



CLAVIS
INTERNATIONAL
PRIMARY SCHOOL

PRIMARY YEARS PROGRAMME



Policy Manual

Section 3

Governance and Leadership

3. Governance and Leadership

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3.1 The Governing Body:

Clavis International Primary School was started in 1991 by three parents, two of whom were directors on the Board of Le Bocage International School, which was started the year before in 1990. At that time Le Bocage International School was the only private secondary school on the island and now offers the IB Middle Years & Diploma programme.

The Board is currently composed of 5 Directors. The members of the Board of Directors receive no salary, no benefits or preferential fee rates or emoluments for their work on the Board, which meets once a month with the headmaster and occasionally with an elected parent representative from the Parent Teacher Association, (P.T.A.).

The Board of Directors oversee the governance of the school and has full control and direction over the affairs of the school including:-

- The management of the finances of the school
- Providing management with the resources to deliver the highest possible standard of education.
- To support the implementation of the IB PYP and connected initiatives
- To plan the expansion of facilities and infrastructure of the school
- To ensure sustainability and succession planning.
- The setting of the annual school budget

3.2 Board Policy

The policy of the Board is to establish, manage and operate a first-class, private, fee-paying primary School. The income, property and funds of the company, when so ever derived, shall be applied solely towards the promotion of the objects of the company as set forth in the Memorandum of Association; and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever to the members of the company

3.3 Chief Executive Officer:

Chairman of the Board is Mr Marc Lagesse

3.4 Board-School Director Relationship

The Board of Directors meet once a month and discuss issues and concerns, hold budget reviews and cover the affairs of the school as stated in the bullet points in 3.1

3.4.1 Members of the Board

The members of the Board as of March 2014 are:

Mr Louis Joseph Michel Rivalland; Mr Philippe Forget; Mrs Kamini Bhanumatee Beenessreesingh; Mr Pierre Arnaud Marc de Marigny-Lagesse; Mrs. Janine Rivalland and Mr. Dean D'Sa.

A 3.4.2 AGENDA

The agenda is set by the headmaster but always containing budget-related financial reports from the Administrative Manager.

3.5 The Headmaster

Mr Nicholas Hamer

3.6 Senior Management Team

Mr Nicholas Hamer; Mr Alain Bruneau; Mrs Nadine Koenig and Mr Akhtar Khaleck

3.7 Pedagogical Leadership Team (PLT)

The pedagogical leadership team support the effective management of the school, ensuring a consistent implementation of the Primary Years Programme and lead curriculum development.

The members of the PLT are:

Mr Nicholas Hamer; Mr Alain Bruneau; Mrs Nadine Koenig and Mr Akhtar Khaleck

3.8 Budget Planning

This is done at special budget meetings held prior to Board Meetings. The Administrative Manager prepares the forecasts for the next financial year, which are then approved by the Board of Directors at a later Board meeting.