected by their full-time teaching colleagues.

***One female and one male parent/guardian to be elected**

The Headmaster acts as "ex-officio" secretary to the Board.

The Board at Castleknock College meets every 4-6 weeks during the school year. Subcommittees of the Board may be required to meet between meetings. For further information regarding the purpose and role of Boards of Management please refer to The Education Act 1998, which is available online or may be reviewed in the College.

Parent/Guardian Election to Board of Management

The Election Process:

- A parent/legal guardian wishing to put his/her name forward must submit a valid nomination to the Parent Representative Association (PRA) no later than **19th September 2022**, using the nomination form attached. To be valid a nomination must be proposed and seconded by parents/legal guardians of other children currently attending Castleknock College.
- A spouse/partner may not propose or second the nomination. All nominations must be accompanied by a brief personal profile. A synopsis of this information will be circulated with the ballot papers.
- The method of election will be by simple majority of one non-transferable vote.
- Each family with boy(s) currently attending the College, irrespective of the number of students, will have one vote for each parent/legal guardian (one vote each for both a male and female candidate)
- Election papers will be circulated to all parents/legal guardians in September 2022.
- This will be a postal vote. All votes must be returned to the College no later than **4th October 2022**.
- The election count will be undertaken by nominated members of the Parent Representative Association.
- Parents/legal guardians will be notified of the result of the election by 7th October 2022.

Representatives of the PRA will be available to answer any queries which may arise.

Ray Mulligan

Chairperson, Parents Representative Association