



## **GOVERNANCE & MANAGEMENT STRUCTURE**

ACS (International) is owned and operated by the Methodist Church in Singapore. The **Board of Management** is responsible for ensuring that ACS (International) is governed and managed properly and prudently to achieve effectiveness, credibility and sustainability of the agency in the pursuit of its mission.

At the apex of ACS (International) is the Board of Management which consists of the following:

- a Chairman who is concurrently the Chairman of ACS (International) and Supervisor of the School;
- three members of the Board of Governors, one of whom is a representative of the Old Boys' Association appointed by its Management Committee;
- three members from The Methodist Church in Singapore nominated by the Bishop; and
- four members from amongst respected members of the community nominated by the Bishop.

The Board of Management is currently overseeing 3 committees, namely Finance, Audit and Human Resource Committee. Committees are delegated responsibilities by the Board of Management to handle specific long term or on-going concerns, as well as to look into specific matters and deal with short term or one-off projects.

The day-to-day operations of ACS (International) are executed by a team of staff comprising of the Principal, Vice Principals, Academic Heads of Faculty, Housemasters and Housemistresses, Finance and Admin Manager, administrative staff and teachers.

The Principal leads the Senior Management in the academic areas (over the arrangements for instruction, welfare and discipline in the School), and has overall oversight of all day-to-day operations of the school. The Finance and Admin Manager of ACS (International) is in overall charge of finance and administration.

## **APPOINTMENT, ROLES AND RESPONSIBILITIES OF BOARD OF MANAGEMENT AND PRINCIPAL**

All office-bearers are appointed by the Bishop in consultation with the Chairman.

The Board of Management is responsible for establishing the overall mission and vision. The BOM approves the short and long-term outcomes of ACS (International) that are defined by the Principal and his team. The BOM is also responsible for developing a strategic plan to ensure that ACS (International) carries out its mission through its key programmes and projects. The BOM also ensures that the reporting structure of ACS (International)'s programmes and outcomes is established. Reports

(eg Performance review management of each staff, Financial report ie budget and expenditure) are submitted to the Board of Management by the Principal and Finance and Admin Manager.

The BOM shall:

- (a) (i) Ensure that the national educational policies set by the Ministry are fulfilled.
- (ii) Ensure the Christian character of the School is preserved and that the vision and mission of The Methodist Church in Singapore are fulfilled.
- (b) Regulate the admission of pupils to the School to determine the criteria for such admission and the fees payable by the pupils or any class of pupils;
- (c) Promote a philosophy of education which will enable every pupil to progress towards his overall best in character and personality development as well as academic achievement;
- (d) Provide educational facilities for pupils of the school;
- (e) Raise funds necessary for the operational and development needs of the School and for providing financial assistance to needy pupils; and
- (f) To do such other acts and deeds and things incidental to the foregoing or which the board may deem necessary or expedient for the attainment of any of the foregoing objects.
- (g) The Board of Management endorse the full authority of the Principal to be the guardian of the Guiding Statements.
- (h) The Board of ACS ( International) affirm their commitment to the wellbeing and safety of all members of the ACS community in reflection of ACS (International) core values. They also affirm their full commitment to safeguarding and to promoting the wellbeing of all children and young people in the care of ACS (International).

The appointment of Principal is approved by the Board of Management. The Principal is provided with his/ her job descriptions on recruitment. The Board of Management has established systems for regular supervision, appraisal and personal development of the Principal and the Finance and Admin Manager. A Performance Review Management system for paid staff is established after consultation with the Board of Management. Currently, the Principal, Academic Heads of Faculty and Housemasters or Housemistresses appraise staff on their work performance, at the end of their probation period and subsequently at the beginning of each year for the annual performance appraisal.

The Principal has overall oversight of all day-to-day school operations. He provides effective leadership for all school staff and staff committees through direct involvement and delegation to senior and middle management. He reports to the Chairman of the Board and is responsible for ensuring the maintenance, development and improvement of all areas of school life. He reports on school achievement and progress at each Board meeting, and meets regularly with the Board Chair.

A full version of the Board Kit is available from Human Resources.