

## Governing Body Policy of Greenfield College

### 1. Introduction

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#### **1.1. Purpose of the Policy**

The Governing Body and the Board of Directors work together to ensure that efficient and effective practices are utilized at Greenfield College. While there is some overlap between the two bodies, the responsibilities of each are clear.

The role of the Board of Directors is to implement the systematic approach to teaching and learning collaboratively determined through planning sessions. Additionally, the Directors ensure enforcement of the policies and procedures of the school within their respective departments.

The Governing Body's mission is broader in scope as it holds a consultative role in the long-term development of the school. Its role is oversight and guidance with the main goals of sustainability and growth of the school while still maintaining the core values and mission.

#### **1.2. Scope and Applicability**

This policy applies to the two bodies of the school's governing authority.

The Governing Body (GB) is made up of distinguished educational experts with extensive experience in educational leadership, research, and consultancy. Each has a respected background in educational development and student welfare. They are the School Principal, the Head of Development, the former Dean of Arts and Sciences at the American University of Beirut (AUB), a senior professor at AUB, Dean of Students at Lebanese American University (LAU), a senior professor/writer/composer, an IB Evaluation Leader, and an educational consultant. Additionally, future plans include adding French, IB, and IT professionals to the GB.

The Board of Directors includes the School Principal, the Financial Director, the cycle Directors, and the Head of Development.

### 2. Bylaws

#### **2.1. Meeting Frequency and Procedures:**

The Board of Directors meets weekly to discuss the day-to-day management of the school. In contrast, the school governors meet biyearly to discuss significant issues and make decisions related to budgeting, policies, and wide school action plans.

## **2.2. Decision-Making Process**

Before any meeting, the Chair drafts the agenda by identifying key discussion points about matters and concerns identified by the Board of Directors or suggested by the Governing Body. Input from the student committee is also included. Once approved, the Board sends the agenda and supporting documents to the members one week prior to the meeting by email.

GB members review and discuss key agenda points, then vote on suggested policies, plans, and actions. Members must disclose conflicts of interest related to a decision and abstain from voting if necessary. The secretary summarizes the key takeaways and confirms the next meeting date.

The Governing Body suggests actions, but final decisions are under the purview of the Board of Directors.

The Board of Directors assesses the impact of the proposed actions on the school. Considerations include financial implications, educational outcomes, and/or community relations. All decisions must align with the school's mission and core values and must be legal, ethical, and sustainable.

Decisions are communicated promptly to all stakeholders and are displayed on the school's social media platforms when necessary.

## **3. Code of Conduct for Board Members**

### **3.1. Commitment to the School's Mission and the School's Secular Identity**

Board members should actively promote and support the school's mission, vision, and values in all board activities and decisions.

### **3.2. Ethical Standards and Integrity**

All board members demonstrate honesty and ethical behavior in all board-related activities. They should be accountable for all decisions and abide by all school laws and policies.

### **3.3. Professionalism**

Board members constructively and objectively participate in all discussions, offering thoughtful input. They respect and maintain the confidentiality of sensitive information in all board duties.

### **3.4. Conflict of Interest**

Board members must respect the conflict-of-interest policy presented in section 4.

### **3.5. Governance and Oversight**

Board members should oversee all school operations at both the financial and academic levels.

### **3.6. Collaboration and Teamwork**

Board members work collaboratively and support collective decisions once made, even if their personal views differ.

### **3.7. Representation of the School**

Board members should positively represent the school in all settings and actively engage in the community.

## **4. Conflict of Interest Policy**

### **4.1. Definition of Conflict of Interest**

The Board defines this as any situation in which a member's personal, professional, financial, or other interests might conflict, or appear to conflict, with the best interests of the school.

### **4.2. Disclosure of Interests**

All board members must disclose any interests or relationships that could lead to a conflict of interest. This includes financial interests, family relationships, or business dealings relevant to the school's activities. These disclosures should be updated regularly.

Members with a conflict of interest must refrain from any decision-making process relevant to that interest. Any abstention is noted in the meeting minutes for transparency.

## **5. Confidential Reporting Policy**

This policy is established to encourage and enable employees and board members to report any wrongdoing or misconduct without fear of retaliation.

### **5.1. Protection for Whistleblowers**

Greenfield College is committed to protecting individuals who report any form of misconduct including harassment, academic dishonesty, and fraudulent activities.

This policy guarantees that strict confidentiality is upheld so that employees are encouraged to report unethical conduct without fear of reprisal.

### **5.2. Reporting Mechanisms**

Greenfield College provides multiple channels for reporting concerns, with clear guidelines to ensure the accuracy of the information provided.

The reports and complaints are investigated, and the Board responds promptly and thoroughly. They are also recorded for follow-up.

## **6. Financial Management**

### **6.1 Financial Planning and Budgeting**

The financial director develops and plans the annual budget with the school principal.  
The Board reviews and comments on the annual budget, including timelines and roles.

### **6.2 Financial Oversight and Accountability**

The financial director regularly submits financial reporting to the governing body, including income, cash flow and variances from the budget.

### **6.3 Audit and Compliance**

The Board requests an annual independent external audit of the school's financial statements.  
The Board ensures that the financial department adheres to all relevant laws and regulations related to financial practices, including tax obligations and reporting requirements.

### **6.4 Investment and Asset Management**

The Board oversees the procedures for managing the school's physical and intangible assets, including maintenance, depreciation, and planning for replacement of assets.

### **6.5 Fundraising and Donations**

The Board collaborates with the activity coordinator to outline the strategies and ethical considerations of fundraising activities and donations.

### **6.6 Transparency and Reporting**

The financial department commits to transparency in financial reporting and makes key financial information available to the school community and other stakeholders.

The Governing Body develops a communication plan to share financial information with parent and teacher committees.

## **7. Strategic Planning**

### **7.1 Student Profile**

The members clearly identify and agree upon the vision, mission, core values, and learner profile of a Greenfield College student.

### **7.2 Long-Term Planning**

The Board identifies the school's long-term goals and the specific objectives that can be

achieved.

### **7.3 Review**

The Board revises the achievements of the objectives against specific performance standards in order to suggest improvements.

## **8. Stakeholder Engagement**

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### **8.1 Communication**

The Board ensures open communication with parents, students, teachers, and the community.

The Board creates structured processes for receiving and addressing feedback from parents, students, staff, and the community.

## **9. Review and Amendment of Policies**

The Board is committed to revising and amending all policies as needed.