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| **Option 1** |
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**Notes Regarding Option 1 of Appendix B**

1. The following template letters can be usedwhere, following consultation with the parent nominees on the outgoing board of management and the parents’ association, it has been decided to use **Option 1 of Appendix B** for the election of the parent nominees to the board of management.
2. There are two possibilities within Option1: a) a meeting of parents followed by a secret ballot, if required and b) a meeting of parents followed by a postal ballet, if required. Template letters 1.a and 1.b have been provided to cover these options.
3. The relevant letter must be sent to each household in order to notify parents/guardians that a meeting will be held for the nomination and/or election of the parent nominees to the board of management.
4. At least 10 calendar days’ notice of the meeting must be given in writing to each person entitled to vote.
5. If the letters are being sent home in children’s school bags, then the school should ensure that the letters are brought to parents’ attention e.g. by text message.
6. In the event of a tied vote between nominees, the election of the nominee(s) shall be determined by the drawing of lots. If however, the ballot has been conducted at a meeting and where agreed by the majority of voters present and voting, the election of the nominee(s) shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.
7. Where there is a ballot, it is necessary to obtain the consent of the nominated parents to the circulation of their personal details to the other parents. Ensure that the Consent Form is completed by parents who have been nominated *before* ballot papers are distributed.
8. Template ballot papers are attached.
9. These template letters can be adapted for use where an election is required during the term of the board.

**Template Letter to parents (1.a.) (Meeting followed by secret ballot, if required.)**

Dear Parent/Guardian,

The 2019-2023 term of the school’s board of management finishes on 30th November 2023 **and I would like to thank the current parent nominees for their contribution to the board .**

The new term will begin on 1st December 2023. This will require elections and the appointment of new members of the board of management, including two parent nominees (one being a father and one being a mother).

**I would like to invite you to consider becoming a parent nominee on our board of management. Parent nominees bring a mother’s and father’s view to board of management discussions and decisions and play an important role on the board. Board meetings are confidential to board members, but all members of the board work together to make decisions in the best interest of the children and the school.**

 (All in blue above is optional)

A meeting will be held at the school on **(***insert date which must allow at least 10 calendar days’ notice of the meeting to parents)* to elect parent nominees.

At this meeting:

1. Nominations will be requested for persons to stand for election as parent nominees on the board. Both a mother and father nominee are required.
2. You may nominate yourself at the meeting.
3. All nominations must be seconded by a person attending the meeting.
4. If there is only one nomination for either the father or mother nominee, that nominee shall be deemed to be elected.
5. If more than one nomination is received for either father or mother nominee, a secret ballot shall be held at the meeting to elect that nominee.

I look forward to seeing you there.

Kind regards

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**Patron’s Representative**

**Template Letter 1.b (Meeting followed by postal ballot, if required.)**

Dear Parent/Guardian,

The 2019-2023 term of the school’s board of management finishes on 30th November 2023 **and I would like to thank the current parent nominees for their contribution to the board.**

The new board term will begin on 1st December 2023. This will require elections and the appointment of new members of the board of management, including two parent nominees (one being a father and one being a mother).

**I would like to invite you to become a parent nominee on our board of management. Parent nominees bring a mother’s and father’s view to board of management discussions and decisions and play an important role on the board. Board meetings are confidential to board members, but all members of the board work together to make decisions in the best interest of the children and the school.**

(All in blue above is optional)

A meeting will be held at the school on **(***insert date, which must allow at least 10 calendar days’ notice of the meeting to parents).*

At this meeting:

1. Nominations will be requested for persons to stand for election as parent nominees on the board. Both a mother and father nominee are required.
2. You may nominate yourself at the meeting.
3. All nominations must be seconded by a person attending the meeting.
4. If there is only one nomination for either the father or mother nominee, that nominee shall be deemed to be elected.
5. If more than one nomination is received for either father or mother nominee, a postal ballot will be conducted.
6. If there is a postal vote, the latest date for return of ballot papers will be *(insert date) The poll* ***must*** *close with votes cast within 10 calendar days of the meeting.*
7. If there is a postal vote, the public counting of votes will take place at...on…at

I look forward to seeing you there.

Kind regards

**Patron’s Representative**

**CONSENT FORM- Appendix B- Option 1**

I, parent/guardian of confirm that I am willing to stand for nomination and election as parent nominee on the board of management and for this purpose , I authorise ***(Insert name of school)*** to circulate to all other parents in the school:

 **Please tick as appropriate**

|  |  |
| --- | --- |
| My name |  |
| The class level (e.g. 1st class, infants etc) attended by my child/children |  |

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

Dated: day of , 2023.

*All personal information provided on this Consent Form will be stored securely by the Board of Management and will be used solely for the purpose of the election of parent nominee(s) to the Board of Management. This information will be circulated to the parents of children attending the school and will not be disclosed to any other external third party. It will be deleted when the process is completed. The voting returns from the ballot may be retained for the purposes of co-option in order to fill vacancies occurring during the life of the Board where it is decided, having consulted the parents' association, not to have a by-election or further by-election as appropriate.*

**NB**: **This Consent Form is required to be signed by nominatedparents *before* ballot** **papers are issued.**

**(Sample) Ballot Paper**

**Election of Parent Nominee (Father) to the 2023-2027 Board of Management**

 **Appendix B- Option 1**

1. You should place an **X** in the box of the candidate for whom you are voting.
2. You cannot vote for more than **1** candidate.
3. Your vote is non transferable
4. In the event of a tied vote, the election of the nominee shall be determined by the drawing of lots. Where the ballot has been conducted at a meeting and where agreed by the majority of voters present and voting therein, the election of the nominee shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.

|  |  |
| --- | --- |
| **Parent name (Child’s class level if written consent furnished)**.  |  |
| **Parent name** (**Child’s class level if written consent furnished)**.  |  |
| **Parent name (Child’s class level if written consent furnished)**.  |  |
| **Parent name (Child’s class level if written consent furnished)**.  |  |
|  |  |
|  |  |

**(Sample) Ballot Paper**

**Election of Parent Nominee (Mother) to the 2023-2027 Board of Management**

 **Appendix B- Option 1.**

1. You should place an **X** in the box of the candidate for whom you are voting.
2. You cannot vote for more than **1** candidate.
3. Your vote is non transferable
4. In the event of a tied vote, the election of the nominee shall be determined by the drawing of lots. If option 1 of Appendix B is used and if the ballot has been conducted at a meeting and where agreed by the majority of voters present and voting therein, the election of the nominee shall be determined by a further vote at that meeting. Such a vote shall be confined to the tied nominees.

|  |  |
| --- | --- |
| **Parent name (Child’s class level if written consent furnished)**.  |  |
| **Parent name (Child’s class level if written consent furnished).**  |  |
| **Parent name (Child’s class level if written consent furnished)**.  |  |
| **Parent name (Child’s class level if written consent furnished)**.  |  |

**Sample Form to be returned by Patron’s Representative to Patron**

**Diocese: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parish\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**County:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Members of the Board of Management**

**Patron’s Nominees**

**Name Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Elected parents:**

I confirm that the election of the parent nominees to the Board of Management was conducted in accordance with *Appendix B* of the *Governance Manual for Primary Schools 2023-2027* using either:

**Option 1 of Appendix B** □ or **Option 2 of Appendix B □**

I confirm that the procedures under the Option ticked above have been complied with in full.

**The parents duly elected are:**

**Name Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Teachers:**

**The principal teacher is:**

**Name Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The elected teacher is**:

**Name Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Community Nominee/s:**

**The Community Nominees are :**

**Name Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Patron’s representative**

**Date:**