



**Loreto Secondary School,
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Wexford.**

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Office hours: 8.15 a.m. to 4.15 p.m., Monday to Friday

Thursday, 17 August 2017

Dear parents/guardians,

A vacancy has arisen for a parent representative on the school's Board of Management following the retirement of Barbara Foley who has given outstanding service to the school over the last number of years.

The process for filling the vacancy will be as follows:

1. Your attention is drawn to the Nomination Form (below). This form must be completed in full and returned to Billy O' Shea, Secretary to the Board of Management by 12.00 p.m. on Wednesday, 6 September 2017.
2. The list of parents properly nominated will be published on the school website (latest news section) no later than Friday, 8 September 2017.
3. Voting will take place by secret ballot at the Annual General Meeting (A.G.M.) of parents to be held in the school on Monday, 25 September 2017 beginning at 7.00 p.m.
4. Parents being nominated for the Board vacancy must be in attendance at this A.G.M.
5. All parents being nominated, nominating, seconding or attending the A.G.M. must have a daughter currently enrolled in the school.

Please contact me if you need any clarification in relation to the above matters.

Yours faithfully,

Billy O' Shea,
Principal.

Loreto Secondary School, Wexford
Board of Management (October 2017 to 14 October 2019)
Nomination Form (parents)

Parent being nominated for the Board of Management

Name _____

Address _____

Phone _____

Nominating parent

Name _____

Address _____

Phone _____

Seconding parent

Name _____

Address _____

Phone _____

Notes:

1. All parents named above must have a daughter currently enrolled in the school.
2. Nominating and seconding parents must secure the agreement of the nominated parent prior to the submission of this form.
3. This form must be submitted to Billy O' Shea, Secretary to the Board of Management by 12.00 p.m. on Wednesday, 6 September 2017.
4. Incomplete forms and forms received after the deadline above will be deemed to be invalid.