



Prestige Beauty Academy
Beauty Academy Leadership and Governance Policy

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Date of Next Review: November 2026

Beauty Academy Leadership & Governance Structure Policy

1. Purpose

This policy establishes the framework for leadership, management, and governance of the Beauty Academy. It defines roles, responsibilities, and reporting relationships to ensure effective decision-making, accountability, and compliance with educational and regulatory standards.

2. Governance Philosophy

The Academy operates under the principles of:

- **Transparency** in decision-making
- **Accountability** for outcomes and operations
- **Inclusivity** and representation in governance
- **Continuous improvement** in educational quality and student outcomes

3. Organisational Structure Overview

The Beauty Academy's governance and leadership structure is composed of three primary levels:

1. **Governing Authority / Board of Directors**
2. **Executive Management / Leadership Team**
3. **Operational & Academic Departments**

4. Governance Structure

4.1 Governing Authority / Board of Directors

Purpose: To provide strategic direction, oversight, and ensure compliance with national education standards and legal obligations.

Key Responsibilities:

- Approve the mission, vision, and strategic plan
- Approve annual budgets and financial reports
- Appoint and evaluate the Principal/Director
- Oversee policy development and institutional performance
- Ensure compliance with accreditation and regulatory bodies

Composition:

- Chairperson
- Deputy Chair
- Financial Representative (Treasurer)
- Legal/Compliance Representative
- Industry Expert (from the beauty/cosmetology field)
- Academic Representative

Meetings: Quarterly, or as required.

5. Leadership Structure

5.1 Principal / Academy Director

Reports to: Board of Directors

Role: Chief executive officer responsible for overall management, operations, and quality assurance.

Responsibilities:

- Implement Board policies and directives
- Lead the Academy's strategic and operational planning
- Supervise senior managers and department heads
- Ensure financial sustainability and resource allocation
- Represent the Academy in external relations and partnerships

5.2 Academic Manager / Head of Training

Reports to: Principal

Role: Oversees academic programs, curriculum development, and instructor performance.

Responsibilities:

- Develop and review curriculum in line with accreditation standards
- Supervise instructors and assess training quality
- Manage student assessment and academic records
- Ensure continuous professional development of trainers
- Maintain compliance with educational and industry requirements

5.3 Operations / Administration Manager

Reports to: Principal

Role: Manages administrative, logistical, and facility operations.

Responsibilities:

- Oversee admissions, student records, and customer service
- Manage inventory, equipment, and salon operations
- Handle human resources and staff welfare
- Maintain health, safety, and compliance standards

5.4 Finance & Compliance Officer

Reports to: Principal

Role: Manages the Academy's financial planning, reporting, and regulatory compliance.

Responsibilities:

- Prepare and monitor budgets
- Ensure compliance with financial and tax regulations
- Conduct internal audits and manage external audits
- Maintain risk management and data protection systems

5.5 Student Services Coordinator

Reports to: Operations Manager

Role: Supports student engagement, welfare, and career development.

Responsibilities:

- Coordinate student orientation and counselling
- Manage attendance and discipline procedures
- Organise workshops, placements, and career fairs
- Serve as liaison between students and faculty

6. Decision-Making Process

- **Strategic Decisions:** Made by the Board upon recommendation from the Principal.
- **Operational Decisions:** Made by the Principal and Leadership Team.
- **Academic Decisions:** Managed by the Academic Committee under the Academic Manager.
- **Student Affairs:** Managed by the Student Services Office, with escalation to management as needed.

7. Committees

1. **Academic Committee** – Curriculum, assessments, and learning quality
2. **Finance & Risk Committee** – Budget, risk management, and compliance
3. **Health, Safety & Welfare Committee** – Student/staff safety, salon hygiene, and wellness
4. **Quality Assurance Committee** – Audits, feedback analysis, and improvement planning

8. Policy Review

This policy will be reviewed **annually** or as required by changes in legislation, accreditation requirements, or internal operational needs.

9. Accountability and Ethics

All leaders and staff are expected to:

- Uphold professional ethics and confidentiality
- Avoid conflicts of interest
- Promote diversity, equality, and inclusion
- Commit to student success and institutional integrity

Approved by: Mary Hickson

Position: Principal

Date: 11/11/25