



<b>POLICY TITLE:</b>	Governance Policy
<b>DEPARTMENT:</b>	Academics

Policy Contact: Principal	Issue Date: 24/03/2024
School: Al Ain Juniors School	Revision Date: 28/06/2026
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### Purpose:

The purpose of this Governance Policy is to ensure effective leadership, transparency, accountability, and ethical decision-making at Al Ain Juniors School. The policy is designed to align with the guidelines set forth in the **School Policy on Governance** issued by the Abu Dhabi Department of Education and Knowledge (ADEK). As a K-12 institution affiliated with both the Central Board of Secondary Education (CBSE) and Cambridge International Examinations, Al Ain Juniors School is committed to maintaining strong governance practices that foster a high standard of educational quality, stakeholder trust, and organizational integrity.

### Scope:

This policy applies to the school leadership, governance bodies, staff, students, and other key stakeholders at Al Ain Juniors School. It covers the roles and responsibilities of the school's governing body, leadership structure, decision-making processes, and mechanisms for accountability and transparency.

### Governance Structure:

#### Board of Governors

Al Ain Juniors School will have a Board of Governors responsible for overseeing the strategic direction, financial sustainability, and overall governance of the school. The Board is accountable for ensuring the school adheres to the educational standards set by ADEK, the CBSE, and Cambridge, while also being responsive to the needs of the school community.

**Composition of the Board:** The Board of Governors shall consist of members who are knowledgeable, experienced, and capable of contributing to the strategic oversight of the school. This may include individuals from diverse professional backgrounds, such as education, finance, business, law, and community leadership.

**Term and Appointment:** Governors will be appointed for a specific term, and appointments will be made in a transparent manner. The school will ensure diversity and representation across various sectors in appointing board members.

#### School Leadership Team

The school's leadership team, consisting of the Principal, Vice Principals, Heads of Departments, and other senior staff, will be responsible for the day-to-day operational management of the school. The leadership team will report to the Board of Governors on the implementation of strategic plans, operational goals, and academic outcomes.



## Roles and Responsibilities:

### Board of Governors

The Board is responsible for:

- Ensuring the school's compliance with regulatory requirements set by ADEK and the affiliated educational bodies (CBSE and Cambridge).
- Establishing the school's mission, vision, and long-term strategic direction.
- Approving the school's annual budget and ensuring proper financial management.
- Appointing, evaluating, and supporting the Principal and other senior leadership staff.
- Reviewing academic performance, ensuring alignment with both CBSE and Cambridge standards, and taking corrective actions where necessary.
- Ensuring the school's commitment to ethical practices, including transparency in financial reporting, decision-making, and communication.

### School Leadership Team

The school leadership team is responsible for:

- Implementing the strategic plan set by the Board of Governors.
- Managing the day-to-day operations of the school, including staffing, curriculum delivery, student welfare, and extracurricular activities.
- Ensuring compliance with ADEK, CBSE, and Cambridge regulations and guidelines.
- Establishing a culture of continuous improvement by fostering innovation in teaching, learning, and student support services.
- Reporting to the Board on operational matters, academic outcomes, and areas of concern.
- Engaging with parents, students, and the broader school community to ensure their voices are heard in the decision-making process.

### Teachers and Staff

Teachers and staff members are expected to:

- Deliver high-quality education aligned with the CBSE and Cambridge curricula.
- Contribute to the school's academic goals, student well-being, and school culture.
- Participate in professional development opportunities to improve teaching practices and stay up-to-date with educational trends.
- Collaborate with the leadership team and other staff members in the achievement of school objectives.

## Decision-Making Process:

### Collaborative Decision-Making

Decision-making at Al Ain Juniors School will be collaborative, with input sought from all relevant stakeholders, including the Board of Governors, school leadership, staff, and, where appropriate, parents and students. The goal is to ensure that decisions are made in the best interest of the students and the broader school community.



## Strategic and Operational Decisions

The Board of Governors will focus on high-level strategic decisions, while the school leadership team will be responsible for operational decisions, including curriculum development, staffing, and resource allocation. The two bodies will work closely to ensure alignment between strategy and operations.

## Transparency and Accountability

The school will maintain a transparent decision-making process. Minutes of Board meetings, key decisions, and other relevant documents will be made available to stakeholders, where appropriate. This ensures accountability and fosters trust within the school community.

## Academic Governance:

### Curriculum Oversight

The Board of Governors will ensure that the school's academic programs are aligned with both CBSE and Cambridge curricula and meet the needs of the students. The school leadership team, including the Heads of Departments, will be responsible for curriculum planning, implementation, and continuous improvement.

**Quality Assurance:** Regular evaluations of academic performance, including internal audits, assessments, and feedback from external evaluators, will be conducted to ensure the quality and relevance of the curriculum.

**Continuous Improvement:** The school will engage in a process of continuous improvement, identifying areas for development and implementing strategies to enhance teaching and learning outcomes.

## Financial Governance:

### Financial Oversight

The Board of Governors will have overall responsibility for ensuring the financial sustainability of the school. This includes:

- Approving the school's annual budget and ensuring that resources are allocated in a way that supports the school's educational goals.
- Monitoring financial performance and ensuring proper financial management practices are in place.
- Ensuring transparency in financial reporting, including the provision of regular financial statements to the Board and stakeholders.



## **Audit and Accountability**

An external audit will be conducted annually to ensure the school's financial practices are transparent and in compliance with UAE regulations. Any discrepancies or issues identified during audits will be addressed promptly.

## **Ethical Governance and Compliance:**

### **Ethical Standards**

Al Ain Juniors School is committed to the highest ethical standards in all aspects of governance, decision-making, and operations. This includes promoting a culture of integrity, transparency, and accountability at all levels of the organization.

### **Compliance with Local and International Standards**

The school will adhere to all relevant local, regional, and international laws and regulations, including those set forth by ADEK, the UAE Ministry of Education, and both CBSE and Cambridge boards. The school will also comply with ADEK's guidelines and policies on school governance.

## **Communication and Stakeholder Engagement:**

### **Engaging Stakeholders**

Al Ain Juniors School recognizes the importance of engaging all stakeholders in governance processes. Regular communication with parents, staff, and students will ensure their input is considered in decision-making. The school will hold regular meetings with parents, staff surveys, and open forums to gather feedback and address concerns.

### **Feedback Mechanisms**

The school will establish mechanisms for gathering and responding to feedback from students, parents, staff, and the wider community. This includes parent-teacher meetings, surveys, suggestion boxes, and other platforms for open dialogue.

## **Policy Review and Amendments:**

### **Regular Review**

The Governance Policy will be reviewed annually by the Board of Governors to ensure its continued relevance and effectiveness. Any necessary amendments will be made based on feedback from stakeholders, changes in regulations, or the evolving needs of the school.



## Continuous Improvement

Al Ain Juniors School will ensure that governance practices evolve in line with best practices in educational leadership and governance, both locally and internationally.

Version no.	Description of change	Owner	Date of Issue
1.0	Adoption of Policy	Principal	24.3.2024
2.0	Significant changes to align more closely ADEK School Policy On Cultural Consideration	Principal	24.6.2024
3.0	Review	Principal	8.3.2025