

Coláiste Pobail na Mainistreach
Bóthar na Mainistreach, An Port Mór, Portláirge, X91 PC91
Priomhoide: Michelle Ni Sheafraidh
Leas-Phriomhoide: Colm de Ris
Leas-Phriomhoide: Helen Ni Chonchubhair
Leas-Phriomhoide: Laura Ni Ghiolla Phádraig

Abbey Community College
Abbey Road, Ferrybank, Waterford, X91 PC91
Principal: Michelle Jefford
Deputy Principal: Colm Rice
Deputy Principal: Helen O'Connor
Deputy Principal: Laura Fitzpatrick



Tel: 051 832 930
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Re: Board of Management *Abbey Community College*

Dear Parents/Guardians,

I have been requested by Kilkenny and Carlow Education and Training Board to commence the process of selecting parent/guardian representatives for a new Board of Management of **Abbey Community College** as required under the Education Act 1998. It is proposed that the Board of Management will be in place soon and to this end it may be necessary to hold an election to elect two parent /guardian nominees to the Board.

The Board of Management membership is made up of:

- Two /Three KCETB nominees
- Two parent/guardian nominees (one male and one female)
- Two teaching staff nominees (one male and one female)
- Up to two other community/business nominees

The procedure for the election of the two parent / guardian nominees is as follows:

1. A copy of the nomination form is enclosed. You may nominate one male (e.g. father) and one female (e.g. mother) parent/guardian on this form.
2. Each person nominated must have a proposer and a seconder who must sign the nomination form.
3. The person nominated must acknowledge the acceptance of the nomination by signing the nomination form.
4. The completed nomination form must be returned to the Principal of **Abbey Community College** on or before **4.00pm on Tuesday 1st October 2024**. Nominations received after this date will not be considered.
5. Following the receipt of the completed nomination forms, Ballot (Voting) Papers will/may be issued should there be a number of male and female nominees.

The inclusion of parent / guardian nominees on the Board of Management of the school is a recognition of the important role played by parents / guardians in the management of the school and it provides an important line of communication through which parents / guardians' views may be made known to the school authorities.

Board of Management meetings normally take place five times over the academic year and are held on the school premises.

I trust you will give this matter your serious attention.

Yours sincerely

Michelle Jefford
Principal



In Partnership with the Religious
of the Sacred Heart of Mary

Together Towards Excellence



KCETB Registered Charity No.: 20083434

Board of Management Nomination Form

Nomination for the election of two parents / guardians of children attending **Abbey Community College** as nominees of parents/guardians on the Board of Management.

A parent /guardian may nominate one mother and one father if s/he so wishes. Please use the top half of the form if nominating a mother and the bottom half of the form if nominating a father. Please use both halves if nominating a mother and a father.

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I hereby nominate

Name _____ (Mother/Female guardian)

Full Postal Address

Signature of Proposer: _____

Signature of Seconder: _____

Acceptance of Nomination

I accept the nomination as a candidate for election to the Board of Management of **Abbey Community College**

Signature of Nominee: _____ Date: _____

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I hereby nominate

Name _____ (Father/Male Guardian)

Full Postal Address

Signature of Proposer: _____

Signature of Seconder: _____

Acceptance of Nomination

I accept the nomination as a candidate for election to the Board of Management of **Abbey Community College**

Signature of Nominee: _____ Date: _____

This form, duly completed, must be returned to the PRINCIPAL **Abbey Community College** on or before **4:00pm on Tuesday 1st October 2024.**