



1. INTRODUCTION

EFIA's governance framework promotes shared leadership between the **School Management**, the **Governing Board**, and key **stakeholders**, ensuring that all decisions are made in the best interest of students, staff, and the wider school community.

2. PURPOSE

- To establish a governance structure that promotes accountability, transparency, and ethical leadership at EFIA.
- To define the roles, composition, and operating procedures of the EFIA Governing Board.
- To ensure compliance with ADEK's School Governance Policy and relevant UAE regulations.
- To promote stakeholder participation, especially from parents, teachers, and the wider community.

3. EFIA GOVERNANCE STRUCTURE

MEMBERSHIP TYPE	NAME OF INCHARGE
School Owner	Dr. Mohammad Al Junaibi
Executive Director	Mr. Adnan Essa Abbas
Principal	Mr. Saji Oommen
Vice Principal	Ms. Raufia Salam
Section Supervisor Representative	Ms. Prathiba
Parent Representative	Mr. Abhay Mokashi
Teacher Coordinator	Ms. Vanajakshi
Accounts	Mr. Ahmad

4. TERMS OF REFERENCE

The EFIA Governing Board operates according to the following key responsibilities:



A. Strategic and Academic Oversight

- Approves EFIA's vision, mission, and strategic goals.
- Reviews and endorses annual academic and development plans.
- Evaluates performance data and ensures continuous improvement.

B. Financial Governance

- Reviews and approves the school budget and financial statements.
- Ensures transparency and accountability in all financial transactions.
- Monitors resource allocation for teaching, safety, and infrastructure.

C. Policy and Compliance

- Approves new policies and ensures timely updates in line with ADEK requirements.
- Reviews ADEK inspection reports and ensures timely action plans.
- Maintains compliance with Federal Law No. 45 of 2021 (Data Protection)

D. Community and Stakeholder Engagement

- Promotes active engagement of parents and the wider EFIA community.
- Supports initiatives related to UAE National Identity and multicultural harmony.
- Encourages open channels of communication and feedback.

5. COMMITTEES OF THE GOVERNING BOARD

COMMITTEE	INCHARGE	NAME
School Development Committee	Principal(Chair)	Mr. Saji oommen
School Development Committee	Vice Principal	Ms. Raufia Salam
Behavior Management Committee	Counselor	Ms. Sneha V
School Complaints Committee	Section Head	Ms. Swapna
Inclusion & Educational Risk Committee	Head of Inclusion	Ms. Inna Jafry
MIP	MIP Coordinator	Ms. Sona



6. RECORDS AND DOCUMENTATION

- All governance meeting minutes and decisions are securely stored by the **School Administrator**.
- Governing body meets twice a year, or as required, to discuss and resolve various conflicts and problems
- Summaries of board decisions relevant to parents and staff are published through the **EFIA Social Media Platforms**.
- Records are available for ADEK inspection on request.

7. CONCLUSION

EFIA upholds governance as the foundation for integrity, accountability, and continuous school improvement. Through structured leadership, transparent practices, and collaborative engagement, EFIA ensures that governance serves the collective interest of students, staff, and the wider community.

8. POLICY REVIEW & APPROVAL

This Policy is subject to changes as per the school and UAE law and revised version will be submitted for approval as per the process

	Name	Signature	Date
Policy Reviewed by:	Ms. Raufia Salam (Vice Principal)		04/04/2025
Policy Approved by:	Mr. Saji Oommen (Principal)		05/04/2025

Date of Next Review: 10/03/2026



