

Board of Trustees Policy

Persons involved in setting the policy

- Senior Management

Approval authority

- Academy CEO
- Academy Principal

Policy review cycles

- As needed

General Policy Items:

First: Council Members

The Academy adopts clear procedures to ensure the selection of competent and qualified representatives, without discrimination, to represent all segments of the school community, in accordance with the policies of the Ministry of Education and Higher Education with the following regulations:

• Election and Appointment Procedures:

1. The Academy conducts an awareness campaign prior to the beginning of the council term to introduce the community to the role of the Board.
2. Nomination is opened electronically for eligible parents who meet the following conditions:
 - Minimum educational level: secondary education or above
 - Commitment to the Academy's values
 - Submission of a developmental proposal
3. Applications are reviewed, and a voting process is conducted by parents to select their representatives.
4. The Chairperson and Vice Chairperson are elected during the first official meeting through secret ballot among council members.

• Board Composition Structure:

- Parents' Representatives: (6 members), two from each stage (Kindergarten, Primary, Secondary)
- School Leadership: (Academy Principal + 3 Stage Principals)
- Teaching Staff: (3 teachers) representing the educational stages
- Administrative Staff: (1 member)
- Local Community: (1 experienced member)
- Secretary

• Council Term Duration:

- Membership duration is determined to be a maximum of four (4) years and not less than one (1) year to ensure stability.

• Procedures for Re-election of the Council or Any Member

The Academy follows the procedures below to ensure continuity and effectiveness of the Council in cases of term completion or vacancy:

1. Vacancy Cases (Before the End of the Term):

Vacancy procedures are initiated in the following cases:

- Resignation: submission of written notice by the member at any time
- Automatic dismissal: absence from two (2) consecutive meetings or three (3) non-consecutive meetings within one year without acceptable excuse

2. Mechanism for Filling Vacancies (Re-election of a Member):

- For elected categories: the reserve candidate with the next highest number of votes in the last election shall be appointed.
- If no reserve candidate exists, by-elections shall be opened for that specific seat for the remaining council term, or a replacement member may be appointed based on the Academy Principal's nomination and council approval.
- For leadership positions: if the vacancy is for the Chairperson or Vice Chairperson, a replacement shall be elected from among council members.

Second: Council Meetings

Council operations are organized to ensure effective decision-making through the following:

- Number of Meetings: The council shall hold no fewer than four (4) general meetings annually. Extraordinary meetings may be convened upon invitation from the Academy Principal as needed.
- Legal Quorum: Meetings are considered valid with the attendance of a majority of members (51%), provided that the Chairperson or Vice Chairperson is present.
- Documentation and Records: The Secretary is responsible for recording meeting minutes, documenting decisions, and maintaining records within the Academy files to ensure transparency and ease of reference.

Third: Roles and Responsibilities of the Council

The Academy establishes clear and detailed procedures defining the council's role as follows:

1. Defining Roles and Responsibilities of Council Members:

- Chairperson of the Board:
 - Presides over all meetings
 - Represents the council before the community when delegated
 - Determines and approves meeting agenda items
 - Regulates decision-making mechanisms and resolves discussions
- Vice Chairperson:
 - Acts on behalf of the Chairperson in all matters in case of absence or vacancy
- Parents' Representatives:
 - Attend meetings
 - Participate actively in discussions and voting

- Consider the public interest
- Submit proposals and suggestions
- Academy Representatives (Teachers):
 - Represent teachers and convey their viewpoints
 - Attend meetings and participate in voting
 - Communicate council decisions to teachers and staff
- Secretary:
 - Issue meeting invitations
 - Record minutes
 - Maintain attendance records

2. Separation of the Principal's Administrative Role from Her Role as a Council Member:

- The Academy Principal is fully responsible for all legal, financial, and administrative matters of the Academy.
- Her role within the Council is limited to compliance with Ministry regulations to enable the Council to fulfill its responsibilities and to build transparent professional working relationships with members.

3. Guidelines Defining the Council's Relationship with Stakeholders (Parents – Students – School Community – Local Community):

- Communicating with parents and the local community on behalf of the Council
- Inviting relevant members of the school community (students/staff) to attend meetings, when necessary, without voting rights

4. Contribution to Updating the Vision and Objectives:

- Stage Principals are responsible for providing the Council with information clarifying the level of progress toward achieving established goals and objectives.

5. Providing Appropriate Support Across All Areas of Work:

Support is achieved through an integrated and cooperative role between the administration and the Council:

- Administratively:
 - Stage Principals provide accurate data and information enabling the Council to deeply understand the educational process and current field challenges.
- Developmentally and Community-wise:
 - Members contribute developmental proposals and effective solutions to challenges facing the educational field.
 - Support the educational process by strengthening communication with community institutions and establishing effective partnerships serving the Academy's interests.

6. Approval of Various Policies:

- Providing advice and guidance to improve performance at the academy across all aspects of work, without interfering in daily management.

- Stage Principals clarify the reasons for implementing new school policy procedures and consider the Council's feedback and recommendations.

7. Decision-Making:

The Council manages its sessions with integrity and transparency as follows:

- Discussion Management: The Chairperson regulates dialogue and ensures equal opportunities for all members to express opinions and proposals.
- Decision Adoption: Decisions are approved by majority vote (51%). In the event of a tie, the side supported by the Chairperson shall prevail.
- Documentation: The Secretary records decisions immediately in official minutes.

8. Introducing Council Members:

- The Academy commits to introducing Board members to the school community through social media platforms and the official website.

Fourth: Regulations and Procedures Governing Council Work

The Academy establishes the following procedures to ensure professional council operations:

1. Confidentiality Procedures:

- All members are required to sign a confidentiality undertaking upon joining the Council.

2. Decision-Making and Voting Procedures:

- Decisions are made collectively through voting and are considered valid with the approval of the majority of attendees (51%).
- In case of equal votes, the Chairperson's vote determines the final decision.

3. Conflict of Interest Prevention Procedures:

- Members are strictly prohibited from exploiting their membership to:
 - Direct Academy purchases to companies they own
 - Mediate employment of acquaintances
 - Enroll their children without following officially approved Academy admission policies

4. Role Integration Procedures (Relationship with Administration):

- Meetings are conducted with respect for differing viewpoints and a strong team spirit.
- Members' opinions and proposals are treated as advisory and developmental in nature, intended to support not hinder school administration.
- Final executive authority remains subject to the regulations governing Academy management.

5. Ethical Charter Compliance Procedures:

- Each member is required to review and comply with the "Ethical Agreement for Schools in the State of Qatar."