Model Private School, Abu Dhabi

GOVERNANCE POLICY

Aligned with ADEK Governance Requirements

Review Date:	March 2026		
Next Review Date:	March 2027		
Acting Principal	Mr. I J Nasari		
Signature		***Date:***	31-March-2026
MPS Board of Governors	Haji. Meethalakath Mehmood		
Signature		***Date:***	05-April-2026

1. Purpose of the Policy

The purpose of this Governance Policy is to ensure that Model Private School operates in full alignment with ADEK's Governance standards, ensuring transparency, accountability, effective leadership, and high-quality decision-making across all school operations.

This policy outlines the school's governance structure, roles and responsibilities, communication mechanisms, and compliance procedures that support safe, efficient, and student-focused school management.

2. Governance Framework at Model Private School

Model Private School follows ADEK's approved governance model, ensuring clear separation between school ownership, school leadership, and operational oversight.

2.1 Governance Structure

- **School Owner / Licensee:**
  - Mr. Salem Khalfan Al Mansoori
    Responsible for the strategic direction, legal compliance, and resource allocation.
- **School Governing Body / Leadership Committee:**
  Includes the School Owner, Principal, Academic Quality Improvement Officer, and Heads of Sections.
  Responsible for oversight, school performance review, and major policy approvals.

- **School Principal:**
  The overall leader responsible for day-to-day management, implementation of ADEK policies, school improvement planning, and academic quality.
- **Senior Leadership Team (SLT):**
  - Vice Principal
  - Heads of Sections (KG, Primary, Cycle 2, Cycle 3)
  - School Operations Manager
  - ADEK Licensing Coordinator
  - School Improvement Lead
    Ensures educational standards, operational efficiency, and staff supervision.

This structure ensures a clear **chain of command**, avoids **conflict of interest**, and supports strong instructional leadership as required by ADEK.

3. Roles and Responsibilities

3.1 School Owner

- Ensures compliance with ADEK regulations.
- Approves school policies, budgets, and improvement plans.
- Provides resources for academic and operational needs.

3.2 Principal

- Leads the academic, administrative, and operational functions.
- Ensures that curriculum, assessments, child protection, and staff licensing follow ADEK standards.
- Implements school improvement plans and submits required ADEK reports.

3.3 Governing Body

- Reviews academic results and approves improvement strategies.
- Conducts regular monitoring of school performance.
- Reviews risk management, health and safety, and safeguarding compliance.

3.4 Senior Leadership Team

- Tracks teaching quality, student progress, and staff performance.
- Ensures that daily operations meet ADEK requirements.
- Supports parent communication and community engagement.

3.5 ADEK Licensing Coordinator

- Ensures timely licensing, updates, and staff profile accuracy.
- Acts as liaison between the school and ADEK for licensing-related matters.

Each position has clearly defined responsibilities, ensuring accountability and effective delegation as per ADEK Governance requirements.

4. Policies and Procedures

Model Private School maintains updated policies in accordance with ADEK standards, including but not limited to:

- Child Protection & Safeguarding
- Health & Safety
- Data Protection & Confidentiality
- Recruitment & Staff Licensing
- Complaints & Grievance Handling
- Teaching & Learning Policy
- Assessment & Reporting Policy
- Attendance & Behavior Management

These policies are reviewed annually by the Governing Body. Ensures compliance with mandatory ADEK policies and supports a safe, ethical, and transparent school environment.

5. Monitoring and Quality Assurance

Model Private School follows a structured monitoring system:

5.1 Internal Evaluations

- Classroom observations
- Student data analysis
- Staff performance appraisals
- Monthly SLT review meetings

5.2 External Evaluations

- ADEK inspections
- Health & safety audits
- Compliance audits through ADEK e-services

5.3 Improvement Planning

- Annual School Improvement Plan aligned with ADEK requirements
- Action plans monitored by Principal and Governing Body

Supports continuous quality improvement, transparency, and evidence-based decision-making.

6. Stakeholder Communication & Engagement

Model Private School maintains open communication with:

- Parents (through meetings, SMS, email, Eduportal, newsletters)

- Students (wellbeing surveys, assemblies, feedback channels)
- Staff (staff meetings, circulars, training sessions)

A structured **Complaints Policy** aligned with ADEK requirements ensures all issues are resolved professionally and in a timely manner.

Alignment with ADEK Policy:

Ensures parents, staff, and students are active partners in the school community.

7. Compliance and Reporting

Model Private School ensures full compliance with ADEK through:

- Timely submission of required data and reports
- Accurate updating of staff profiles in the ADEK system
- Adherence to licensing rules
- Compliance with fee regulations
- Maintenance of required policies and documents for inspection

Ensures legal compliance, operational transparency, and readiness for ADEK inspection.

8. Conflict of Interest

All staff must:

- Avoid conflicts of interest
- Maintain professional ethics
- Report any conflict according to school procedure

Supports integrity and transparency within school operations.

9. Review of Governance Policy

This policy will be reviewed annually or upon changes mandated by ADEK.

10. Declaration

Model Private School is fully committed to ensuring that its governance practices adhere to ADEK Governance Policy, promoting an effective, transparent, and accountable learning environment that prioritizes student wellbeing and academic excellence.

Reviewed and modified on: Monday,31 March 2026
(to be implemented in the academic year 2026-2027)

Approved by: Principal – *Model Private School*
Effective Date: April 2026
Review Cycle: Annual or upon new ADEK amendments.