

Jan Brzechwa Polish Supplementary School in Hastings and St Leonards-on-Sea



Roles of School Management Committee Members

1. The role and duties of the Principal:

- 1.1 Day to day supervision of Teachers and Volunteers, recording their availability for classes, their hours of operation, authorising timesheets and claim forms, arranging cover for absences etc;
- 1.2 Assessing Teachers'/ Volunteers' standards of work / behaviour, ensuring they hold up to date DBS (Disclosure and Barring Service) check certificates;
- 1.3 Ensuring the School holds up to date records on Teachers/Volunteers, children, Parents/Guardians' contact details;
- 1.4 Overall responsibility for organising School premises, ensuring they are available, suitable and safe for the School's purposes. Maintaining a good working relationship with the hosting organisation;
- 1.5 Summoning and chairing Teachers'/Volunteers' meetings;
- 1.6 Maintaining a good relationship with the Parents' Committee, if in operation;
- 1.7 Representing the School externally;
- 1.8 Where required or advisable preparing documents in Polish and English versions.

2. The role and duties of the Secretary:

- 2.1 Preparing and maintaining minutes of Committee meetings;
- 2.2 Leading on the preparation and maintaining the School's documents – filing and safekeeping of the Constitution, insurance records as well as all relevant School Policies, as applicable;
- 2.3 Maintaining records for Teachers/Volunteers involved in the School's activities – DBS certificates, employment contracts etc;

- 2.4 Maintaining records of all official correspondence between the School and external institutions;
- 2.5 Leading on special projects (ie events, fundraising activities etc.) as agreed by the Committee;
- 2.6 Where required or advisable preparing documents in Polish and English versions.

3 The role and duties of the Treasurer:

- 3.1 Maintaining of day to day accounts for the School;
- 3.2 Administration of Payroll for employees and claim forms for Volunteers;
- 3.3 Day to day administration of the School's bank account;
- 3.4 Leading on budget preparation;
- 3.5 Making of payments to creditors, administration of receipts from Parents/Guardians and from fundraising activities;
- 3.6 Preparation of end of year accounts for the School for presentation to the Committee and external bodies;
- 3.7 Administration of grants receivable from external bodies;
- 3.8 Where required or advisable preparing documents in Polish and English versions.

The above lists are not exhaustive and additional tasks may need to be undertaken as required and agreed.

It is estimated and expected that Committee Members will spend around 2 hours a week on School related business.

Adopted 02/03/2013, Amended 10/01/2015

Aleksandra Janowicz	Chairperson (Principal)	<i>Janowicz</i>
Karolina Joseph	Secretary	<i>K Joseph</i>
Anna I.Roby	Treasurer	<i>Anna I. Robey</i>