



**Emirates International School  
Jumeirah**

**School Advisory Council Handbook**

**Every Individual Succeeds  
@Jumeirah**

## **Our Values**

*At Emirates International School – Jumeirah we believe:*

- *Education is the shared responsibility of the entire school community of the Board, School Advisory Council, Leadership, Administration, Faculty, Students and Parents working in partnership;*
- *An orderly, safe and caring environment is essential to academic success and is marked by respect for the rights of others and development of personal responsibility;*
- *Education must encompass the development of the whole individual with the School's emphasis on academic, physical, social and creative growth;*
- *Education must foster independent thinking, problem solving, critical analysis, empathy and an appreciation and understanding of difference of opinions;*
- *All children learn differently, therefore learning should be personalised;*
- *Allowances must be made for differences in learning styles;*
- *All children must be recognised and valued for hard work and perseverance;*
- *The School experience must promote positive interpersonal relationships;*
- *Good education will instill a desire for life-long learning;*
- *We provide students with opportunities for learning about issues which have local, national, and global significance, to develop them as global citizens.*
- *We develop digital citizenship across the school community through use of appropriate technology within our curriculum.*

## **OUR MISSION**

*We offer a broad international IB education, in English, designed for local and expatriate students, which promotes excellence in all academic and extra-curricular activities. It is our mission to enhance the educational, personal and physical development of our students, encouraging them to think critically and creatively to become responsible digital and global citizens.*

*EIS – Jumeirah provides a safe yet challenging environment which develops in students an intercultural sensitivity and responsibility towards the people and environment of our local and global community.*

## **FOREWORD**

As part of the developing roles of the Advisory Council, this handbook has been published to support the roles, responsibilities and expectations of all members.

Our key principles:

- children come first in every decision
- we must challenge in order to drive improvement
- support the school to ensure students can be the best they can be

Governance is one of the largest volunteer forces in education throughout the world, they have an important part to play in raising academy standards. The role of the Advisory Council is one of the keys to the effectiveness of the school. In its recently published 'The Gift of Good Governance' the KHDA stated "They act as stewards to ensure a school supports the most promising opportunities for its students. The focus of a school's governing board is to establish the strategy for the principal and school management so as to provide the best education possible for every student at the school. Operating an effective and robust governance structure that involves schools and exemplifies ethical standards".

We are working in a school group that respects, sustains and supports. We subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people. Our central belief is that every young life is special, open to possibility, gifted with the potential to change the world for the better but also bound by the limits of their own circumstances. Our ambition is to unlock the potential of all children, remove the barriers to aspiration and ensure that all our children succeed.

The Advisory Council plays a key role in the success in our school. We are proud to support them in their roles. This Handbook for the Advisory Council aims to set out the key roles and the expectations that their work leads to children and young people having the best possible education we can offer.

### **Who is represented in the Advisory Council?**

The School Advisory Council (SAC) is made up from key stakeholders who are actively invested in the improvement of the school, members can include: parents, administrators, alumni, educators, business/industry personnel.

### **Purpose of the Advisory Council**

The SAC supports the school leadership to increase student success and overall school improvement by ensuring that Emirates International School-Meadows provides the best possible education for every student.

The SAC works as a team involving other members of the school community, as required, in the school improvement process.

### **The Role and Responsibilities of the Advisory Council**

The SAC works alongside the school's senior leadership team through the establishing of effective and regular communication. It is their role to provide constructive feedback. They listen and learn in order to impart relevant advice and ask challenging and purposeful questions.

The SAC ensures accountability for the school's educational performance. They use all the information available including: internal reports, inspection reports, external testing reports, data from surveys and feedback from parents, staff and students, to improve school performance.

The SAC is not responsible for the running of the school – their role is to question but not involve themselves in school operations.

*The Key Responsibilities of the School Advisory Council are:*

- *To work with school senior leaders in ensuring the strategic direction of the school is aligned to the school vision, mission and philosophy as set by governance from the Al Habtoor Group.*
- *To gain in-depth knowledge of school priorities through review of strategic and improvement planning.*
- *To gain in-depth knowledge of student performance through data analysis.*
- *To monitor hold senior leaders accountable for the quality of the school's performance.*
- *To exert a positive influence on the school's leadership and direction.*
- *To have positive impact on the overall performance of the school.*
- *To act as governor for specified roles that are linked to inspections and accreditations. To then collaborate with specified staff to gain a deeper understanding of that particular area of the school, ensuring active participation in inspection and or accreditation meetings.*

As a School Advisory Council Member, you will work alongside the school's senior leadership team and governance from the Al Habtoor group to ensure the school is upholding the moral principles upon which CIS members are expected to base their conduct and professional practice (Code of Ethics).

As a member of CIS, we are expected to:

- Fulfil the promises stated in their guiding statements, policies, contracts and promotional materials.
- Strive for excellence.
- Nurture a culture of care in which the education, safety and well-being of students and others are paramount.
- Comply with applicable laws and regulations.
- Respect the dignity and equality of all individuals, groups and cultures.
- Promote global citizenship.

As part of the school's reporting mechanism to the School Advisory Council, the school will highlight the following:

- How we evidence our school's alignment with the CIS Code of Ethics and with the spirit of the UN Convention of the Rights of the Child (1990).
- How we evidence the way that the school communicates and acts on its purpose and direction.
- How we evidence the school's commitment to high-quality learning and teaching.
- How we evidence the school's commitment to well-being and child protection/ safeguarding.
- How we evidence the school's commitment to global citizenship and intercultural learning.
- How we evidence progress against the school's strategic and improvement planning.
- How we evidence progress against the recommendations from the DSIB, CIS and IBO.

## School Advisory Council Roles

<b>Leadership Ambassador</b>  Mr. Chris McDermott	<b>Further Education Ambassador</b>  Ms. Lejla Vrazalic
<b>Emirati Champion</b>  Dr. Majid Al Qasimi	<b>Inclusion Ambassador</b>  Ms. Zahra Al Jasmi
<b>Arabic Language Ambassador</b>  Ms. Fatima Ghura	<b>Emirati Parent Ambassador</b>  Ms. Noora Al Dowais
<b>Alumni x 2</b>  Ms. Majida Al Maktoum – Graduated in 2015  To be elected	<b>Parent Ambassadors</b>  Ms. Deepa Vinayy  Ms. Jannie Nielsen
Wellbeing Governor (inc Safeguarding)  Primary School	Wellbeing Governor (inc Safeguarding)  High School
<b>School Members</b>  Ms. Amna Al Habtoor Director of Schools  Ms. Janine Badawy Executive Assistant Director of Schools  Mr. Robert Ellis Principal  Ms. Wendy Feherty Head of High School  Ms. Barbara Exley Head of Primary  Mr. Richard Cranston Deputy Head of High School  Mr. Emmanuel Alexander Deputy Head of Primary School	<b>Additional Members when required</b>  Mr. Rob White Assistant Head of Pastoral (HS)  Mr. Tyler Rumball Assistant Head of Pastoral (PS)  Ms. Sairah Shaukat Inspection Lead

## School Advisory Council Role (Linked with CIS Domains and DSIB Quality Indicators)

Subcommittees	SCHOOL LEADERS	SAC MEMBERS
Leadership and Management Covers CIS Domain A Purpose and Direction Domain B Governance  DSIB – 6.1 - Effectiveness of Leadership 6.2 - Self-evaluation and improvement planning 6.4 Governance	Robert Ellis Principal  Barbara Exley Head of Primary School  Wendy Feherty Head of High School  Sairah Shaukat Inspection Lead	Lejla Vrazalic Chris McDermott
Domain C The curriculum	Emmanuel Alexander Deputy Head PS  and  Richard Cranston Deputy Head HS	
Arabic	HoDs Arabic	Arabic Champion
Domain D Teaching and assessing for learning	Emmanuel Alexander Deputy Head PS  and  Richard Cranston Deputy Head HS	Alumni
Domain E Students' Learning and Well-being DSIB – 5 Protection & Support	Tyler Rumball Assistant Head of Pastoral PS  Rob White Assistant Head of Pastoral HS	Wellbeing
Inclusion	SENCo's	Inclusion Leads
Domain F Staffing DSIB – 6.5 Staffing	Barbara Exley Head of Primary School	Janine Badawy
Domain G Premises and Physical Accommodation DSIB – 6.5 Facilities	Wendy Feherty Head of High School	Janine Badawy
Domain H Communication DSIB – 6.3 Parents & Community	Emmanuel Alexander Deputy Head PS	Alumni Parent Reps

# Meetings

There will be 3 whole committees and 2 sub committees meetings per academic year.

The general themes of meetings are as follows

## Whole Committee Meeting 1 - Term 1

Report on:

- Successes from previous academic year
- School Priorities for current academic year

## Sub Committee Meeting 1 - Term 1

Report:

- Self-Evaluation in regards to Domain
- Performance Improvement Plan (specific actions) for Domain

## Whole Committee Meeting 2 - Term 2

Report on:

- Update on progress of school priorities
- Preparation for Inspection (this is based on previous years but as yet there is no date given for inspections)

## Sub Committee Meeting 2 - Term 2

Report:

- Progress and achievements
- Report on Inspection if available

## Whole Committee Meeting 3 - Term 3

Report on:

- End of Year progress report

Reports will be presented prior to the meeting for participants to go through. After the presentation by the school leaders, there will be a time to ask questions and make suggestions for the committee



## **Emirates International School - Jumeirah**

### **School Advisory Council – Job Description**

The School Advisory Council (SAC) is a team of stakeholders: parents, administrators, alumni, educators, business/industry personnel.

The role of the SAC is to support the school leadership to increase student success by ensuring that the school provides the best possible education for every student at the school. The SAC works as a team involving other members of the school community, as required, in the school improvement process. The SAC is not responsible for the running of the school – their role is to question but not involve themselves in school operations. The SAC works alongside the school's senior leadership team through the establishing of effective and regular communication. It is their role to provide constructive feedback to the school. They listen and learn in order to impart relevant advice and ask challenging and useful questions.

The SAC ensures accountability for the school's educational performance. They use all the information available including: internal reports, inspection reports, external testing reports, data from surveys and feedback from parents, staff and students, to improve school performance.

The key functions of the School Advisory Council will be as follows:

- To set strategic direction within the context of the school's vision and ethos.
- To gain in-depth knowledge about the school through data analysis and reporting to develop strategies for improvement.
- To monitor the school's actions and hold senior leaders accountable for the quality of the school's performance.
- To exert a positive influence on the school's leadership and direction.
- To have positive impact on the overall performance of the school.

CODE OF ETHICS - School Advisory Council members will:

- Be non-judgmental, hold constructive discussions and reach decisions through consensus.
- Respect the rights of students and staff.
- Avoid discussions about individual persons.
- Identify conflicts of interest.
- Focus on school-wide issues and the best interest of the school.
- Commit to maintaining confidentiality of all verbal and written information that is shared by the school.

*I agree to the Code of Ethics that govern this role.*

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Resource: *The Gift of Good Governance* ([www.khda.gov.ae](http://www.khda.gov.ae))