SCHOOL GORVERNANCE POLICY

2026-2027

Policy Information			
Created Date	11th OCT 2026	Reviewed By	
Review Cycle	One Year	Next Review	OCTOBER 2027
Principal			
Vice Principal			
Author of policy's role			
Chair of Governors			

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School Governance Policy – Happy Home English School

This policy sets out how Happy Home English School is governed, who holds which responsibilities, and how decisions are made and reviewed.

1. Purpose and scope

This policy ensures Happy Home English School is led accountably, transparently and in the best interests of every student.

It applies to the school owner or proprietor, members of the governing body, the Principal, senior leaders, teaching and non-teaching staff, and anyone acting on the school's behalf.

The school operates within the laws of the United Arab Emirates and the requirements of its licensing and inspection authority.

The policy aims to:

- define clear lines of authority and accountability
- keep strategic oversight separate from day-to-day management
- protect student welfare, learning and wellbeing as the first priority
- ensure fair, documented and ethical decision-making

2. Governance structure

The school is governed on three levels. Each has a distinct role, and none may take over the duties of another.

1. **Owner / proprietor.** Holds the school license and ultimate legal and financial responsibility. Approves the vision, major investment and the appointment of the Principal.
2. **Governing Board.** Provides strategic oversight and challenge. It should include the owner, the Principal , HR Manager, one parent representative, and two students.
3. **Principal and Senior Leadership Team.** Runs the school day to day, implements Board decisions and reports to the Board on progress and risks.

The Board sets direction and holds leaders to account. It does not manage daily operations, timetabling, or individual staffing or student matters.

3. Roles and responsibilities

Role	Key responsibilities	Accountable to
Owner	Holds the license; approves vision, annual budget and major capital spend; appoints and appraises the Principal	Regulatory authority; the law
Governing Board (collectively)	Sets strategic priorities; approves key policies; monitors academic results, finances, safeguarding and compliance; challenges leadership	Owner
Principal	Leads teaching, learning and operations; implements policy; reports to the Board each term;	Board and Owner

Role	Key responsibilities	Accountable to
	leads self-evaluation and improvement planning	
Senior Leadership Team	Manages curriculum, student wellbeing, staff development and operations within their areas; provides evidence for Board reports	Principal
Designated Safeguarding Lead	Leads child protection; reports concerns and trends directly to the Board	Principal and Board
Teachers and staff	Deliver the curriculum; follow school policies; report concerns promptly	Line managers
Parent representative	Brings parent views to the Board; does not handle individual complaints	Parent body

4. Meetings and decision-making

The Board meets at least once each month, and more often when needed.

- **Decisions:** reached by consensus where possible, otherwise by simple majority.
- **Minutes:** recorded by a designated secretary, approved at the next meeting, and stored securely with a record of actions and owners.
- **Urgent decisions:** may be taken by the Chair with the Principal between meetings, and must be reported to the full Board at its next meeting.
- **Annual cycle:** the Board reviews the school improvement plan, budget, academic results, safeguarding report and policy schedule each year.

5. Oversight of standards

The Board monitors four areas each term, using evidence supplied by the Principal rather than relying on assurances alone.

- **Teaching and learning:** attainment and progress data, English language outcomes, curriculum coverage, and findings from lesson observations and self-evaluation.
- **Regulatory compliance:** the school's license conditions and inspection findings. The Board tracks every inspection recommendation to completion.
- **Safeguarding and wellbeing:** the Designated Safeguarding Lead reports on incidents, training, recruitment checks and attendance concerns.

The Principal reports any serious incident, regulatory notice or significant risk to the Chair within 24 hours.

6. Conduct and conflicts of interest

All Board members and leaders act with integrity, put student interests first and respect the school's values.

- **Managing conflicts:** a member with a conflict leaves the discussion and takes no part in the decision. The minutes record the declaration.

- **Gifts and hospitality:** offers above a modest value are declined or reported to the Chair.
- **Confidentiality:** Student information and staff matters stay confidential and are handled in line with applicable UAE data protection law.
- **Public statements:** only the Chair, the Principal or a person they authorize speaks for the school.
- **Breaches:** concerns about a member's conduct go to the Chair, or to the Owner if the concern is about the Chair.

7. Parents, students and community

- Student councils or equivalent groups meet the Principal each term, and their feedback is reported to the Board.

Complaints follow these steps, and each step has a written response time:

1. **Class teacher or relevant staff member:** most concerns are resolved here.
2. **Head of section or Vice Principal:** if the concern is unresolved or serious.
3. **Principal:** a formal written complaint, acknowledged within two working days.
4. **Board Chair:** review of how the complaint was handled, not a retrial of the original decision.
5. **Regulatory authority:** the route open to parents if the school's process does not resolve the matter.

8. Policy review and approval

The Board reviews this policy every year, and sooner if the law, licensing requirements or school structure change.

Item	Detail
Policy owner	Board of Governors
Version	1.0 (draft)
Approved by	Mr. Tahir, Owner
Next review	October 2027
Related policies	Child protection and safeguarding; complaints; staff code of conduct; data protection; admissions