

## BOARD OF GOVERNORS POLICY

### AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

### RATIONALE

Legal and Regulatory Compliance:

We are required by ADEK to have a Board of Trustees that oversees the Governance of the school.

### PURPOSE

A board of governors helps guide the school leadership and ensure that decisions made within the school are in the best interest of students and the future of the school aligning with the school mission and vision.

### DEFINITIONS

The definitions below are based on the ADEK Governance Policy effective from AY2024/25

**Governance** is the set of rules, practices and procedures which guide the school in a just, accountable, transparent way, ensures quality, integrity and balances all stakeholders' interests.

**Board of Governors** is defined as a board appointed by the school owners, the members must include qualified representatives and Parents/Guardians.

**Conflict of Interest** for this policy refers to a financial interest, personal interest or other interest a Board of Governors member may have in school affairs.

## **BOARD OF GOVERNORS STRUCTURE**

The governing board shall consist of at least 5 voting members and 1 non-voting member.

### **Voting members**

The board shall include the following voting members:

1. Ex-officio Member and Chair of the board: Amity CEO Middle East
2. Amity assigned representative
3. Parent representative
4. Teacher representative
5. Independent member appointed by the board with expertise in Education

### **Non-voting members**

1. The Executive Principal is a non-voting member and attends meetings to provide advice, respond to questions, and deliver reports regarding the school's operation and performance.
2. Student representatives – current head students will be invited to participate at the discretion of the Chair.

## **Responsibilities of the Board of Governors**

To oversee the operations and activities of the school to ensure its mission and objectives are met, educational values are upheld, and all decisions are ethical.

## **Collective Responsibility of Board of Governors**

The board of governors will:

1. adhere to the Terms of Reference as stipulated by ADEK found in Appendix 1
2. meet every 3 months
3. commit to a 3-year service term
4. ensure ample notice is given of meetings to the school community and clearly articulate if a meeting is open or closed/closed executive
5. vote after discussion and in an unbiased manner, ensuring personal interests do not take precedence over the school and students' interests.

## **PROCEDURES**

Procedures are subject to review and may be adjusted at the discretion of the senior leadership team.

## **APPENDICES**

- Appendix 1: ADEK Terms of Reference
- Appendix 2: Process for Appointment as Governor
- Appendix 3: Guidelines for Governor Meetings

## **APPENDIX 1: ADEK Terms of Reference**

**Terms of Reference** - Schools shall ensure that the terms of reference of the governing board include the following provisions:

### **1. Responsibilities in relation to ADEK:**

- a. Ensure that the school operates effectively in line with ADEK's regulations, policies, and other requirements.
- b. Respond to any directives issued by ADEK that require action to be taken by the school or the school governing body, for example, in relation to inspection outcomes and compliance issues.

### **2. Responsibilities in relation to the school:**

- a. Define the mission and vision of the school and ensure the school provides a high-quality of education that leads to expected educational outcomes and meets the interests of stakeholders and regulators.
- b. Approve the school's strategic, developmental, and operational plans.
- c. Review and approve new school policies and amendments to existing policies and ensure that all policies are regularly reviewed and up to date to be in alignment with ADEK requirements.
- d. Delegate authority to the Principal for the execution of strategic and operational plans, policies, and budgets approved by the governing board.
- e. Act as the school's primary legal authority and, as such, ensure that systems are in place for meeting all the school's legal and contractual obligations, including those arising from contracts and other legal commitments made in the school's name.
- f. Ensure compliance with all applicable federal and local laws, regulations, and policies related to schools.
- g. Govern risk, information, and technology in a manner that supports the school in achieving its strategic objectives, in line with the ADEK Digital Policy.
- h. Ensure that the school's buildings and facilities are constructed, in line with the ADEK Buildings and Facilities Policy and in line with relevant laws and regulations of Abu Dhabi and the UAE.
- i. Investigate formal complaints against the school and take appropriate action in accordance with the school's Complaints Policy.
- j. Promote ethical values and practice in the school's plans and activities, in line with the UAE national identity and cultural values.
- k. Actively engage in key school events.
- l. Ensure the appointment of board members with specific responsibilities (e.g., safeguarding, inclusion), as per the requirements in other policies and as per ADEK's requirements.
- m. Nurture partnerships between the school and the wider community.

**3. Responsibilities in relation to the Principal:**

- a. Appoint and review the performance of the Principal, in line with the ADEK Employment Policy, and where required, dismiss the Principal after obtaining ADEK's approval.
- b. Hold the Principal accountable for the effective implementation of board approved plans and policies, in line with the school's mission, vision, values, and approved budget.
- c. Ensure that the Principal maintains an up-to-date master copy of all policies and procedures, in line with the ADEK Records Policy.

**4. Responsibilities in relation to the governing board:**

- a. Monitor and evaluate its own performance and effectiveness as school governing body of the school.
- b. Carry out its proceedings and duties in an ethical manner.

**5. Responsibilities of the Chair: Facilitate the efficient and effective functioning of the governing board by:**

- a. Moderating discussions, ensuring that different perspectives are considered, and resolving conflicts.
- b. Fostering a culture conducive to good governance, including a constructive working relationship between the Principal and other board members

## **APPENDIX 2: Process for Appointment as Governor**

1. The Chair of Governors is responsible for sharing with relevant stakeholder's information pertaining to opportunities to support the school through the role of governor.
2. A letter will be sent digitally to the teachers or parents about the opportunity to join the Board of Governors. The letter will include information explaining that it is a voluntary position with a 3-year tenure. Expectations about meetings and additional responsibilities will be shared.
3. A deadline for application will be shared alongside requirements for the application.
4. A Governor Nominating Committee will be convened by the Chair of the Board of Governors. Their responsibility will be to review the applicants and recommend an applicant to the Chair of Governors. An interview process may be implemented if the nominating committee are not able to come to a consensus regarding the applicants.
5. The applicant will review the ADEK terms of reference and complete governance training as stipulated by the Board of Governors. They will be required to complete safeguard training as designated by the school

**APPENDIX 3: Guidelines for Governors Meetings**

<b>ACTION</b>	<b>TIMELINE</b>	<b>RESPONSIBILITY</b>
<b>Set quarterly meetings</b>	August	Chair of the Board
<b>Share Agenda and type of meeting</b>	2 weeks prior to meeting	Executive Principal PA
<b>Official minutes taken</b>	During the meeting	Executive Principal PA
<b>Minutes shared for review</b>	1 week after the meeting	Executive Principal PA
<b>Review of Minutes</b>	2 weeks after the meeting	Board of Governors
<b>Minutes agreed and approved as accurate and correct</b>	Start of next official meeting	Chair of the Board