



American International School
المدرسة الأمريكية الدولية

GOVERNING BOARD POLICY

APPROVED BY:
ATHENA ACADEMIC
BOARD

DEPARTMENT:
ACADEMIC

REVIEW
ANNUALLY

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OUR VISION

An outstanding school cultivating dynamic students who are culturally aware and collaborative within a multicultural society.

OUR MISSION

The American International School is committed to developing students to their fullest potential academically and socially to prepare them to be full members of the global community. The educational team, along with its stakeholders will prepare students who are culturally aware, collaborative, effective problem solvers and respectful of the values and traditions of others.

What do Governors do?

Governors ensure the school runs effectively by holding it accountable for decisions and by measuring the impact of its actions. They are responsible for effective strategic including appropriate resourcing, of the schools so they can achieve their targets set out in their School Improvement Plans (SIPs).

What is the role of a School Governing Board (SGB)?

Four key functions:

- Set a strategic direction of the school within the context of its and AIS's vision, purpose, and values.
- Holding the school to account for its decisions and actions and for measuring the quality of outcomes.
- Overseeing and ensuring the integrity of the school's self-evaluation processes.
- Monitor, track, guide and support the school leadership in the implementation of the school improvement plan.

SGB Constitution in AIS

The SGB will comprise the following membership as a **minimum** requirement:

- Principal & 6 other members of the school's senior leadership team
- 2 nominated staff members.
- 6 nominated parent members (ensuring coverage of the full age-range of students)
- 2 senior students (nominated from the highest Grade 12)

Nomination of members and tenure of membership:

At the beginning of the academic year the School Principal will:

- Write to parents and employees about the SGB, explaining its role and purpose, and invite expressions of interest pertaining to membership.
- Where expressions of interest outnumber the membership positions available, the principal

will manage the selection process in a way that he or she deems appropriate for their school.

- The principal will ensure the school community is made aware of the selection results.

Appointment of Chair and Vice-Chair to the SGB

At the first meeting of the SGB the Principal will:

- Ask the SGB to nominate members for the position of Chair.
- If more than one nomination is received, members will vote on who to appoint. If there is an equal number of votes for two or more nominees, the principal will cast the deciding vote to formally elect the Chair.

SGB code of conduct (Appendix 1)

Note:

SGB members will be required to sign a separate copy of the code of conduct at their first SGB meeting for the purpose of school / corporate records.

This code of conduct sets out the expectations and commitment required from all SGB members for the SGB to properly carry out its roles and responsibilities.

Confidentiality

- Governors will maintain the integrity when matters are deemed confidential, ensuring matters are not discussed anywhere other than in SGB meetings.
- Governors will not disclose confidential information.

Conflict of interest

- Governors will act in the best interests of the school, and not as a representative of any group.
- Any information discussed and shared within the SGB remains the intellectual property of the school.
- During meetings, any member who feels a conflict of interest with any agenda item, for example a parent governor discussing issues relevant to their child's particular year group, may declare a conflict of interest at the beginning of the meeting and, without any prejudice, leave the meeting whilst the item is being discussed.

Role of the Chair

The Chair of the SGB will:

- Establish, with the Vice-Chair and the School's Principal, meeting agendas.
- Ensure all voices are heard in meeting discussions.
- Help to resolve conflicts if they arise.
- Develop a culture of good governance.
- Foster a positive working relationship between the Principal and the SGB.
- Ensure meetings only proceed if a minimum of 50% members are present.
- Help to ensure appropriate sub-committees are in place to support the school.
- Carry out investigations into any breaches of the code of conduct.
- Remove any member of the SGB who is deemed to have breached the code.

Role of the Vice-Chair

- The Vice-Chair will conduct meetings in the Chair's absence.

SGB meeting calendar and agenda format

There will be a minimum of **three** SGB meetings each academic year.

The specific dates of SGB meetings will be set by the school, however it is expected that the following timelines are adhered to:

Governance Meetings	
Meeting 1 10:00 – 12:00PM	21 st January 2026
Meeting 2 10:00 – 12:00PM	22 nd April 2026
Meeting 3 10:00 – 12:00PM	24 th June 2026

Agenda format

The **first** meeting (lasting approx. 90 minutes) of the SGB will have the agenda:

Welcome and Introductions (Principal)

Apologies (Secretary)

Roles and Responsibilities

SEF of 2024-2025 (Where is the school now?)

School Improvement Plan targets based on analysis and self-evaluation (Principal)Formation of appropriate SGB sub-committees / membership (Chair)

SGB governor induction and training (Chair/Principal)

Nominations and selection of Chair of SGB (Principal)

Nominations and selection of Vice-chair of SGB (Principal)

Meeting calendar and date of next meeting (Secretary)

AOB

Meeting papers to be issued to SGB members before the first meeting.

Governors to read the following prior to the first meeting:(through email)

- AIS Governance Guidance
- Previous Inspection Report
- Self-evaluation Form
- School Improvement Plan

Subsequent SGB meetings will have the **standing agenda items**:

Minutes of previous meeting and matters arising (Chair)

Review school improvement plan targets (Principal)

Student achievement data analysis update (Head of Assessment)

Safeguarding / Health and Safety (Principal)

Resourcing (Principal)

Date of Next Meeting (Secretary)AOB

Secretary to the SGB

Typically, the school Principal's PA will be secretary to the SGB and be responsible for liaising with SGB members regarding agendas, minutes, and meeting papers, together with any other administrative duties deemed necessary.

SGB members are expected to attend all meetings.

Meetings will only be quorate with 50% minimum attendance of members.

If the number of apologies received by the secretary indicates the meeting is unlikely to be quorate, an alternative meeting date will be proposed.

SGB Induction and Training

Induction of SGB members could include:

- Tour of the school.
- Meeting key personnel in the school, including the Principal and Senior Leaders.
- Discussions with students to find out what their aspirations are.
- Reviewing key documentation, e.g., inspection reports.
- Discussions with key leaders regarding school's opportunities and challenges

SGB meetings will be used to identify the training needs of members. Training over time will, however, typically include:

- AIS governance guidance (covered in 1st SGB meeting).
- Being an effective school-based governor
- Understanding student achievement data
- Safeguarding/Health and Safety
- Compliance
- Community engagement and stakeholder surveys
- Self-evaluation
- Inclusion
- Inspection
- National Agenda

It is the responsibility of the Chair of the SGB to identify the training needs of SGB members and to liaise with the school's leadership to organize an appropriate training program to enable SGB members to effectively carry out their role.

APPENDIX 1

(SGB Code of Conduct: to be signed/submitted by each SGB member in meeting 1)

*SGB code of conduct***Note**

This code of conduct sets out the expectations and commitment required from all SGB members for the SGB to properly carry out its role and responsibilities.

Commitment

- I acknowledge that accepting office as a member of the SGB involves the commitment of time and energy.
- I will make full effort to attend all meetings but, where we cannot attend, explain why we are unable to when submitting apologies to the secretary.
- I will get to know the school very well and respond to opportunities to involve ourselves in school-based activities where appropriate.
- I will identify individual and collective needs for training and development in the role of SGB governor and will undertake relevant training as appropriate.
- I accept that, in the interests of open sharing of information, our names will be published on

the school's website and in the minutes of meetings which will be made public to interested groups and individuals.

Confidentiality

- I will maintain our integrity when matters are deemed confidential, ensuring matters are not discussed anywhere other than in SGB meetings.
- I will not disclose confidential information we may become aware of whilst serving as a SGB member.
- I will not seek to influence any SGB member outside of meetings to attempt to steer a decision in a particular direction.

Conflicts of interest

- I will always act in the best interests of the school, and not as a representative of any group, when nominated to the SGB.
- Any information discussed and shared within the SGB remains the intellectual property of the school. Members, when they leave the SGB, will hand over any data, resources, or information they have pertaining to the SGB to the Chair.
- During meetings any member who feels a conflict of interest with any agenda item, for example a parent governor discussing issues relevant to their child's particular year group, may declare a conflict of interest at the beginning of the meeting and, without any prejudice, leave the meeting whilst the item is being discussed.

I have read, understood, and agree to the SGB code of conduct, and to my role as SGB member:

Signed: _____

PRINT NAME:

Date: _____

APPENDIX 2

(SGB meeting agenda template: to be used for SGB and sub-committee meetings)

GOVERNANCE MEETING AGENDA

Meeting No: 1 **Academic Year 2024-2025**

Venue: Meeting Room

Date:

Time: 10 –12 PM

I. *Chaired By: Principal*

Attendees:

II. *Apologies:*

III. **Agenda Items:**

No.	Item	Whom
1		
2		
3		
4		
5		
6		
7		

APPENDIX 3

(SGB meeting minutes template: to be used for SGB and sub-committee meetings)

Meeting No.:		Date:	Time:	Start:
				Finish:
Chaired By:		Purpose:		
Venue:		Academic Year:		
Attendance:				
Apologies:				
Minutes Preparedby:				

Agenda Items
Introduction:
Apologies for absence:
Declaration of interest:
Confidential agenda items:
Minutes of the last meeting:
Matters arising from the minutes not otherwise covered on this agenda:
Review of agreed action points:

Feedback from Sub-Committee Visits: <u>Teaching & Assessment:</u> <u>Achievement & Curriculum:</u> <u>Inclusion & Well-being:</u>

Presentation:**PS1: Students' Achievement****PS2: Students' personal, social development and their innovation skills****PS3: Teaching and Assessment****PS4: Curriculum****PS5: The protection, care, guidance, and support of students****PS6: Leadership and management****SEF Summary and Key Priorities:****Governor Review SEF****Summary: AOB:****Action Points from the meeting:****Next meetings will be held on:****CLOSE:**

