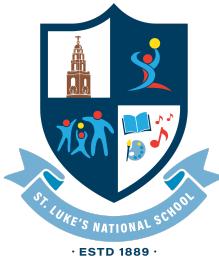


Patron: Rt. Rev'd Paul Colton  
Chairperson: Mr. Stephen Spillane  
Principal: Mr. Eddie Pepper  
Roll No: 13648D  
Registered Charity No: 20111373



The Board of Management,  
St. Luke's National School,  
O'Mahony's Avenue,  
Montenotte, Cork  
T23DF30

## Parent's Guide to School Boards of Management (BOM)

### What is a Board of Management (BOM)?

A BOM manages a school on behalf of the Patron. The BOM runs the school, is the employer & has legal responsibility for everything that happens in the school. BOM members are personally indemnified for their actions as a BOM, assuming they work within the guidelines. Training is provided by Patrons and all BOM members will be trained.

There are 8 members on our school's Board of Management:

- 2 Patron nominees
- The Principal
- A teacher nominee
- 2 Parent nominees
- 2 Community Nominees

### Eligibility to Serve on the BOM:

Where possible, Board members should not be related to each other or to any staff member. There are two parent nominee positions to be filled and they are separated into a "Mothers" panel and a "Fathers panel" and must be filled by one man and one woman. The aim is to ensure some gender representation on the Board.

Membership of the Board of Management ends if your child leaves the school during the term of office, and you are replaced.

### Roles and Officers on the Board:

Once a full BOM is constituted, the Patron chooses a Chairperson from the 8 members.

The Chairperson **cannot** be the Principal or Teacher nominee.

The Principal is the secretary of the Board.

A Treasurer must be appointed from within the 8 members.

### Meetings & Commitment:

Boards of Management are obliged to meet at minimum 5 times a year, including once each term.

**Le Chéile, is Féidir Linn**

Meetings generally take 2 hours, in the evenings. Times and dates of meetings will be agreed by the Board once formed.

Board members may be asked to take responsibility for different areas or things that happen during the year, for example liaise with a buildings committee, attend an Open Night or liaise with the school's Health and Safety Officer. This does not usually take much commitment or time.

Parent Nominees of the Board may attend PA meetings and be members of the PA committee but cannot hold an officer position on the PA.

#### **Confidentiality & Representation:**

All BOM proceedings are absolutely confidential. The BOM will agree to an 'agreed statement' at the end of meetings to share with the community. **Outside of this, nothing can be discussed, including with family.**

#### **IMPORTANT:**

- **Teacher & parent nominees are not representing those groups.**
- **They do not bring issues from those groups to the Board or report back.**
- They are providing a perspective from an individual parent or teacher, **but are not a route directly to the Board.**
- Any issues to be raised at board level would go through the usual channels via the Principal (as secretary) and the Chairperson.

#### **What are BOMs responsible for?**

There's a long list of responsibilities for a BOM. These are listed below. Each item has a section in the governance manual, if you would like more information which is available online from [Gov.ie](https://www.gov.ie/en/department-of-education/policy-information/school-boards-of-management/) - <https://www.gov.ie/en/department-of-education/policy-information/school-boards-of-management/>

- Policies
- Resources (oversight)
- School Leadership
- Recruitment
- School Plan
- School Self Evaluation
- Finance
- Charities regulator compliance
- Child Protection
- Vetting
- GDPR
- Protected Disclosures
- Use of school premises
- Health & Safety
- Procurement
- Energy Management
- Appointment of staff
- Oversight of Online Claims System