

30 October 2008

Dear Parent

RE: PARENT REPRESENTATIVE TO THE BOARD OF MANAGEMENT

I am writing to you to inform you that a vacancy has arisen for a parent representative on the current Board of Management of Sutton Park School following the appointment of Mark Newman to the Board of Governors. Mark will continue to be a member of the Board of Management as a nominee of the Board of Governors.

The Board of Management is a sub-committee of the Board of Governors. The Board of Governors devolves to the Board of Management consideration of any and all immediate concerns that may arise in the daily operation of the School. The Board of Management advises the Head of School and/or the Board of Governors in areas such as educational programme and its implementation, safety and facilities issues, and long-term planning. The Board of Management is responsible for producing a school plan annually for initiatives to be implemented during the academic year.

Under the constitution of the Board of Management, any parent of a child in the school (Junior or Senior) is eligible for election to the Board of Management. The full parent body may exercise a vote in the election.

There is just over one year left in the current term of the Board of Management, and the person elected to replace Mark will remain in office until the next full elections of the Board of Management in February 2009.

A nomination form for the position of parent representative is enclosed with this mailing. If you wish to nominate a parent (including yourself) to go forward for election, please forward this form to the Secretary, Board of Management, Sutton Park School, on or before Wednesday 14th November at 5pm. It is intended that the ballot paper will then be mailed to each parent and completed papers must be returned by Wednesday 5th December at 5pm.

Please note that the nomination form must be signed by at least five parents, one of whom may be the nominated person. Please ensure that you have the agreement of the nominated person before you forward a nomination to the School.

The Board of Management provides a powerful voice for educational issues that arise within the School. Your contribution as a parent to this process would be very useful and you would find it interesting. I hope that you will consider being a nominee or nominating someone you feel would work actively in the interests of the School.

Please accept my best regards.

Yours sincerely



Eoin Scott
CHAIRMAN, BOARD OF MANAGEMENT

NOMINATION FORM – BOARD OF MANAGEMENT

To be returned to:

The Secretary,
Board of Management,
Sutton Park School,
St. Fintan's Road,
Sutton,
Dublin 13.

WE, THE UNDERSIGNED, WISH TO NOMINATE:

FOR ELECTION TO THE BOARD OF MANAGEMENT

Signed by:

1. _____
2. _____
3. _____
4. _____
5. _____

Dated: _____

To be returned before 5 p.m. on Wednesday 14th November – Late nominations will not be included on the ballot.