

# **Myanmar International School**

## **Governing Body Policies**

### **Governing Body Membership**

The President  
The Managing Director  
The Academic Director  
The School Coordinator  
The Deputy School Coordinator  
Finance Manager  
Three parental advisers

### **Frequency of Meetings**

The Governing Body meets quarterly. The Annual General Meeting is held in June.

### **Steering Group**

President  
Managing Director  
Academic Director

The steering group meets monthly to make decisions that implement agreed Governing Body policy and those which are required at short notice. Decisions which need to be made by the steering group on behalf of the Board are ratified at Governing Body Meetings.

### **The School Leadership Team**

The School Leadership Team (SLT) comprises the Academic Leadership Team and the Operational Leadership Team (see below). It meets each Friday to share information and to review, plan, agree and coordinate action in all areas.

### **The Academic Leadership Team**

The Academic Leadership Team (ALT) comprises  
Mr David Tansey, Academic Director  
Mr Alex Metelev, Curriculum and Assessment Leader  
Mr James Cooke, Primary Principal  
Professor  
Vacancy, Student Support Leader

The ALT meets weekly on Tuesdays to review, plan and coordinate action in academic areas.

### **The Operational Leadership Team**

The Operational Leadership Team (OLT) comprises  
Dr Win Aung, Managing Director  
Vacancy, School Coordinator  
Daw Soe Soe Moe, Deputy School Coordinator  
Daw Belen Carpio, Finance Manager

The Operational Leadership Team meets weekly on Saturdays to review, plan and coordinate action in operational areas

# The roles of the Governing Body and the School Leadership Team (SLT)

The role of the **Governing Body** is strategic

The functions of the Governing Body include:

- Ensuring that the vision, ethos and strategic direction of the school are clearly defined
- Ensuring that the Academic Director performs his responsibilities for the educational performance of the school
- Ensuring that the Managing Director delivers the sound, proper and effective use of the school's financial resources

The Academic and Operational Leadership Teams' responsibilities include:

- The internal organisation, management and control of the school

Area	Academic Leadership	Operational Leadership	Governing Body
<b>Overall responsibilities</b>	<p>Runs the academic work of the school on a daily basis</p> <p>Advises governors</p> <p>Is a main influence on the governing body's decisions</p>	<p>Runs the business side of the school on a daily basis</p> <p>Advises governors</p> <p>Is a main influence on the governing body's decisions</p>	<p>Determines the aims, ethos and priorities of the school</p> <p>Critical friend – asks supportive and challenging questions</p> <p>Delegates the power to run the school to the Academic and Managing Directors</p>
<b>Planning and policy making</b>	<p>Does the actual work of writing/formulating the school development or improvement plan</p> <p>Drafts detailed action plans</p>	<p>Works with academic Director to cost the improvement plan and makes input relating to the operational functions of Administration, HR, Finance, Security, Maintenance, Catering</p>	<p>Involved in planning discussions and decisions. This may be done through committees or the President acting alone</p> <p>Agrees the final school development/improvement plan</p>
<b>Finance</b>	<p>Manages the school's academic spending</p> <p>Provides academic aspects of the annual budget and quarterly adjustments.</p>	<p>Produces the budget headings</p> <p>Draws up the annual budget and quarterly adjustments</p> <p>Manages the school's operational spending</p>	<p>Responsible for approving and monitoring the budget</p> <p>Monitors the school's financial management</p>
<b>Curriculum</b>	<p>Supplies information and advice and produces the curriculum plan</p> <p>Determines and implements an appropriate curriculum for the school</p>		<p>Determines curricular policy and agrees the curriculum</p>

	<b>Academic Leadership</b>	<b>Operational Leadership</b>	<b>Governing Body</b>
<b>Teaching and learning</b>	Responsible for the standards of teaching – evaluates the standards of teaching and learning and ensures that proper standards of professional performance are <u>established and maintained</u>		Reviews the standards of teaching
<b>Staffing</b>	Draws up the initial staffing plan based on the school's academic needs	Draws up the initial staffing plan based on the school's operational needs	Decides the number of staff at the school and the level of the posts  Decides what proportion of the overall budget should
<b>Appointments</b>	Manages the appointment process for academic staff, for example he/she draws up job descriptions, organises a day in school and produces a timetable for candidates	Manages the appointment process for operational staff, for example he/she draws up job descriptions, organises a day in school and produces a timetable for candidates	Has formal responsibility for managing appointments, but the mechanics of recruitment are normally delegated to the headteacher  Appoints the Academic and <del>Managing Directors</del>
<b>Salaries</b>	Implements the salary scale for teachers	Determines the salary of operational staff	Determines salary scale and salary levels for all members of staff
<b>HR</b>	Day-to-day management of academic staff: deploys, manages and leads all teaching and academic support staff and allocates particular duties to them  Carries out appraisal of academic staff.	Day-to-day management of operational staff: deploys, manages and leads all operational staff and allocates particular duties to them  Carries out appraisal of operational staff.  Produces accommodation strategy.  Develops and manages visa process	Deals with personnel issues, for example, suspending staff  Carries out headteacher appraisal  Ratifies the appraisal policy  Ensures staff receive a regular appraisal of their performance  Approves accommodation strategy.
<b>Safeguarding Children</b>	Recruits academic staff in line with safe recruitment practices  Implements the Child Protection and Safeguarding Policy	Ensures qualifications, background checks and references are verified.  Recruits academic staff in line with safe recruitment practices	Approves and reviews Recruitment and safeguarding policies.

## Key words used in relation to School Leadership Team's and Governing Body's Duties

School Leadership Team	Governing Body
<ul style="list-style-type: none"><li>❖ Implement</li><li>❖ Appraise</li><li>❖ Observe</li><li>❖ Report</li><li>❖ Do</li><li>❖ Manage</li><li>❖ Resolve</li><li>❖ Assess</li><li>❖ Run</li><li>❖ Draft</li><li>❖ Supply</li><li>❖ Draw up</li><li>❖ Produce Reflect</li></ul>	<ul style="list-style-type: none"><li>❖ Ensure</li><li>❖ Evaluate</li><li>❖ Monitor</li><li>❖ Challenge</li><li>❖ Support</li><li>❖ Ratify</li><li>❖ Approve</li><li>❖ Decide</li><li>❖ Clarify</li><li>❖ Plan</li><li>❖ Question</li></ul>