

Detailed rules relating to functioning of the Higher Board

HB-IISs

**The International Indian Schools
Kingdom of Saudi Arabia**

June 2012

List of Contents

1. Introduction.....	3 - 4
2. Functions, Duties & Responsibilities of the Higher Board.....	5 - 7
3. Functions, Duties & Responsibilities of the President of HB.....	8

1. Introduction

As per the Charter of International Indian Schools in the Kingdom of Saudi Arabia there shall be a Higher Board (HB) to monitor the functions of all the International India Schools (IISs) in the Kingdom. The Board will be made up of the following:

- a) All Chairmen of the elected Managing Committees (MC) of the International Indian Schools, as members. In absence of an MC, the school's Principal will officiate as the HB member.
- b) An expert (Indian national) in the field of education, as member.
- c) An expert (Indian national) in the field of finance, as member.
- d) An expert (Indian national) in the field of administration as Member.
- e) A representative of the Ministry of Education ("Ministry"), Kingdom of Saudi Arabia.
- f) A representative of the Embassy of India, Riyadh ("Embassy"), not below the rank of Second Secretary, as Observer.

The above-mentioned three Indian experts will be nominated as the Members of the Higher Board with the coordination and consultations between the Ministry and the Embassy. The President of the Higher Board will be selected by the Patron from amongst the three nominated experts. The term of the HB will be for 3 years.

It is imperative that the HB members are not associated with any other schools in or outside of the Kingdom in any consultative capacity, which may be deemed as conflict of interest. In such a case, the HB member shall step down from the position or relinquish his association with any other institution with immediate effect and a confirmation to this effect be sent to the Patron.

The HB shall meet routinely once in three (3) months or any time in case of emergency and shall submit minutes of the meetings, reports if any, decisions and recommendations in respect of each International Indian School in the Kingdom to the Department of Education under whose jurisdiction the School is located, Directorate General of Education (Ministry of Foreign Education), Riyadh, and the Embassy of India for their consideration.

All the Members of the Higher Board shall have the right to cast a vote. The decisions and the recommendations will be taken through majority vote. In case of a tie, the President of the HB will have a casting vote in addition to his initial vote.

The Agenda items should be invited from all HB meeting attendees (as per Charter) at least 2 weeks in advance of the Meeting. These should include brief notes on the subject and points for consideration. Individual Chairmen of Schools should confirm while forwarding the Agenda items relating to their schools that they have emanated from the deliberations of their respective MCs. The Agenda items along with the agenda notes should be collated and circulated to all mentioned in the Charter by the Member-Secretary (Principal & HOI) of the School hosting the HB Meeting at least one week ahead of the Meeting.

2. Functions, Duties & Responsibilities of the Higher Board

The Higher Board to monitor the International Indian Schools in the Kingdom

2.1. The recommendations of the Managing Committee in respect of the following matters shall be submitted to the Higher Board for its final approval.

- 2.1.1 Renting/ purchase of all lands, moveable and immovable properties for the School
- 2.1.2 Construction of permanent structures
- 2.1.3 All contracts exceeding one year
- 2.1.4 All non-recurring expenditure exceeding SR. 20,000.
- 2.1.5 Disposal of school properties valued at SR. 10,000 or above.
- 2.1.6 Interaction with Saudi and Government of India organizations or departments.
- 2.1.7 Appointment/ renewal of contract/ termination of all School staff of the rank of the Head of the Institution, Principal, Vice-Principal, Director (Administration Officer, Finance Officer)/ Registrar shall be conducted in accordance with the provisions of the approved Recruitment Procedure and Unified Service Rules. Written consent will be sought from the Department of Education under whose jurisdiction the School is located, with a copy to the Embassy's Observer and after receiving the consent the decision of the HB on appointment will be final and binding.
- 2.1.8 Creation/ termination of posts in the school
- 2.1.9 Revision of School fees and salary scales
- 2.1.10 Improvements to the curriculum as recommended by CBSE
- 2.1.11 Budget for every academic year
- 2.1.12 Audited financial statements of the completed academic year

2.2. Whenever the need arises, the Higher Board will have the right to evaluate the functioning of:

- 2.2.1. The Managing Committee and its Chairman
- 2.2.2. The Head of the Institution/ Principal /Director (Administration Officer, Finance Officer) the Vice- Principal and the Registrar
- 2.2.3. Individual Members of the Managing Committee.
- 2.2.4. The Higher Board may recommend removal of the Chairman / individual Members / termination of the whole Managing Committee without completing its tenure, to the Director General of Education under whose jurisdiction the School is located, for approval in the following situations.

- 2.2.4.1 If the Board is satisfied of their being incompetent to continue as Chairman/ Member/ Members of the Managing Committee.
 - 2.2.4.2 If deep differences emerge amongst the Members of the Managing Committee leading to infighting, and continued impediments in the functioning of the Managing Committee.
 - 2.2.4.3 If the sponsor of a Member sends a letter withdrawing his permission given to the Member to continue as Member of the Committee.
 - 2.2.4.4 If a Member is convicted in a court of law resulting in his arrest or imprisonment.
 - 2.2.4.5 If a Member leaves the Kingdom on final exit.
 - 2.2.4.6 If a Member is transferred to a place outside the city where the school is located.
 - 2.2.4.7 If it is found that the terms & conditions applicable on the Members at the time of their candidature were not followed and implemented in his case.
 - 2.2.4.8 If it is found that the information provided by him at the time of his candidature for the Managing Committee was incorrect.
 - 2.2.4.9 If his son/ daughter ceases to be a student of the School
 - 2.2.4.10 If he remains absent in four consecutive general/ emergency meetings of the Committee without giving valid reasons.
 - 2.2.4.11 Resignation of more than one third (1/3rd) of the members of the Managing Committee or in case certain committee members working in concert have been found guilty of gross misconduct, nepotism, corruption or violating CBSE or Saudi Arabian laws, rules and regulations.
 - 2.2.4.12 Recommendation of on the termination of the whole Managing Committee without completing its tenure has to be approved by the Patron as well as Minister of Education, Kingdom of Saudi Arabia
- 2.2.5. In the event of the termination of the Managing Committee, alternate arrangements shall be made by the Higher Board in consultation and coordination with the Observers, Department of Education under whose jurisdiction the School is located, and the Embassy of India, to oversee the management of the school by appointing either:
1. A caretaker committee from the existing Managing Committee; or

2. An ad-hoc committee with three members from among the Parents of the pupils of the School to be selected by the Higher Board, or
 3. A Joint Committee consisting of the above-mentioned two Committees with the approval of the Director of Education under whose jurisdiction the School is located.
- 2.3. The caretaker/ ad-hoc/ joint committee shall function till arrangements to elect the new Managing Committee are made in coordination with the Embassy of India, Riyadh and the Ministry of Education in the Kingdom. However, the period to reconstitute the new Managing Committee shall not exceed one month, after which the Managing Committee shall be elected by following the prescribed electoral process.
- 2.4. The Patron may request any higher board member to sit in any of the school MC meetings.

3. Functions, Duties & Responsibilities of the President of HB

President Higher Board shall monitor overall functioning of the schools through their respective MCs and the General Secretary appointed by the HB

The President of the HB shall chair HB Meetings and in case he is unable to attend the President shall request one of the nominated HB members to chair the Meeting. If any of the HB members is unable to attend or requires a clarification on attending or any other matter related to the Meeting, he should intimate the HB President in advance.

3.1. The President will have an Executive Secretary/ Executive Assistant reporting to himself whose day-today functions will encompass the following:

- 3.1.1. Ensure that the HB meets once every quarter.
 - 3.1.2. Convene meetings with sufficient notice, set up agenda in consultation with the HB members
 - 3.1.3. Maintain minutes of the HB meetings
 - 3.1.4. Follow up with schools on agreed action points in the minutes of the HB meetings.
 - 3.1.5. That MOE (Saudi Arabia) and CBSE guidelines are observed.
 - 3.1.6. Property is in good condition – class rooms, furniture, labs, PCs, equipment, sports facilities, canteen, book shop, etc.
 - 3.1.7. All documents (property leases, MOE, Municipal and Fire & Safety approvals, etc.) are in order, current and not lapsed
 - 3.1.8. All approval renewals are initiated with a good lead time
 - 3.1.9. Assist in obtaining necessary paperwork from the Embassy of India in favor of the school
 - 3.1.10. Prepare a detailed report covering all above points (twice a year for every school) and circulate it to the HB members. The report will cover the pending points from the previous visits to the school
 - 3.1.11. Ensure that schools maintain proper discipline
- 3.2. The schools must maintain a competitive edge in terms of CBSE academic requirements and provide latest technology at competitive costs.
 - 3.3. Ensure that schools operate within approved budgets and that all statutory audits are conducted and finalized by June 30 of every year.
 - 3.4. Submit periodical reports to the Patron and Ministry of Education (MOE) under whose jurisdiction the School is located.

