



Al Ain English Speaking School

AAESS GOVERNORS' RESPONSIBILITIES POLICY

POLICY STATEMENT

The Governing Board of Al Ain English Speaking School (AAESS) is committed to delivering effective, ethical, and transparent governance that meets the regulatory requirements of the Abu Dhabi Department of Education and Knowledge (ADEK) and the expectations of British Schools Overseas (BSO)/UK governance standards. The Board provides strategic leadership, holds senior leaders to account for educational performance and wellbeing, and oversees the school's financial performance to ensure money is well spent.

PURPOSE

This policy defines the roles, responsibilities, and operating procedures of the Governing Board to:

- Establish clear strategic direction and ethos aligned with UAE cultural values and British education best practice.
- Ensure robust accountability for educational quality, safeguarding, health and safety, and student outcomes.
- Provide effective financial oversight and compliance with ADEK governance and auditing requirements.

SCOPE

This policy applies to:

- The Governing Board (voting and non-voting members), Board committees, and any individuals delegated authority under the Scheme of Delegation.
- The Principal and Senior Leadership Team (SLT) in relation to reporting, accountability, and compliance.

GOVERNING BOARD COMPOSITION & APPOINTMENT

- Composition: The Board shall include voting members (e.g., owner/representative, parent members, staff/teacher members, independent member[s]) and may include non-voting members for advisory purposes.

- **Eligibility & Vetting:** All governors must meet fit and proper expectations and declare conflicts of interest; leadership posts must meet ADEK Staff Eligibility criteria.

ROLES & RESPONSIBILITIES

Strategic Leadership:

- Set and annually approve AAESS Vision, Values, and Strategic Plan.

Educational Performance & Wellbeing:

- Hold the Principal/SLT to account for student outcomes, curriculum quality, inclusion, and wellbeing.

Safeguarding, Health, Safety & Welfare:

- Assure compliance with ADEK Health, Safety & Wellbeing policies and BSO safeguarding standards.

Financial Oversight:

- Approve the annual budget, three-year financial plan, major contracts, and fee proposals.

Ethics & Conduct:

- Uphold ADEK Professional Code of Ethics and AAESS Values & Ethics Policy.

Compliance & Risk:

- Oversee compliance with ADEK licensing, governance, employment, and records policies.

MEETINGS, AGENDAS & RECORDS

- Frequency: Full Board meets at least termly; committees as scheduled.
- Agendas & Papers: Circulated at least 5 working days prior; include standing items on student outcomes, safeguarding, finance, risk, and compliance.
- Minutes & Decisions: Accurate minutes with actions, decisions, and votes; maintain secure records.

SCHEME OF DELEGATION & COMMITTEES

- Scheme of Delegation (SoD): Specifies authority delegated to committees, the Principal, and SLT; reviewed annually.
- Standing Committees: Finance & Audit, Education & Inclusion, Safeguarding & Wellbeing, People & Remuneration.
- Reporting: Committees submit written reports and recommendations to the full Board.

INFORMATION, TRANSPARENCY & STAKEHOLDER ENGAGEMENT

- Maintain meaningful engagement with parents, staff, and students through forums, surveys, and communications.

GOVERNOR DEVELOPMENT & INDUCTION

- Provide induction covering ADEK frameworks, BSO standards, AAESS policies, and data protection.
- Ensure ongoing training (safeguarding, finance/procurement, curriculum/inclusion, risk, ethics).

CONFLICTS OF INTEREST & CONFIDENTIALITY

- Maintain a Register of Interests; require declarations at the start of each meeting; manage recusals.
- Safeguard confidential information and comply with records and data handling requirements.

COMPLAINTS & WHISTLEBLOWING OVERSIGHT

- Ensure AAESS maintains clear complaints procedures and whistleblowing channels aligned with BSO/UK and ADEK expectations.

POLICY OWNERSHIP, REVIEW & APPROVAL

- Owner: Chair of Governors.
- Lead Reviewers: School Principal and Chair of Governors.
- Review Cycle: Annual; next review by August 2026 or earlier if ADEK/BSO requirements change.
- Approval: Ratified by the Governing Board; published on AAESS website.