



DEFINITIONS:

For the purposes of this policy, governance is defined as the set of rules, practices and procedures through which the School is directed and guided in a manner that guarantees justice, accountability, transparency, quality, integrity and the balance of the interests of all stakeholders without jeopardizing educational values or the Council's Code of Ethics. Governance works by balancing the interests of a School's stakeholders including students and their Parents/Guardians, as well as Administrative, Teaching and Technical Faculty members, service providers, government authorities, and the community at large in addition to School Owners.

PURPOSE: To ensure that Schools have systems of governance that have been properly and effectively prepared, based on an effective Board of Trustees.

POLICY STATEMENT: This policy is closely linked to Policy (18) on Appointment and Roles of the Board of Trustees, and details some integral characteristics pertaining to its way of operation (e.g. representation requirements, confidentiality and independence of members).

Each School shall have clearly defined Governance Rules outlining the composition, responsibilities, and functions and working mechanisms of the Board of Trustees in a way that does not contravene the provisions of this Manual.

Any governance rule shall be deemed null and void if it contravenes any provisions of the Regulations, related decrees or this Manual. These rules must be implemented at all times in conformity with the laws, regulations, and decrees in effect and in accordance with the provisions of this Manual.

A School must present to the Council a copy of its Governance Rules for approval, as soon as the A School must present to the Council a copy of its Governance Rules for approval, as soon as the School finalises the drafting of these, and within a period not exceeding three months before the issuance of a School's Temporary License. The School must also present a copy of any amendments to the rules for approval, before they are adopted.

Taking into account the Council's requirements, laws, regulations and associated decrees, each School Owner shall have full discretion regarding the composition of the Board of Trustees, Governance Rules adopted and the committee structures established to prepare and support the Board of Trustee's functions.

Ideally, a School's Board of Trustees is based inside the UAE. In the vent that an Owner/Operator of a School has a management structure and/or existing governing boards outside of the UAE that satisfies the governance requirements specified in the Organising Regulations and this Manual, an additional advisory council must be established inside the UAE consisting of representative of the teaching staff, Parents/Guardians and local business as prescribed by this policy in order to achieve the Board of Trustees membership requirements.

This advisory council should not be the same as the typical Parent/Guardian council, which ordinarily focuses efforts on supporting School activities and events, contributing to improving student achievement, etc.





Rather, this advisory council must serve as the local voice of the School on School's policies and governance matters and must be afforded a channel to communicate with the Owner's/Operator's existing governance structure outside of the UAE, by having a member of the Owner's/Operator's executive team serve as a member of the School's advisory council inside the UAE, if possible. Should a School choose to have such an advisory council, the School must be able to demonstrate to the Council's inspectors that such advisory council serves a meaningful role in the School's governance and decision making process in accordance with the Organising Regulations and this Manual.

ROLES AND RESPONSIBILITIES:

License Holders will:

- Prepare Governance Rules according to the provisions of this Manual and present same to the Council for approval, within a period not exceeding three months from the date of issuance of the Temporary License. The School must also present a copy of any amendments to the rules for approval, before they are adopted.
- Take urgent steps to establish a Board of Trustees, if one has not been established yet, taking into consideration the intended structure, personnel required and the proposed.
- Ensure effective management and the presence of the necessary skills and competences in the Board of Trustees.

The School Principal will:

- Set policies and procedures that enable the Board of Trustees to achieve its goals, and
- Maintain an up-to-date master copy of all policies and procedures on the Schools' information system.
- Ensure that all staff take into consideration policies and procedures that relate to enabling the Board of Trustees to fulfil its objective.

