



Presentation Secondary School

Board of Management

6th October 2025

Re: Nomination/Election of parent(s) who will be nominated to the Patron for appointment as a parent nominee(s) to the Board of Management of 2025

Dear Parents/Guardians,

I would like to invite you to attend a meeting to elect parent nominees, one male, one female, for the Board of Management of the school. On Tuesday 13th September at 3.30pm if you would like to propose a parent for election to the Board of Management. Meeting will only take between 20 to 30 minutes.

We seek nominations from parents for persons to stand for election as parent nominees on the Board. Each nominee must be seconded by a person in attendance at the meeting. If there is only one male nominee and one female nominee, the nominee(s) shall be deemed to be elected. If more than one nomination is received for either/both male and female nominee, a secret ballot will be held at the meeting to elect the nominees.

For those who are nominating a parent please bring the proposal form with you and signed.

I look forward to meeting you on Date of Meeting. Should you have any further queries please do not hesitate to contact me.

Kind Regards

Principal/Secretary to the Board of Management



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Board of Management

Appointment to the Board

All members of the Board of Management are appointed by the Trustees. Trustees appoint four trustee nominees. At a properly convened staff meeting two teacher nominees are elected and, together with two elected parent nominees, they are appointed by the Trustees to the Board of Management.

Gender Balance

Section 14(5) of the Education Act 1998 (EDA) refers to directions which may be given by the Minister in respect of “appropriate gender balance”. Trustees, parents and teachers should take account of gender balance when nominating or electing members

Nomination and Election

Article 3 of the Articles of Management lays down the process of appointment to Boards of Management.

“The nomination and election of members of an incoming board shall be made and done at least one month before the date of expiry of the term of office of the then existing Board and the Board so constituted shall assume office forthwith on that expiry date.”

To ensure the nominations are completed by 15th September it is important to start the process as soon as possible to facilitate Trustees (Patrons) in making the appointments.

All new boards should be in place on the 16th of October, the beginning of the Board’s three year term of office.

Election of Parents

There must be an election of parents/legal guardians of children currently in the school. The parents of children in the school elect two nominees for appointment to the Board. The Secretary to the Board should initiate the process of nomination and election. The Parents Council should be consulted on the nomination and election mechanism to be employed. The election must be open to all parents/legal guardians and not confined to the Parents Council or nominees drawn from the Parents Council

Nomination process

Nominations can be sought by writing, to all parents/legal guardians asking them to return a specified/unspecified number of nominations to go forward for election. It should be advised that the consent of the nominee should be sought before putting the name forward.

These forms should be downloaded, and a hard copy appropriately signed and returned to the Secretary, BOM.

These nominations, when returned to the school, will then be placed on a ballot paper for election.