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**British International School of Cracow**

**ADVISORY BOARD**

**Duties and Responsibilities**

***Updated February 1st 2022***

*“The school places a high priority on the safeguarding of students and staff, including child**protection, and the safe recruitment of appropriately qualified and experienced staff”*

*(COBIS Handbook, 2021-2022 edition)*

* 1. **Purpose**

The role of the Advisory Board is to support the British International School of Cracow in providing the best possible education for its pupils. The Board’s focus is centred on five scheduled discussion meetings organised per academic year, which are held between elected parents, the school owners and school management.

The main role of the Board is to **support, guide and advise** the school in order to develop to its fullest educational potential, bringing together the perspectives of Owners, Heads, Teachers and Parents. Therefore, ensuring that pupils are provided with optimum work and learning conditions, in a safe environment.

Major areas of focus include:

1. Safeguarding;
2. Health and Safety;
3. An overall annual review and termly tracking of the School Development Plan;
4. Achievement of educational objectives
5. Registration with outside authorities and support institutions;
6. Staff concerns;
7. School premises and off-site activities;
8. Future developments of the school.

The Board functions according to this document, which was established in writing by the BISC owners and agreed by the Advisory Board.

* 1. **Organisation**

The Board consists of:

1. At least one BISC owner representative, who must be present at all meetings;
2. The Head of School;
3. Three to six parent members;
4. Designated Safeguarding Governor (DSG), Health and Safety Lead (HSL), Head of Foundation, Head of Primary, Head of Secondary, Head of IB;
5. An additional teacher may be appointed if deemed necessary by Board members.

Any replacement of a member is approved by the Board during the next scheduled meeting. In case of parent or teacher resignation from the Board during the year, a new election will be organised on each occasion.

A parent who is in arrears with fees owed to the school is not permitted to become a Board member until the outstanding amount has been paid.

The Board comprises the following functions:

1. Chair
2. Secretary
3. DSG
4. HSL

Functions are fulfilled by means of election held when a member tenders their resignation. Each Board member has an equal right of vote. In the case of a tie, the vote of the Chair counts double.

The Advisory Board operates collectively at pre-arranged meetings. These can take two forms:

1. Scheduled meetings which take place five times during the academic year;
2. Extraordinary meetings to discuss particular issues or urgent matters.

In order for a meeting to take place, a quorum of seven persons must be present. This includes: the Chair, the Head of School, the DSG member, an owner representative, at least two SLT members, and at least one parent member. Any meeting should be limited to a maximum of two hours.

Extraordinary meetings can be called by any Board member. He/she must notify the Chair who will propose a date and time and inform all members as soon as possible after the request for such meeting is made. Such meetings can only take place with a majority agreement of Board members. On such occasions, only the particular issue that is the cause of the meeting is discussed.

Persons other than Board members can be present at meetings for whatever reason deemed necessary. They are invited by the Chair. Such persons have no formal status or voting rights. They cannot be present at a meeting when confidential issues are being discussed, unless they are been co-opted to provide an opinion on the particular issue in question.

In order for decisions to be made, a majority vote of the assembled Board members must take place.

Voting can be open or closed, at the Board’s discretion.

Minutes of every meeting are to be taken by the Secretary and presented in draft form to the Chair, Head and Owner representative for their approval prior to circulation to other Board members. Minutes are released not later than ten days after a meeting has taken place. Minutes of the previous meeting are approved and, if need be, amended at the beginning of each Board meeting. These are then signed by the Chair, the Head of School, and an Owner representative. The Head of School will file the original signed copies. At the end of the academic year, the Chair of the Advisory Board will write a summary of AB decisions and actions during the course of the year. The Head of School will post this document on Schoology and in the school newsletter.

* 1. **Responsibilities of Board members**

All Board members are expected to participate in all meetings and vote when necessary.

All Board members are expected to provide a brief biography about themselves (one paragraph), with accompanying photo, to be posted on the Advisory Board page on the BISC Kraków website.

Each Board member has an equal right to participate in meetings and state her/his view, while respecting the views of others.

The Board has the right to replace, by majority vote, a member who does not fulfil the responsibilities of the Board.

Each Board member must respect the confidentiality of the agenda items designated as confidential, and not disclose or discuss individual decisions made to any person who is not a member of the Board, unless with the approval of the Board. The disclosure of confidential information by a Board member will mean his/her immediate removal from the Board.

All Board members must endeavour to inform the Chair at least 48 hours beforehand, if they are not able to attend a scheduled meeting.

All Board members are expected to assist the Chair in implementing agreed decisions as and when required to do so.

All Advisory Board members are expected to complete a Safeguarding Level 1 course.

All Advisory Board members are expected to have police checks (updated once a year), ID checks (in the form of a colour photo of passport or dowód), and sign a ‘Conflict of Interest’ form.

* 1. **Individual responsibilities**

Chair:

1. Chairs all Board meetings;
2. Ensures meetings run on time and follow the agenda;
3. Informs all members about extraordinary meetings;
4. Receives all agenda items from Board members at least seven working days before the next scheduled meeting;
5. Remains impartial during all discussions of agenda items except in case of a tied vote, when she/he will have a casting vote;
6. Is responsible for implementing all decisions made with assistance from other Board members, and the Head of School, as directed.
7. Can appoint a temporary acting chair to enable participation in a discussion.
8. Will complete a Safeguarding Level 2 course.

Secretary:

1. Prepares the agenda and sends it to the Head of School and Owner representative for approval, then distributes it to all Board members at least three working days before the next meeting;
2. Takes minutes during the Board meetings, with action points;
3. Gathers any documentation relevant to Board meetings and ensures that confidentially of said material is maintained;
4. Submits a draft form of the minutes to the Chair, School Owner representative and Head of School for approval;
5. Releases minutes not later than ten days after each meeting;
6. Distributes approved Minutes to all Board members and releases minutes without confidential information to parents.

N.B. All minutes are kept in an Advisory Board file in the Head of School’s office.

* 1. **Induction of new AB members**

1. Formal announcement for the AB member vacancy (via newsletter, Schoology and email)
2. Candidate's application in writing;
3. Formal check against formal and desired criteria (minimum one year at the school, desired distribution of parents' representation for the stages of education);
4. Self-presentation on the AB meeting of a candidate (this to be treated as a ‘trial meeting’);
5. Voting of existing AB members;
6. Chosen candidate to undergo police check and Safeguarding course Level 1 (EduCare);
7. Confidentiality agreement signature;
8. Explanation of Duties and Responsibilities of BISC AB;
9. Regular participation in AB meetings (5 per school year).

**1.6 Template of Agenda**

BISC Advisory Board agenda (template)

Meeting on *XX.YY.ZZZZ*

1. Review of minutes from previous meeting, follow-up on actions and decisions;
2. Safeguarding and student welfare related topics;
3. An overall annual review and termly tracking of the School Development Plan;
4. Achievement of educational objectives;
5. Staff concerns;
6. School premises and off-site activities;
7. Future developments of the school (those not already included in SDP);
8. AOB.