



# Kinabalu International School

Board of Governors

Guidelines

2018

# KIS Mission Statement

*“At Kinabalu International School we are dedicated to providing an excellent education in a caring, respectful environment, challenging students to achieve their full potential as successful global citizens.”*



# Responsibilities of a Board Member

*The Board is the guardian of the school's mission.*

- All Board Members must understand and adhere to their roles as a Board Member
- Adequately prepare for meetings
- Commit the time necessary to be an effective Board Member
- Regularly attend board and committee meetings
- Decisions should be made for the benefit of the whole school
- Board decisions must be accepted and adhered to
- Understand the fiscal responsibility of being a Board Member
- Encourage community members to become active in the life of the school
- Avoid conflict with peers and community members and to resolve any conflicts promptly
- Actively promote the school when in public



# Roles of the KIS Board of Governors

- To employ a competent school Principal
- To adopt such by-laws and policies that shall make the school effective
- To secure funds which will adequately finance an effective educational program
- To evaluate and approve an annual budget
- To provide and maintain educationally efficient school premises
- To evaluate the Principal on an annual basis
- To evaluate the Board on an annual basis
- To maintain and uphold the school vision and mission
- To monitor the educational program of the school



# KIS Board Guiding Principles

- The Board meets the needs of key stakeholders
- The Board governs on behalf of all stakeholders
- The Board decides how they will govern
- The Board main responsibility is 'designing the future'
- The Board is hands-off, and mainly makes policy decisions
- The Board makes collective decisions and speaks with one voice
- The Board monitors performance by reference to policy
- The Board and the Principal lead together



# Responsibilities of the Chair

The Chair is elected by the Board

The Chair serves as the leader and manager of the Board

The Chair organizes the Board in the most efficient way to conduct its business

The Chair consults regularly with the Head, anticipating and strategising issues, concerns and priorities

The Chair speaks for the Board unless otherwise agreed upon

The Chair has the casting vote where decisions are tied

The Chair is the confidante, advisor, critic and advocate of the Head

The Chair will put in the needed time it takes to accomplish these goals

The Chair takes lead role in Board orientation

The Chair will act as disciplinarian of the Board

The Chair must think strategically rather than operationally



# Responsibilities of KIS Principal

The Principal takes the lead in curriculum and school operations

The Principal is the executive in charge of implementing policy and goals and oversees daily operations

The Principal informs and advises the Chair through regular reports (formal and informal)

The Principal speaks for the school

The Principal is responsible for the selection, supervision, professional development and evaluation of all personnel

The Principal is responsible for the delivery of policy

The Principal administers the budget

The Principal is responsible for the development and delivery of the curriculum

The Principal is responsible for ensuring that the school environment is safe and secure

The Principal is responsible for the administration of ancillary services



# Joint Responsibilities

- The Principal and the Board share in planning and regular review and evaluation of current plans
- The Principal and the Board oversee resource allocation
- The Principal and the Board plan Board meeting agendas, executive committee work, assure timely evaluation of the work of the Board
- The Principal and the Board articulate the mission and vision of the school
- The Principal and the Board communicate openly to assure appropriate decision-making
- The Principal and the Board lead together





# Board Meetings

- Meetings are generally conducted monthly (see published Board dates)
- Strategic meetings cover:
  - Review / amendment of the school Strategic Plan
  - Review / adjustment of salaries, contracts and cost of living index, and amendment of salaries
  - Budget preparation for the upcoming year
  - Review / assessment of Principal assessment and (re)appointment
  - Review of Financial Plan and consideration of fee structure and income generation
  - Review of fiscal & Board of Governors performance for the current year
- Remaining meetings will deal with day-to-day school development issues



# Sub-committees / Portfolios

- The Board has the power to appoint sub-committees
- The Board has the right to create specific portfolios for Board members, such as:
  - School Community Liaison: Responsible for liaising with the PTA and the wider school community with a focus on keeping the channels of communication open between the Board and the Parent Body.
  - Contracts: Responsible for ensuring that all new staff contracts are fair and correct and that the defined standards are adhered to
  - Infrastructure/Development: Responsible for ensuring that any new building and construction works at KIS are done according to plan and for a fair price and within a reasonable time frame



# Communication

- The Principal will keep Board Members informed on major issues
- The Principal will provide leadership in identifying issues that need to be addressed
- The Principal will provide timely information, rationale, and recommendations on issues considered by the Board
- The Board speaks with one voice



# KIS Management Framework

Authority Line

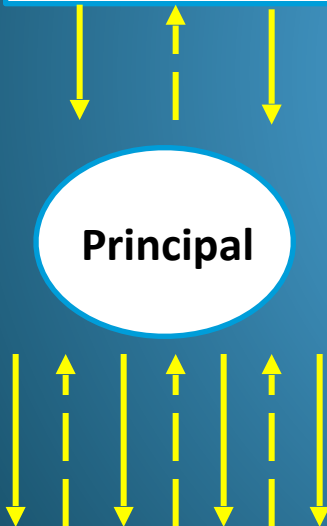
Responsibility line

Trustees

Chair  
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Board of  
Governors

Principal

The School



- The Board appoints and vests authority in the Principal.
- The Principal appoints everyone else and controls the day to day operations.
- The Principal answers to, but does not control, the Board.
- The Board oversees, but does not administer, the School.

