



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL

## Board of Governor's Constitution



# **CONSTITUTION AND INSTRUMENT OF GOVERNANCE**

## **OBJECT AND SCOPE OF THE CONSTITUTION**

This Constitution shall constitute the primary instrument of governance of Doha British School (DBS), and shall take precedence over all other governance policies, procedures or practices.

## **GOVERNANCE STRUCTURE**

### **THE BOARD OF DIRECTORS**

Our Board of Directors, serves as the steadfast guardians of the vision, mission, values, and brand of DBS - Doha British School. With unwavering dedication, the Board of Directors offer invaluable support, guidance, and oversight to the Senior Leadership Team. The Board of Directors is comprised of Artan Holding Board Members.

### **THE SCHOOL LEADERSHIP TEAM (SLT)**

The Senior Leadership Team (SLT) is a crucial component of the Board of Governors. The SLT is comprised of the Principals, the Vice-Principal and the Head of Primary and Secondary. The fundamental role of the SLT is to provide visionary leadership, effective management, and a supportive environment that facilitates optimal teaching and learning outcomes. The SLT plays a critical role in shaping the school's culture, ensuring academic excellence, and fostering a positive educational experience for students, staff, and the entire school community. In relation to the Board of Governors, the SLT serves as a key link between the operational aspects of the school and the governing body, ensuring alignment between the school's day-to-day operations and the overall mission and goals set by the Board of Governors.

They are responsible for guiding and executing the school's day-to-day operations while ensuring alignment with the school's guiding statements as well as to ensure excellence in teaching and learning.

## **COMPOSITION OF THE SCHOOL LEADERSHIP TEAM**

1. (Acting) Executive Principal and Principal of DBS Ain Khaled and Board of Governors Member – Mr Simon Berry
2. Principal of DBS Al Wakra and Board of Governors Member – Mr Steven Miles
3. Principal of DBS Rawdat Al Hamama and Board of Governors Member – Mr Robnawaz Khan
4. Group Head of Operations of DBS and Board of Governors Member - Ms Daniela Terzic
  
5. Vice Principal of DBS Ain Khaled - Ms. Lynette Grant
6. Head of Primary of DBS Ain Khaled - Mr. Luke John William Cheater
7. Head of Secondary of DBS Ain Khaled - Mr. Mark Healy
8. Head of Primary of DBS Al Wakra - Mr. Stephen Braithwaite
9. Head of Secondary of DBS Al Wakra - Mr. Richard Austin Sheppard
10. Head of Primary of DBS Rawdat Al Hamama - Ms. Felice Kelly
11. Head of Secondary of DBS Rawdat Al Hamama - Ms. Alicia Hill

## **THE DOHA BRITISH SCHOOL BOARD OF GOVERNORS**

The Board of Governors, consisting of the Board of Directors and the Senior Leadership Team, have a comprehensive and influential role in guiding the overall direction, management, and success of the school. This unified governance structure brings together key stakeholders from both the governance and leadership levels to ensure effective collaboration, strategic decision-making, and alignment between the school's leadership and its governing body. Together, the Board of Governors collaborate to develop comprehensive strategic plans, set ambitious goals, promote sustainability, and refine policies and procedures within DBS. These concerted efforts are meticulously crafted to ensure that Doha British School remains at the forefront as Qatar's unrivalled market leader in delivering an exceptional & outstanding educational experience.

The Director of Education serves as the Chair of the Board of Governors, a fixed role within the Board. The Director of Education is a key leadership position that involves overseeing and guiding the educational and administrative functions of the entire school system as well

as ensuring a coherent and high-quality educational experience across all campuses while fostering collaboration and maintaining alignment with the school's mission and goals. The Director of Operations and the Group Head of Operations from ACES are crucial roles forming part of the Board of Governors. The Director of Operations, holds a significant role that bridges operational management with governance and strategic decision-making within the holding company and its school operations. The Group Head of Operations manages non-academic aspects within the School in relation to resources and infrastructure. Collaboration between the various stakeholders comprising the Board of Governors is critical to ensuring the school's success and sustainability.

### **COMPOSITION OF THE DBS BOARD OF GOVERNORS**

1. Artan Holding Board of Directors
2. Director of Education ACES and Board of Governors Member - Ms. Lamese Abrahams
3. (Acting) Executive Principal and Principal of DBS Ain Khaled and Board of Governors Member – Mr Simon Berry
4. Principal of DBS Al Wakra and Board of Governors Member – Mr Steven Miles
5. Principal of DBS Rawdat Al Hamama and Board of Governors Member – Mr Robnawaz Khan
6. Group Head of Operations of DBS and Board of Governors Member - Ms Daniela Terzic
7. Vice Principal of DBS Ain Khaled - Ms. Lynette Grant
8. Head of Primary of DBS Ain Khaled - Mr. Luke John William Cheater
9. Head of Secondary of DBS Ain Khaled - Mr. Mark Healy
10. Head of Primary of DBS Al Wakra - Mr. Stephen Braithwaite
11. Head of Secondary of DBS Al Wakra - Mr. Richard Austin Sheppard
12. Head of Primary of DBS Rawdat Al Hamama - Ms. Felice Kelly
13. Head of Secondary of DBS Rawdat Al Hamama - Ms. Alicia Hill

### **CODE OF CONDUCT OF BOARD OF GOVERNORS**

Each Board of Governor should demonstrate a strong commitment to best practice for school governance and are expected to act with integrity at all times. Governor's must act in the interest of the school as a whole and not in the interest of any specific individual or

constituency. Each governor acknowledges that the authority vested in them as a whole Board and hence supports board decisions. All meeting procedures, materials and decisions must be kept in the strictest confidence until released to the community. After the release of information, procedures for decision-making should not be discussed. Members of the Board of Governors should bring any major issues to the attention of the Chair of the Board and not attempt to deal with the matter individually.

Overall the Board of Governors plays a critical role in ensuring the school's success, sustainability and adherence to its mission and values. The BOG works collaboratively with the school's leadership to make important decisions that benefit the entire school community. Members of the Board of Governors should bring any major issues to the attention of the Chair of the Board and not attempt to deal with the matter individually. If a matter is related to the Chair of the Board, the matter should be escalated to the CEO accordingly.

#### **BOARD OF GOVERNOR RESPONSIBILITIES**

Each Board of Governor is required to demonstrate a strong commitment to best practice for school governance and are expected to act with absolute integrity. Governor's must act in the interest of the school as a whole and not in the interest of any specific individual or constituency. All meeting procedures, materials and decisions must be kept in the strictest confidence. After the release of information, procedures for decision-making should not be discussed. Members of the Board of Governors should bring any major issues to the attention of the Chair of the Board and not attempt to deal with the matter individually.

Overall the Board of Governors plays a critical role in ensuring the school's success, sustainability and adherence to its mission and values. The Board of Governors works collaboratively with the school's leadership to make important decisions that benefit the entire school community. The Board shall be responsible for ensuring the primary objective is achieved which shall include, but not be limited to, the following:

1. Principles: Defining, periodically reviewing, embodying and promoting the guiding principles, including the vision, mission and core values of Doha British School;

2. Strategy: Defining, periodically reviewing, ensuring the implementation by the Principal's of, and measuring performance of the Principal's against, the cluster strategic plans;
3. Regulatory compliance: Knowing, understanding and ensuring DBS's compliance to applicable law;
4. Policies and Procedures: Ensuring the development by the Principal's, periodically reviewing, approving, and ensuring the implementation by the Principal's, of significant, operational policies and procedures including, but not limited to, safeguarding, health and safety, education, staff benefits and remuneration, training, equal opportunities and non-discrimination, and admissions;
5. Delegation: Ensuring the proper delegation of management and operational functions to the Principal's and reliance upon the advice and representations of the Principal's on those matters;
6. Financial and Physical assets: Ensuring sufficient policies, procedures and personnel are deployed to ensure the protection, and efficient and accurate use, of financial and physical assets including, but not limited to, ensuring the financial accounts are audited at least once every year by a reputable firm of international auditors;
7. Principal: Appointing, managing and terminating the employment of the Principal;
8. Advisory: Advising, providing expert opinion and feedback to the Principal's and, as necessary, the Director of Education, on operational matters;
9. Annual reporting: Reporting to the DBS community, at least once per academic year by way of written reports and / or face-to-face meetings. Such reports shall include information on the general management of DBS and academic performance of its students;
10. Record-keeping: Ensuring the maintenance by the Clerk of proper records of the Board, but not limited to, minutes of meetings, resolutions, and the attendance register;
11. Any other activity as approved by the Board.

## **BOARD MEETINGS FREQUENCY**

The Board of Governors convenes twice a year in January & May.

## **NOTICE**

1. The notice shall be issued by the Clerk in writing, distributed electronically, and include the date, time, location and agenda of the Board Meeting; and
2. The minimum notice period for Board Meetings shall be seven calendar days.
3. The agenda shall be approved by the Chair;
4. Supporting material for the agenda including, but not limited to, reports and Board Resolutions, shall be sufficiently detailed to allow meaningful discussion and objective decision-making, and shall be made available to the Board no later than five calendar days prior to the Board Meeting

## **AGENDA**

The Director of Education, in consultation with Artan Holding's CEO, shall prepare an agenda based on items submitted for consideration. The agenda shall include but will not be limited to (depending on the meeting date):

1. Approval of minutes of the last meeting
2. Matters Arising
3. Annual review of the Guiding Statements
4. Report from the Executive Principal
5. Report from Group Head of Corporate Services
6. Reports from the Principals of all 3 campuses
7. Governance Matters
8. Any other business
9. Future meeting dates

## **QUORUM**

Quorum is established when at least 5 executive members of the board are present.

The Chair will preside over the Board meetings.

In the absence of the chair, the Governors shall choose one of them to Chair the meeting;

Ex-officio Board Members in attendance for the Board Meeting shall not be included in the Board Quorum.

## ATTENDANCE OF NON-MEMBERS

The Chair in consultation with the CEO may request the presence at any Board Meeting of members of the leadership group, employees, external legal counsel, consultants, or advisors, or any individual who, in the opinion of the Chair and in consultation with the CEO, will contribute independent opinion and unbiased advice regarding the work of the Board and the issues on the agenda.

## MINUTES OF THE MEETING

1. The Clerk shall be required to attend all Board Meetings;
2. Board Meetings shall be accurately minuted by the Clerk, and approved by the Board in a timely manner; and
3. A register of minutes shall be maintained by the Clerk, and made available to all Board Members.
4. The minutes of Board meetings (after approval by the board) shall be made available upon request to any member of the association. Minutes taken during an executive meeting shall be held confidential. Governors shall be duty-bound to keep all matters discussed in executive session confidential. The minutes of executive meetings shall be made available only to governors.

## AMENDMENT TO THE CONSTITUTION

Amending this Constitution shall be a Reserved Matter.

## COMMUNICATION

All communication with the Board must be addressed to the Clerk to the Governors at Doha British School. **Ms Annishel Roque**

**Email Address: [ea.dbs@dohabritishschool.com](mailto:ea.dbs@dohabritishschool.com)**

**Telephone Number: 40198012**

Proud member of **Artan Holding**

إحدى شركات أرتان القابضة

(+974) 4019 8000  
(+974) 4450 2235  
[info@dohabritishschool.com](mailto:info@dohabritishschool.com)  
[www.dohabritishschool.com](http://www.dohabritishschool.com)

ص.ب 6142  
P.O. Box 6142

رأس المال: ٢٠٠,٠٠٠ ر.ق  
Capital: QR 200,000

س.ت 61837  
CR 61837

مدرسة الوحدة البريطانية د.م.م  
Doha British School W.L.L

Managed By

**ACES**  
أرنتان للخدمات التعليمية  
Artan Consulting and Educational Services

8

