**Further Reading**

## Session 1: The roles of the school management

1. Administration and Leadership - Develops policies and guidelines for running the school.Ensures compliance with government regulations and educational standards.
2. Financial Management- Prepares and manages the school's budget. Ensures proper allocation and utilization of resources.
3. Staff Management- Recruits, trains, and supervises teachers and non-teaching staff. Promotes professional development and teacher motivation.
4. Student Welfare and Discipline- Ensures students' safety, health, and well-being. Implements disciplinary measures to maintain order.
5. Curriculum Implementation and Academic Excellence- Oversees the implementation of the national curriculum. Ensures high-quality teaching and learning processes.
6. Infrastructure and Facilities Management- Maintains school buildings, classrooms, libraries, and laboratories. Ensures availability of learning materials and resources.
7. Parent and Community Engagement- Strengthens relationships between the school and parents. Engages with the community to support educational initiatives.
8. Extracurricular Activities and Talent Development - Promotes sports, clubs, and artistic activities. Encourages students to participate in competitions and events.
9. Conflict Resolution and Decision-Making - Handles disputes between students, teachers, and staff. Makes key decisions for the school's smooth operation.
10. Compliance with Government and Educational Policies- Ensures the school follows education laws and regulations.

**Assessment.**
1. What is the main responsibility of the school head/principal?
2. How does the Board of Management (BOM) contribute to the running of a school?
3. Give one way teachers help in ensuring discipline and academic excellence in a school.
4. Why is the role of the school bursar important in financial management?
5. How does the Parents-Teachers Association (PTA) support school development?