

English Version

Governance Policy

Horizon Private School - American Branch

Document Control

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Policy Purpose and Philosophy

The purpose of this policy is to establish a robust, transparent, and ethical governance structure for Horizon Private School (HPSB). It ensures that the school operates with clear strategic direction, financial integrity, and educational excellence, in full compliance with ADEK regulations.

At HPSB, governance is more than oversight; it is a commitment to our promise: *"Every Child Known, Every Child Valued, Every Child Prepared"*. The Board ensures that our decisions are not only compliant but also deeply rooted in our values of Integrity, Community, and Excellence.

Scope and Application

This policy applies to:

- **The Governing Board:** All voting and non-voting members.
- **School Leadership:** Specifically the Principal and Executive Vice Principal.
- **Sub-Committees:** All committees established by the Board.
- **The Wider Community:** Families, Learners, and Staff who participate in or are affected by governance decisions.

The school shall develop and publish these Governance Rules on the school website as a minimum requirement.

Legal Framework and Compliance

This policy is strictly aligned with the following regulations:

- **ADEK School Governance Policy (September 2024, v1.1).**
- **Federal Decree-Law No. (3) of 2016 (Wadeema's Law).**
- **ADEK School Compliance Policy.**
- **HPSB Unified Brand & Communication Guide (HPSB-001).**

Non-Compliance Note: Failure to comply with governance standards is subject to legal accountability and ADEK penalties.

Definitions

- **Governing Board:** The senior authority of the school, appointed by the owners, responsible for strategic oversight.
- **Corporate Board:** An external decision-making body representing the entity that has partial or full ownership of the school/network.
- **Conflict of Interest:** Any situation where a member's financial, personal, or social interests might compromise their judgment or impartiality.
- **Quorum:** The minimum attendance required for a meeting to be valid (at least two-thirds of members).
- **Ex-Officio Member:** A member who holds their seat by virtue of their position (e.g., School Owner).
- **Stakeholders:** The collective community including Learners, Families (Parents), Staff, and Regulators.

Roles and Responsibilities

The Governing Board:

The Board is responsible for:

- **Strategic Direction:** Approve strategic plans to ensure high-quality education.
- **Policy & Compliance:** Approving school policies and ensuring alignment with ADEK requirements.
- **Financial Oversight:** Approving the annual budget, financial statements, and ensuring proper resource management.
- **Principal Performance:** Appointing the Principal and holding them accountable for the school's performance.
- **Community Partnership:** Nurturing partnerships between the school and the wider community.

The Principal

The Principal serves as a non-voting member of the Board and is responsible for:

- **Operational Execution:** Implementing the strategic plans and policies approved by the Board.
- **Reporting:** Keeping the Board informed of school performance, ADEK directives, and operational risks.
- **Educational Leadership:** Monitoring teaching and learning standards.

Policy Statements and Procedures

Governing Board Composition

The Board shall consist of a minimum of 5 voting members and a maximum of 15 members.

- **Chair/Ex-Officio:** The school owner or their representative.
- **Parent Representative:** At least one parent elected by families to represent the collective parent body.
- **Teacher Representative:** At least one teacher elected by the faculty.
- **Independent Member:** At least one external education expert appointed by the Board.
- **Principal (Non-Voting):** Attends to provide advice and reports but cannot vote on their own remuneration or performance.
- **Student Representative (Optional):** A Cycle 3 learner with leadership history

Terms of Reference and Tenure

- **Service Term:** Members serve a term of **3 years**. This may be renewed subject to the selection process.
- **Owner Exemption:** The school owner is exempt from the restriction on service term

length.

- **Vacancy:** If a member resigns, a replacement will be appointed for the remainder of the term.

The Principal and Vice Principal

- **Independence:** The Principal shall not be the school owner or a first- or second-degree relative of the school owner.
- **Meeting Attendance:** The Principal or Vice Principal shall not attend any meeting where the board is discussing the performance or remuneration of the Principal.
- **Reporting Mandate:** The Principal must notify ADEK of any legal violation or non-compliance with serious impact within 24 hours of identification.
- **Succession:** The school shall maintain a succession plan to delegate responsibilities to the Vice Principal to ensure continuity during leadership gaps.

Meetings and Decision Making

- **Frequency:** The Board shall meet at least **once every 3 months**.
- **Quorum:** Valid meetings require the attendance of at least **two-thirds** of board members.
- **Voting:** Decisions are ideally reached by consensus. If a vote is required, it is decided by a simple majority. In the event of a tie, the Chair has the casting vote.
- **Meeting Types:** The Chair may designate meetings as "Open" (observed by stakeholders) or "Closed" (members only). "Closed Executive" meetings are authorized for voting members only.

Mandatory Committees

The Governing Board delegates specific functions to the following mandatory committees to support school improvement:

- **School Complaints Committee:** Handling formal grievances.
- **School Development Plan Committee:** Overseeing quality assurance and improvement planning.
- **Behavioral Management Committee:** Reviewing behavior policies and major incidents.
- **School Health and Safety Committee:** Ensuring a secure physical environment.
- **National Identity Committee:** Composed of at least **3 UAE National parents** to promote UAE culture and values.

Ethical Requirements and Remuneration

- **Conflicts of Interest:** Members must disclose any personal interests that compromise impartiality immediately.

- **Confidentiality:** Board discussions are strictly confidential even after a member's term ends.
- **Gifts:** Members may not give or accept gifts to influence decisions.
- **Remuneration:** Members shall serve in an honorary capacity without remuneration, except for approved school-related expenses.
- **Office Space:** The Governing Board and owners shall not have a permanent office based at the school.

Monitoring, Review, and Communication

Self-Evaluation

The Governing Board conducts an annual self-evaluation to review its effectiveness, utilizing feedback from the Principal and relevant stakeholders.

Record Keeping

Minutes of all meetings are formally recorded and made available to ADEK upon request. Relevant decisions affecting the community are communicated clearly to families and staff.

Review Cycle

This policy is reviewed annually or whenever ADEK regulations are updated.

References and Related Documents

- **External (ADEK):**
 - [ADEK School Governance Policy \(2024\).](#)
 - [ADEK School Compliance Policy.](#)
 - Code of Conduct for Education Professionals (MoE, 2022).
 - Federal Decree Law No. (31) of 2021 (Crimes and Penalties).
- **Internal (HPSB):**
 - [HPSB Unified Brand & Communication Guide \(HPSB-001\).](#)