YASMINA
BRITISH ACADEMY

Governance Policy

Overview

Yasmina British Academy (YBA) is committed to maintaining a strong governance framework that ensures clarity of strategic direction, accountability for school performance, and alignment with regulatory expectations set by the Abu Dhabi Department of Education and Knowledge (ADEK). This Governance Policy has been developed in accordance with the ADEK School Governance Policy v1.1. It also incorporates elements of the Strategic Governance Group (SGG) constitution to ensure stakeholder engagement remains central to the school's governance culture.

Summary

Policy First Issued on	August 2025
Next Policy Review Date	June 2028
Lead Professionals	Holly Gibbs, Head of School
Signature(s)	
Approved by ELT	
Date	August 2026

Purpose

The Governance Policy aims to:

- Provide a clear governance structure overseen by the Governing Board.
- Define roles, responsibilities, membership requirements, and decision-making processes.
- Establish rules for Board appointment, meetings, delegation, and ethical conduct.
- Ensure compliance with ADEK governance standards and regulations.
- Recognise the Strategic Governance Group (SGG) as an advisory body supporting stakeholder engagement and school improvement.

Scope

The Policy applies to:

- The Governing Board
- The Executive Principal
- ADEK - mandated committees
- Strategic Governance Group (SGG) members
- Individuals serving in governance-related roles

Governance Structure

The governance structure of YBA consists of the Governing Board, Executive Principal, Head of School, ADEK mandated committees, and the Strategic Governance Group (SGG).

Governing Board

- The Governing Board is the senior authority responsible for strategic oversight, performance monitoring and ensuring compliance with ADEK reqirements

Principal

- The Executive Principal leads all daily school operations and serves as a non-voting member of the Governing Board, providing professional expertise.

ADEK Mandated Committees

- YBA maintains all committees required by ADEK, including Complaints, Development, Behaviour Management, Appeals, Health & Safety and National Identity Committees.

Sub-Committees

- The sub-committees serve as an advisory forum offering stakeholder insight to support school improvement planning. These include
    - Culture and National Identity
    - Curriculum and Teaching & Learning
    - Community and Inclusion

Governance Rules

The Governance Rules define the operational framework of the SGG and include:

- Governance structure
- Terms of reference
- Scheme of delegation
- Membership criteria and competencies
- Appointment procedures
- Ethical standards

Governing Board Composition

The Board consists of 5-15 voting members plus the Executive Principal (non-voting). Membership includes the owner or representative, elected parent and teacher representatives, at least one independent member and a Chair selected from voting members.

Appointment, Elections & Tenure

Members are appointed and elected by the school community through transparent procedures. terms are three years and may be renewed following the school's selection process.

Board Meetings

The Board meets at least once every three months. A quorum reqires the presence of tw-thirds of voting members. Meetings may be open (with observers), closed (Board and Principal) or executive (voting members only).

Voting Procedures

Decisions are made by majority vote. Only voting members may particpate. The Chair exercises a casting vote in the event of a tie.

SGG Responsibilities

The SGG ensures compliance with ADEK regulations, approves the mission, vision, strategic priorities, school policies, governs risk, and promotes UAE identity and ethical values.

Responsibilities Toward the Principal

The SGG supports the Executive Principal, ensuring effective implementation of plans, policies, and performance measures.

Ethical Requirements

SGG members must uphold ADEK's ethical standards, declare conflicts of interest, maintain confidentiality, and refrain from accepting or offering gifts. Breaches are subject to investigation.

Strategic Governance Group

The SGG provides strategic feedback, supports stakeholder engagement, and contributes to school development planning while adhering to confidentiality and professional conduct expectations.

Record Keeping

Accurate minutes are maintained for all SGG meetings and made available to ADEK upon request. Important decisions affecting stakeholders are published appropriately.

Self- Evaluation

The SGG performs an annual evaluation of its effectiveness, using input from the Principal and relevant stakeholders.

Review Cycle

The policy is reviewed annually or earlier if required.

Approval

Approved by the Yasmina British Academy Governing Board.

Academic Year: 2024 - 2025