

Board of Management roles and duties sheet

Check the applicable primary manual or patron/ETB arrangements.

Chairperson

Organise discussion, clarify decisions and follow-up. Appointment and correspondence arrangements.

Principal / recording secretary

Prepare agendas, minutes and a usable decision record. Board role differs from administrative school secretary.

Treasurer, where applicable

Present financial information and help explain significant changes. School-type finance arrangements and eligibility.

Ordinary members

Read papers, ask questions and complete authorised actions. Collective decisions, confidentiality and interests.

After each BOM meeting

- ☐ Use the agreed process for checking and approving minutes; keep open actions visible.
- ☐ Keep draft and approved records distinguishable and apply the school's access arrangements.
- ☐ Complete only agreed, authorised tasks. Report progress at the agreed point and flag delays early.
- ☐ Ask groups to report missing information and their proposed timetable.

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