



**Board of Management**  
**Special Meeting (1) (online)**  
**June 27<sup>th</sup> 2024**

**Attendance:** P Bourden (Chair); J Bracken; G Convery; F Cunnane; M Earwaker; E Howard; E O'Dea; C McDonough (Sec)

**Apologies:** K Sunderland

- The Chair informed the BoM that Ms Sinéad Thornton (Deputy Principal) has indicated that she will have to take some leave of absence for the first term of 2024-2025 on medical grounds. The BoM extended its best wishes to Sinéad and wished her a full recovery.
- The Chair outlined that the BoM was informed of this special meeting to commence the appointment process for an acting deputy principal for the duration of S Thornton's leave.
- The Chair advised members of the BoM that anyone who might have an interest in applying for the position or who has a personal relationship with someone who might apply for the position should not attend the meeting and retire from any future meetings at which discussion and/or decisions relation to the appointment of an acting deputy principal is taking place. Teaching members of the BoM indicated that they would not be applying for the position.
- The Chair advised the BoM that the trustee, Le Chéile, has been informed as to the situation in school. The BoM was informed that the BoM's role in this process is to commence the process, approve the selection committee, agree on the role profile, advertisement, application form and competency based questions, and at the end of the process to ratify the recommendation of the selection committee.
- The secretary informed the BoM that staff would be informed via email following the BoM meetings of the situation and will distribute an information pack in relation to the Acting Deputy Principal application process via email. This will afford staff time over the summer break to consider its content and afford adequate time for those who may wish to apply. Parents and students will be informed in relation to this development closer to the return to school when an acting deputy principal is appointed.
- The BoM was informed that only internal teaching members of staff, with five years or more experience are eligible to apply for this acting position.
- This process is not subject to appeal.
- Draft documents for this process had been emailed to board members for consideration in advance of these meetings.

- It was agreed that the role profile document as previously prepared covers the core duties attached to the role of acting deputy principal with the competencies required to carry out the duties in a faith school.
- The Chair outlined the steps of the process for all present.
- The Chair outlined the importance of confidentiality and sensitivity in dealing with this matter.