



Process for Recruitment of Trustees

Version 1

Date: 26 May 2022

1 Introduction

The Trust outlines eligibility criteria (4.4) including areas of expertise that are desired in Trustees (see section 2 below). It also outlines the following process for the nomination and appointment of Trustees.

1.1 **Nomination and Appointment of Trustees:**

- 1.1.1 Any Trustee shall be entitled to nominate any eligible individual for appointment as a Trustee. Upon such nomination being seconded by any other Trustee, the individual shall be regarded as a “**Nominee**” for purposes of this clause 1.1.
- 1.1.2 The Trustees shall invite Eligible Parents, the Head of School, the School Management Team, Staff members and such other persons or stakeholders as determined by the Trustees to participate in the nomination process, including by soliciting proposals from such persons for the nomination of eligible individuals as Nominees and requesting input in respect of a Nominee. The nomination and participatory processes as aforesaid shall be developed and take place in such manner as determined by the majority of the Trustees.
- 1.1.3 Each Nominee shall be required to furnish the Trustees with –
 - 1.1.3.1 a formal written letter of motivation detailing the Nominee’s intended commitment and applicable expertise, and shall include references and appropriate evidence of their eligibility to act as Trustee as contemplated in clause **Error! Reference source not found.**; and
 - 1.1.3.2 a written declaration of the Nominee’s potential conflicts of interest(if any), duly signed by the Nominee.
- 1.1.4 The Trustees shall conduct a due diligence as to the eligibility, character, Financial Good Standing and legal compliance of the Nominee and shall hold interviews to satisfy the same. In addition, the Trustees shall give consideration to the principles of Diversity and Inclusivity in the process of reviewing nominations.
- 1.1.5 A Nominee shall be duly appointed as a Trustee by way of a Special Resolution of the Trustees, provided that no appointment shall be deemed to take place until the Nominee signs the Code of Conduct.

2 Fields of experience

- Montessori education, childhood development and/or education; (Mandatory)
- finance or accounting; (Mandatory)
- legal; (Mandatory)
- ESG (environmental, social and governance), which includes Diversity and Inclusivity as part of the ‘social’ pillar; or
- health or medical; or

- human resources and development; or
- risk management; or
- organizational leadership and management; or
- government (education authority); or
- other expertise that is identified by Trustees to be of value to discharge the duties of Trustees.

3 Call for Nominations

A call for nominations will be made via Transparent Classroom email, Friday Notes and the School's WhatsApp Groups. The eligibility criteria and fields of expertise will be listed in Transparent Classroom email and Friday Notes. A due date for nominations 3 weeks from the communication date will be set.

4 Submission of Nominee Pack

All nominees need to submit to the School Secretary by the due date:

- a formal written letter of motivation detailing the Nominee's intended commitment and applicable expertise
- two references from either Eligible Parents, the Head of School, the School Management Team, Staff members
- other appropriate evidence of their eligibility to act as Trustee as contemplated in clause **Error! Reference source not found.**
- a written declaration of the Nominee's potential conflicts of interest(if any), duly signed by the Nominee.

5 Selection Process

- Trustees to read Nominee Pack's and conduct an initial screening interview with all that seem applicable. These will be one-on-one telephonic conversations conducted by one Trustee to create a list of candidates to be included in a round of interviews. List of questions and evaluation sheet to be draw up for this process.
- Interviews of applicable candidates will be conducted by Trustees, Head of School, Staff Rep and Head Class Rep. Candidate evaluation forms to be completed after each interview by all members who were a part of the interview process.
- Trustees to consult with Head of School, Staff Rep and Head Class Rep
- Trustees to make a final decision

6 Communications

Once new Trustees have accepted their position, a final announcement is to be made to the school via Friday Notes.