

# Role-play

School board meeting



# School management committee / board

- Headteacher
- Tutor
- Hosting tutor
- Pedagogical team
- Secretary
- Non-teaching staff
- School Council
- Parents Association



# Role play a school management committee / board meeting

## Groups of 6-8

### Agenda

1. Welcome & school calendar
2. Tutors - responsibilities
3. Teaching - innovations
4. Lunchtime and cleaning – problems and solutions
5. Parents association activities
6. AOB (Any Other Business)

## Roles

- Headteacher
- Secretary
- Tutors' representative
- Teachers' representative
- Lunch representative
- Parents Association

# Useful phrases for meetings

1. Welcome, everyone. The purpose of today's meeting is to discuss...
2. Thank you all for coming. Let's get started.
3. The first item on the agenda is...
4. Could you please clarify...?
5. I'm not sure I understand what you mean
6. Before we move on, I think we need to ...
7. I'm sorry, but we haven't talked about...
8. Excuse me, I'd like to say something
9. Let's move on to the next item on the agenda.
10. Now we've come to the final item on the agenda...
11. So we've decided to...
12. The meeting is adjourned. Thank you all for attending.