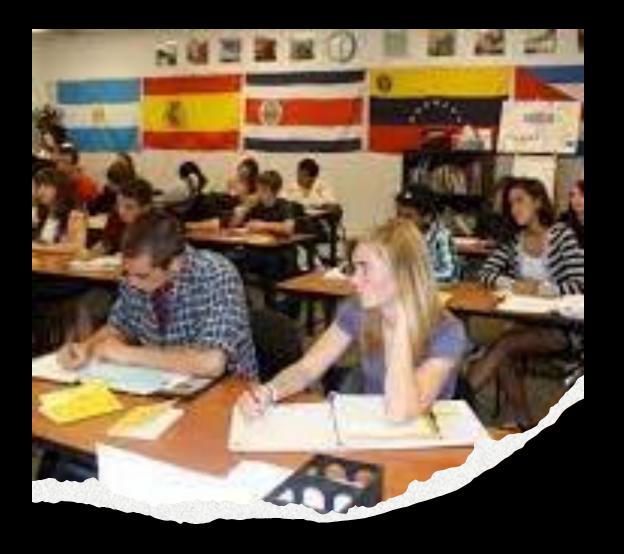
Role-play

School board meeting





School management committee / board

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







Groups of 6-8

Agenda

- 1. Welcome & school calendar
- 2. Tutors responsibilities
- 3. Teaching innovations
- 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.

Dr. Sean Murphy