

# Role play a school management committee / board meeting

## 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)

### **Headteacher**

You are responsible for leading the meeting and running the school efficiently and effectively. You need to have a clear vision for your school and show leadership. You can do this by listening sympathetically to all those present at the meeting, and offering practical solutions to problems. You are new to the job and want to make a good impression. However, it is your first job as a headteacher and you are a little unsure about managing people.

### **Secretary**

You are responsible for recording the main decisions taken at the meeting (aka ‘the minutes’). Make sure you are clear about what has been decided and ask for clarification if necessary. You are tired of teachers asking you to do everything, such as repair the photocopier, clean the coffee cups in the staffroom, provide keys because the teachers have forgotten theirs, etc.

### **Tutors' representative**

You represent all the tutors in the school and are responsible for groups of students. You collaborate with families during each child’s educational process. You also have to look after newcomers and help them to integrate. You feel that some parents don’t cooperate enough with the tutors and don’t pay attention to the advice you give them – giving authorisation for activities, remembering to wear appropriate clothes for outings/excursions, etc.

### **Teachers' representative**

You represent all the teachers in the school and are in charge of pedagogical matters. You are responsible for children’s academic progress, as well as making sure children follow school regulations. You are tired of parents criticising you because they think they know more about teaching than the teachers. You also think that it is the families’ duty to teach their children to respect others and not be so selfish/egotistical.

### **Lunch representative**

You are responsible for the dining room at lunchtime. It is your job to make sure all children eat their lunch and behave responsibly. You have two student supervisors to help you, but you think there should be an extra person. Some children behave badly, they can be very noisy and the cleaners have a lot of work. You feel it is the responsibility of the families, the tutors and the teachers to teach the children good manners.

### **Families Association**

You represent all the families of children at the school. On the whole, the families are happy with the school but feel that the teachers give the children too much homework, or that the homework is too difficult and so parents have to spend a long time helping their children when they have other things to do. There is also a problem with bullying in the school and the headteacher and teachers aren’t doing anything to solve the problem.