

FIA COMMITTEES

2025-2027

Created in	September 2025
Review date	November 2025
Reviewed by	SLT
Approved by	Vice Principal Principal

FIA Vision

To be a leading private school in Al Ain which provides an exemplary learning environment in line with the vision of ADEK.

FIA Mission

- To provide an exemplary learning environment which
- Develops student abilities.
- Augments self-confidence.
- Prepares world-class learners.
- Enables students to meet the challenges of the 21st century.
- Increases productivity and self-esteem.
- Inculcates values required to become responsible members of society

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1. SEF COMMITTEE

The **School Evaluation Framework (SEF) Committee** is responsible for leading the school's continuous self-evaluation and improvement process. The committee ensures that all areas of school performance are regularly reviewed, evidence-based, and aligned with national inspection frameworks and school priorities.

The **SEF Committee** works collaboratively with all departments to collect data, analyze performance, and identify strengths and areas for development. It supports the creation of action plans that drive improvement in teaching, learning, leadership, student outcomes, and overall school effectiveness.

Members:

PS1: Student's Achievement

Head: Mr. Jassaudeen

Members: Ms. Teresa, Mr. Richard, Ms. Nadine, Ms. Vania and Ms. Amire

PS2: Students' Personal and Social Development and Their Innovation Skills

Head: Ms. Vania

Members: Ms. Rawia, Ms. Dareen, Ms. Kefah, Ms. Jamila, Ms. Nouf and Mr. Isa

PS3: Teaching and Assessment

Head: Ms. Nadine

Members: Mr. Jassaudeen, Ms. Amire, Ms. Vania, and Core Subjects HoDs

PS4: Curriculum

Head: Ms. Nadine

Members: Core Subjects HoDs

PS5: Protection, Care, Guidance, and Support of Students

Head: Ms. Nivin

Members: Mr. Richard, Mr. Tareq, CU Counselor and the Social Workers

PS6: Leadership and Management

Head: Ms. Suheir

Members: Ms. Nadine, Ms. Vania, Ms. Amire and Mr. Mohammed Amer

Committee Responsibilities

Each committee is responsible for:

- Creating a tracker that includes all elements of the assigned standard.
- Collecting, organizing, and documenting evidence for each element, per phase.
- Ensuring that all data and evidence cover the full Academic Year 2025–2026.
- Commencing work in Semester II to ensure timely completion by June 2026 and review.

2. SDP COMMITTEE

The **School Development Plan (SDP) Committee** oversees the planning, implementation, and monitoring of the school's strategic priorities. The committee ensures that improvement goals are clearly defined, measurable, and aligned with the School Evaluation Framework (SEF) and inspection requirements.

It collaborates with all departments to track progress, evaluate impact, and ensure that development initiatives lead to sustained improvement in teaching, learning, leadership, and student outcomes.

Members:

Head: Ms. Suheir

Members: Ms. Nadine, Ms. Vania, Ms. Amire, Mr. Jassaudeen, Ms. Teresa, Mr. Amro and Ms. Kefah

Committee Responsibilities

Each committee is responsible for:

- Develop and update the School Development Plan based on SEF findings.
- Set clear objectives, success criteria, and timelines for each priority area.
- Monitor progress through regular reviews (twice a year) and evidence gathering.

3. SUSTAINABILITY COMMITTEE

The **Sustainability Committee** promotes environmental awareness and sustainable practices across the school. The committee leads initiatives (at least 4 projects per year) that encourage students and staff to reduce waste, conserve resources, and care for the environment.

It supports the integration of sustainability into the curriculum, school operations, and community projects to create a culture of responsibility and environmental stewardship.

Members:

Head: Ms. Suzan

Members: Ms. Kefah, Mr. Isa, Mr. Amro, Ms. Nivin, Ms. Maha, Mr. Tareq, Core Subjects HoDs and the Social Workers

Committee Responsibilities

1. **Strategic Planning & Implementation**
 - Develop and update the **School Sustainability Action Plan** reflecting the UAE sustainability goals.
 - Integrate sustainability into daily school operations, curriculum, and extracurricular activities.
 - Hold monthly meetings and share the MOM with the principal and the Vice Principal
2. **Environmental Education & Awareness**
 - Organize sustainability awareness campaigns, eco-days, and student projects promoting environmental stewardship.
 - Encourage students and staff to adopt eco-friendly habits (waste reduction, recycling, energy and water conservation).
3. **Monitoring & Evaluation**
 - Track progress through measurable indicators such as waste reduction, recycling rates, and energy use.
 - Maintain documentation and evidence for inspection, showing how sustainability is embedded across the school.
4. **Community Engagement**
 - Collaborate with parents, local authorities, and community organizations to promote environmental initiatives.
 - Support student-led sustainability projects and empower student voice in decision making.
5. **Reporting & Inspection Readiness**
 - Ensure that sustainability evidence and initiatives are clearly documented for the ADEK / Irtiqaa Inspection Framework.
 - Provide reports and updates to the school leadership team on sustainability progress and impact.

4. INNOVATION COMMITTEE

The **Innovation Committee** drives creativity, forward-thinking, and continuous improvement across the school. The committee encourages the use of innovative teaching strategies, digital tools, and learning experiences that enhance student engagement and achievement.

It fosters a culture of innovation by supporting staff in exploring new ideas, sharing best practices, and implementing initiatives that prepare students for the future.

Members:

Head: Ms. Kefah

Members: Ms. Kanwal, Ms. Shaimaa, Ms. Suha, Mr. Isa, Ms. Sara, Ms. Mai and Ms. Ereny

Committee Responsibilities

Each committee is responsible for:

- Promote and support innovative teaching and learning practices.
- Encourage the integration of technology and 21st-century skills in classrooms.
- Identify and implement creative solutions to improve school processes and learning outcomes.
- Organize innovation projects, exhibitions, or competitions to showcase new ideas.
- Collaborate with staff and students to build a culture of creativity and continuous improvement.

5. GRADUATION AND CAREER READINESS COMMITTEE

The **Graduation and Career Readiness Committee** ensures that students are well-prepared for life beyond school, academically, professionally, and personally. The committee supports students in meeting graduation requirements and guides them in exploring future pathways, including higher education, vocational training, and career opportunities.

It works closely with teachers, parents, and external partners to provide guidance, workshops, and programs that develop essential skills for success in college and the workplace.

Head: Ms. Suheir

Members: Ms. Nadine, Mr. Jass, Ms. Sihem, CU Counselor, Ms. Asma, and Ms. Bibiana

Committee Responsibilities

Each committee is responsible for:

- Monitor students' progress toward meeting graduation requirements.
- Organize career guidance activities, college fairs, and counseling sessions.
- Support students in developing academic, personal, and employability skills.
- Build partnerships with universities and organizations for student opportunities.
- Prepare and oversee graduation-related events and documentation.

6. NEWSLETTER COMMITTEE

The **Newsletter Committee** is responsible for creating and publishing the school's regular newsletters to keep the community informed and connected. The committee highlights school achievements, events, student activities, and important announcements in an engaging and visually appealing format.

It ensures that communication reflects the school's values, celebrates success, and fosters a strong sense of school pride and community involvement.

Head: Ms. Noor

Members:

Phase 1 (KG): Ms. Amire & Ms. Soumaya

Phase 2 (Elementary): Ms. Vania & Ms. Mona

Phase 3 (Grades 6-8): Ms. Muna & Ms. Mai

Phase 4 (Grades 9-12): Mr. Isa, Mr. Abdul Raof & Ms. Samah

Committee Responsibilities

Each committee is responsible for:

- Collect and curate news, photos, and updates from departments and events.
- Design and publish newsletters on a regular schedule.
- Promote student achievements, school initiatives, and upcoming activities.
- Ensure accuracy, clarity, and consistency in all communications.
- Collaborate with staff and students to share meaningful stories and highlights.

7. ACTIVITIES COMMITTEE

The **Activities Committee** plans, organizes, and oversees a variety of extracurricular programs and school events that enrich students' learning experiences beyond the classroom. The committee promotes participation, teamwork, and school spirit through engaging academic, cultural, and recreational activities.

Head: Ms. Nivin

Members: Ms. Amire, Ms. Vania, Ms. Nadine, Mr. Tarek, Mr. Norly, PE Teachers and ART Teachers

Committee Responsibilities

Each committee is responsible for:

- Plan and coordinate school events, competitions, and celebrations.
- Encourage student involvement in clubs, sports, and cultural programs.
- Support the development of leadership, creativity, and collaboration skills.
- Work with teachers and student leaders to ensure smooth event management.
- Promote a positive, active, and inclusive school environment.

8. INTERVENTION COMMITTEE

The Intervention Committee identifies, supports, and monitors students who may be at academic, behavioral, social-emotional, or attendance-related risk. The committee ensures that early interventions, follow-up actions, and individualized support plans are implemented effectively in line with the school's Educational Risk Policy and the requirements of the Department of Education and Knowledge (ADEK).

The committee works collaboratively with teachers, parents, and specialists to promote student success, wellbeing, and continuity.

Head: Mr. Richard

Members: Ms. Zain, Ms. Marites, Ms. Faiza, Ms. Asmaa, Ms. Nadin, Career Counselor, Social Workers

Committee Responsibilities

Each committee is responsible for:

- Identifying students who may be at educational risk through academic data, attendance reports, behavior records, and teacher referrals.
- Reviewing student cases and determining the appropriate level of support within the Tiered Model of Intervention (Tier 1, Tier 2, Tier 3, or Specialist Support).
- Developing and monitoring Documented Learning Plans (DLPs), including IEPs, ILPs, ISPs, and BSPs when required.
- Coordinating interventions with teachers, counselors, specialists, and parents to ensure targeted and effective support.
- Conducting regular follow-ups and progress reviews to evaluate intervention effectiveness and adjust plans when needed.
- Maintaining accurate documentation, safeguarding confidentiality, and ensuring compliance with ADEK policies.
- Promoting a supportive, inclusive, and responsive school environment that enables all students to thrive academically and emotionally.