BRIGHTON COLLEGE
AL AIN

Governance

Policy and Rules

Academic Year 2026/27

Public Version

curiosity • confidence • kindness

Document control

Document	Governance Policy and Rules - Public Version
Academic year	2026/27
Applies to	Brighton College Al Ain
Policy owner	Governing Board / Headmistress
Primary regulatory basis	ADEK School Governance Policy, September 2024, Version 1.1
Review cycle	Annual, or earlier where ADEK or College governance requirements change
Approval	Governing Board

About this public version

These Governance Rules explain how Brighton College Al Ain is governed and how strategic oversight, accountability and stakeholder voice are organised. Detailed registers, committee terms of reference, declarations of interest and delegation schedules are maintained separately as controlled governance records.

Where there is any difference between this document and a mandatory ADEK requirement, the ADEK requirement takes precedence and the College will update its Governance Rules accordingly.

1. Purpose and principles

Brighton College Al Ain is committed to strong, transparent and effective governance which supports the College's values, protects the interests of pupils and ensures high standards of education, care, accountability and regulatory compliance.

The Governing Board provides strategic direction, scrutiny, support and constructive challenge. The Headmistress is responsible for the day-to-day leadership and operation of the College. Governance committees support defined areas of work, while the Local Advisory Board provides stakeholder voice and local insight.

The Governing Board governs. The Headmistress leads and manages.

These Rules apply across the whole College. They are published for the College community and will be reviewed whenever governance arrangements or ADEK requirements change. Material amendments will be submitted to ADEK for approval before implementation.

2. Governance at Brighton College Al Ain

Brighton College Al Ain is owned by Bloom Holding and operates within the wider Brighton College family of schools. The College maintains a school-specific Governing Board, which is the senior governing authority of Brighton College Al Ain.

Where governance responsibilities are also exercised at owner or corporate level, the respective responsibilities of those bodies and the BCAA Governing Board are clearly defined to maintain accountability and avoid duplication.

3. The Governing Board

3.1 Required composition

In line with ADEK requirements, the Governing Board will have at least five voting members and one non-voting member, with no more than fifteen members in total, including the Chair.

Voting membership must include, as a minimum:

- the College Owner or an appointed representative of the Owner as an ex-officio voting member;
- at least one parent representative elected by College parents;
- at least one teacher representative elected by the teaching staff;
- at least one external independent member; and
- the Chair, appointed from among the voting members.

The Headmistress serves as a non-voting member and attends meetings to report on College performance and operations. In the Headmistress's absence, the Deputy Head identified within the College's succession arrangements may attend in their place.

Cycle 3 pupil representatives may also be included where appropriate. Pupil participation will be carefully managed so that confidential safeguarding, employment, complaints, legal or other sensitive matters remain appropriately protected.

3.2 Current membership position

The current Governing Board membership register records the Board as it is presently constituted. The elected parent representative and elected teacher representative positions required by ADEK are not currently filled. These positions remain part of the required Board composition and will be filled through the prescribed transparent election process. Until those elections are completed, the positions will be recorded as vacant / appointment required.

The absence of a currently appointed parent or teacher representative does not remove those categories from the Governance Rules. The controlled Governing Board Membership Register will be updated when the required elections and appointments are completed.

3.3 Appointment, skills and terms

Appointments and elections will be fair, transparent and designed to maintain an appropriate balance of educational, professional, cultural and community expertise.

Board members must meet relevant suitability requirements, demonstrate good conduct, respect UAE national identity and cultural values, and bring the knowledge, judgement and commitment required for effective governance. Collectively, the Board should have expertise across areas such as education, safeguarding, inclusion, finance, legal and regulatory compliance, human resources, risk, estates, digital governance and community engagement.

A Board member's service term will not exceed three years. Members may be reappointed through the approved process. The College Owner is exempt from the maximum service-term requirement.

The current names, categories, voting status and terms of office of members are maintained in the College's Governing Board Membership Register.

3.4 The Chair

The Chair is appointed from among the voting members of the Governing Board. The Chair supports the efficient and ethical operation of the Board, promotes balanced discussion, ensures that different perspectives are considered, supports constructive challenge, manages conflicts of interest and maintains an effective professional relationship between the Governing Board and Headmistress.

Where voting is equally divided, the Chair has a casting vote. The Chair does not have unilateral authority to make decisions reserved to the Governing Board unless specific authority has been formally delegated.

4. Responsibilities of the Governing Board

The Governing Board acts collectively in the best interests of pupils and the College. Its role is strategic rather than operational.

- define and protect the College's mission, vision and strategic direction;
- approve and monitor strategic, development and operational plans;
- monitor educational quality, pupil outcomes and continuous improvement;
- review and approve key College policies and material amendments;
- maintain oversight of safeguarding, student protection, inclusion, wellbeing, National Identity and health and safety;
- approve the annual budget and financial statements and maintain appropriate oversight of assets, risk and legal obligations;
- ensure the College remains compliant with applicable UAE law and ADEK requirements;
- appoint and hold the Headmistress to account and review the Headmistress's performance;

- maintain appropriate oversight of senior leadership appointments and the College's employment framework; and
- review its own effectiveness annually.

The Board will provide support and constructive challenge and will seek assurance that decisions are evidence-informed, proportionate and in the best interests of the College community.

5. The Headmistress and College Leadership

The Headmistress has the highest authority for the day-to-day operation of Brighton College Al Ain and is accountable to the Governing Board.

The Headmistress is responsible for educational leadership, teaching and learning, College performance and improvement, implementation of approved policies and plans, management of the approved budget, operational compliance, maintenance of facilities and resources, and communication of relevant ADEK requirements to the College community.

The Headmistress is the College's primary contact with ADEK and may nominate an appropriate member of staff to coordinate specified communications and regulatory processes.

The College maintains succession arrangements to ensure continuity of leadership. Where there is more than one Deputy Head, a designated Deputy Head will be identified to act on behalf of the Headmistress when required.

The Headmistress must disclose any actual, potential or perceived conflict of interest and recuse themselves from a matter where their impartiality could reasonably be questioned.

6. Governance committees

The Governing Board will establish and maintain the committees required by current ADEK policy. Detailed membership and terms of reference are maintained in the College's controlled Governance Committee Register.

These include:

- School Complaints Committee;
- School Development Committee;
- Behavioural Management Committee;
- Appeals Committee;
- School Health and Safety Committee;
- School National Identity Committee; and
- any other committee required by current ADEK policy.

The School National Identity Committee will include at least three UAE National parents. The Governing Board may establish additional committees where these strengthen governance, for example in finance, safeguarding, human resources, curriculum or facilities.

Each committee will operate under approved terms of reference and may exercise only the authority formally delegated to it. The establishment of a committee does not remove the Governing Board's collective accountability.

7. Local Advisory Board

The Local Advisory Board provides a structured forum for stakeholder voice, local insight, advice and constructive challenge. It supports the College but does not replace the Governing Board and does not hold independent governing authority.

Membership may include College leaders and representatives of parents, pupils, teaching and support staff, the Governing Board and the local community. Membership is reviewed annually.

The Local Advisory Board will normally meet once each term. Its discussions and recommendations will be recorded and relevant matters referred to the Headmistress or Governing Board as appropriate.

Representatives are expected to contribute the wider perspective of the group they represent rather than pursue personal matters, individual grievances or the interests of their own child.

8. Scheme of delegation

The Governing Board may delegate defined responsibilities to the Headmistress, governance committees or appropriately authorised individuals. Delegation supports efficient decision-making but does not remove the Governing Board's overall accountability.

A detailed Scheme of Delegation is maintained as a controlled governance document and reviewed regularly.

9. Meetings and decision-making

The Governing Board will meet at least once every three months. Additional meetings may be convened where required by the Chair or College Owner.

A meeting is quorate where at least two-thirds of Board members are in attendance.

The Board will normally seek to reach decisions by consensus following appropriate discussion. Where a formal vote is required, decisions are made by a majority of voting members present at a quorate meeting. Only voting members may vote. The Chair has a casting vote where votes are equally divided.

Meetings, or individual agenda items, may be open, closed or closed executive depending on the nature and confidentiality of the business. Closed executive sessions are restricted to voting members.

The Headmistress or a Deputy Head will not participate in Board discussion concerning the Headmistress's performance or remuneration, or where the Chair determines that their presence would be inappropriate.

10. Ethical conduct, conflicts of interest and confidentiality

Members of the Governing Board and governance committees are expected to demonstrate integrity, independent judgement and the highest standards of professional conduct.

A conflict of interest exists where a financial, personal, family, social, professional or other interest could reasonably compromise, or appear to compromise, an individual's impartiality, judgement or actions.

Members must declare actual, potential or perceived conflicts of interest as soon as they arise. Where a material conflict exists, the individual will normally withdraw from discussion and decision-making, and the action taken will be recorded.

This includes recruitment, selection, appointment, promotion, remuneration, procurement, complaints, disciplinary matters and other decisions from which the individual or a connected person may benefit.

> College expectation: no individual should participate in a recruitment, selection, appointment, promotion, remuneration, disciplinary or similar employment decision concerning a spouse, relative or another person with whom they have a close personal relationship.

Board and committee members must also maintain the confidentiality of information obtained through their governance responsibilities. This duty continues after a member's term of office ends unless disclosure is legally required.

Concerns about unethical conduct may be raised through the College's Complaints Policy or Whistleblowing arrangements.

11. Board effectiveness and development

The Governing Board will review its effectiveness at least annually. The review will consider compliance, Board composition and skills, attendance and participation, quality of challenge and decision-making, effectiveness of committees, management of conflicts, the relationship between governance and operational leadership, and the impact of governance on College improvement.

The review will include feedback from the Headmistress and may include feedback from other appropriate stakeholders. Findings will inform governance priorities, induction, development and future appointments.

Board members serve in an honorary capacity and are not remunerated other than for approved College-related expenses.

12. Governance records and public communication

The College maintains accurate and secure governance records, including Board membership, appointments and elections, terms of office, declarations of interest, committee records, the Scheme of Delegation, meeting agendas and minutes, decisions, approvals and annual Board self-evaluation.

Minutes of Governing Board meetings are retained and made available to ADEK on request. Relevant Board decisions which affect stakeholders are communicated appropriately.

This public version is designed to make the College's governance arrangements clear and accessible. Detailed controlled records are maintained separately so that changes in membership, committee composition or delegated authority can be kept current without making the public document unnecessarily complex.

13. Review and compliance

These Governance Rules will be reviewed annually and earlier where required by changes to ADEK requirements, UAE legislation, College ownership, governance structure or other material circumstances.

Material amendments to the Governance Rules will be submitted to ADEK for approval before implementation.

The Governing Board and Headmistress are responsible for ensuring that the governance arrangements described in this document remain effective, accurate and compliant.

Related policies and documents

- ADEK School Governance Policy
- ADEK School Employment Policy
- ADEK School Compliance Policy
- ADEK School Quality Assurance Policy
- ADEK School Student Behaviour Policy
- ADEK School Safeguarding Policy and School Student Protection Policy
- ADEK School Inclusion Policy
- ADEK School Values and Ethics Policy and Professional Code of Ethics Policy
- ADEK School Cultural Consideration Policy
- ADEK School Health and Safety Policy
- Brighton College Al Ain Safeguarding and Child Protection Policy
- Brighton College Al Ain Inclusion Policy
- Brighton College Al Ain Complaints Policy
- Brighton College Al Ain Whistleblowing Policy
- Brighton College Al Ain Safer Recruitment Policy

Change history

Version	Description of change	Owner	Date of issue
1.0	Governance Policy and Rules established and aligned to ADEK governance requirements.	College Leadership / Governing Board	2026
1.1	Public version updated to distinguish ADEK-required Governing Board composition from current membership. Parent and teacher representative positions retained as required vacancies pending election. Brighton College template applied.	Melanie Black / Sarah Weaver	October 2026

Approval and sign-off

This page records the formal review and approval of the Brighton College Al Ain Governance Policy and Rules for the 2026/27 academic year.

Policy	Governance Policy and Rules
Version	1.1
Academic year	2026/27
Policy owner	Governing Board / Headmistress
Approval authority	Governing Board

By signing below, the named reviewers confirm that this policy has been reviewed for governance accuracy, operational relevance and alignment with current ADEK requirements. Approval confirms adoption of this version for publication and implementation across Brighton College Al Ain.

Role	Name	Signature	Date	Status
Policy lead / reviewer	Melanie Black		08/10/2026	Reviewed
Headmistress	Sarah Weaver		09/10/2026	Approved
Governing Board Chair				

Review cycle: Annually, or earlier where ADEK or College governance requirements change.

Next scheduled review: October 2027

Document control: The electronic version held by Brighton College Al Ain is the controlled copy. Printed or downloaded copies should be checked against the current approved version before use.