



11th June 2025

**Re: Call for Nominations – Parent Representatives to the Board of Management (2025–2028)**

Dear Parent(s)/Guardian(s),

A new Board of Management will be established for Portmarnock Community School for a three-year term beginning 1st August 2025, in line with the provisions of the Deed of Trust for Community and Comprehensive Schools and the Department of Education's governance arrangements.

As part of this process, we are seeking nominations from parents/guardians to fill the two parent nominee positions on the Board. In accordance with the Deed of Trust for Community Schools, the following criteria apply:

- One nominee must be a mother of a student currently enrolled at the school.
- The second nominee may be either male or female, and must also be the parent/guardian of a current student.

The Board of Management plays a vital role in the leadership and governance of the school, working in partnership with the Principal and the wider school community. The Board meets in person once a month on a weekday evening and members are asked to commit to the full three-year term.

If you would like to nominate yourself or another parent/guardian, please complete the attached Parent Nomination Form and return it by Friday 20th June 2025 at 3:30 p.m. either by email to: [principal@portmarnockcommunityschool.ie](mailto:principal@portmarnockcommunityschool.ie) or in person/by post in a sealed envelope marked "Parent Nominee – Board of Management" to the school office.

If more than two valid nominations are received, a ballot of all parents/guardians will be held, with further details to follow as necessary.

Should you have any queries regarding the nomination or election process, please do not hesitate to contact me directly.

We thank you for your continued support and engagement with Portmarnock Community School.

Yours sincerely,

Ms Helen Tobin  
Principal and Secretary to the Board of Management

# Portmarnock Community School

## Board of Management – Parent Nomination Form (2025–2028 Term)

Please complete this form in BLOCK CAPITALS and return by email to: [principal@portmarnockcommunityschool.ie](mailto:principal@portmarnockcommunityschool.ie), or in a sealed envelope marked “Parent Nominee – Board of Management” to the school office by 3.30pm on Friday 20th June 2025

<b>Nominee Name:</b>	
<b>Signature</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Parent/Guardian of (student name)</b>	
<b>Year(s)</b>	

	<b>Nominated by:</b>	<b>Seconded by:</b>
<b>Name: (print)</b>		
<b>Signature</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		
<b>Parent/Guardian of (student name)</b>		
<b>Year(s)</b>		

### Important Notes:

- If more valid nominations are received than required, an election will be held.

