

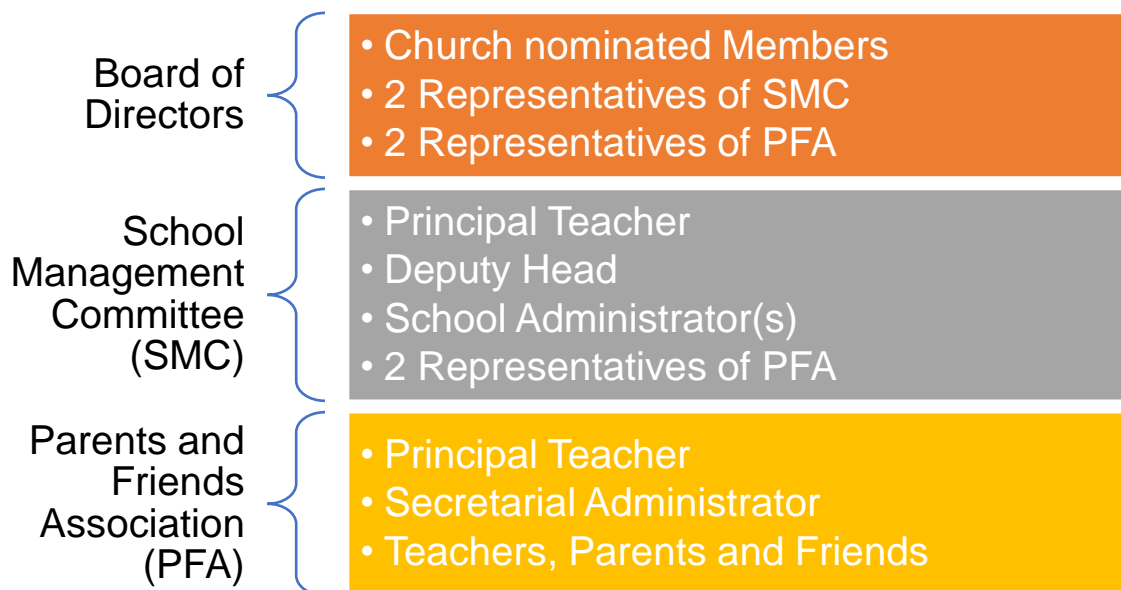
## Melville-Knox Christian School Structure

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### LEGAL STRUCTURE

To deliver the purpose of the organization, a three-tier structure is set out in the governing documents. These ensure clear definition of responsibilities, but also enable an inclusive and open approach, so that decision making is made in a transparent manner and that all key stakeholders have an opportunity to contribute towards the success of the school. The three tiers are:



Below you will find more detailed information about the three different tier levels. This has been put together from the school's constitution. Reference to the relevant sections has been made. Please consult the constitution for further information.

## THE BOARD OF DIRECTORS

### **Who are the Board of Directors?**

Between 5 and 12 members consisting of

- Church nominated members (6.3)
- Up to 2 members of the School Management Committee (6.3)
- 2 representatives of the Parents and Friends Association (6.3)
- If possible, it should be at least one representative of a denomination on the School Board. (6.10)
- The Board can appoint up to 3 individuals based on particular gifts for a specific role, these members serve for a year and can then be reappointed if so decided. (6.11)

### **Do you have to fulfil specific requirements to be on the Board?**

- All members have to be committed Christians and members of a Church. (6.2)
- All Board members have to sign the School's Statement of Faith and Principles of Doctrine (6.2)

### **Are there specific roles on the Board?**

- The school board elects from its members a Chairman, Treasurer and Secretary (or a non-voting minute secretary). (6.13)

### **What are the Board's main tasks:**

- govern the organisation
- bear the collective and individual responsibility for the purposes of the title to heritable property
- administer all funds.
- carry the overall Spiritual responsibility for the organisation
- ensure the organisation will achieve its aims and glorify God in all its activities. (5.2.5)
- Ensure the school is managed and organised in accordance with School policies. (6.16)
- The Board shall meet with the School Management Committee at least twice a year to discuss the management of the school. (6.23)

### **What do Board Meetings look like?**

- The board is required to have a meeting at least once a school term (6.14)
- The Meetings require a quorum of 55% of membership. (6.12)
- All Meetings of the Board shall be opened and closed with prayer (6.15)
- The Principal Teacher will attend Board meetings (6.3.1)
- The Secretary (or another nominated person) will be taking minutes. This will be taken as read and agreed at subsequent meetings. A minute will be produced within 14 days of the meeting. (6.17, 6.18)
- Members can request items to be added to the meeting agenda up to 14 days prior to the meeting. The agenda, a financial report and a

report from the SMC will be forwarded to the members 7 days in advance of the meeting. (6.20, 6.21, 6.22)

- The Treasurer will speak to the financial report and the Principal Teacher to the report of the SMC. (6.21,6.22)
- In case of a voting deadlock the Chairman shall exercise their right to cast a vote. (6.26)

### **How to I join/resign form the Board of Directors?**

- Two members of the PFA will be nominated as representatives on the Board of Directors (6.3)
- Two members of the SMC will be nominated as representatives on the Board of Directors (6.3)
- Churches with a qualified commitment to one of the recognised confessions of faith shall be able to nominate representatives to serve on the Board of Directors (6.4)
- Churches without a qualified commitment to one of the recognised confessions can be asked, at the board's discretion, to bring forward representatives to sit on the board. (6.4)
- The maximum number of representatives from one denomination shall be 2. (6.4)
- Churches shall appoint their representatives by the 1<sup>st</sup> of June and they shall serve for an initial period of 3 years. (6.5, 6.6)
- Directors wishing to resign must tender their resignation in writing to the Board Secretary (6.24)
- School officers wishing to resign must tender their resignation from office in writing to the Secretary or Chairman. This will be reported at the next Board meeting and a new officer will be elected. (6.25)

## THE SCHOOL MANAGEMENT COMMITTEE (SMC):

### Who is on the School Management Committee?

Between 3 and 6 members consisting of

- The Principal Teacher,
- The Deputy Principal Teacher,
- Finance Administrator and Secretarial Administrator (where these roles were appointed by the board)
- 2 representatives of the Parents and Friends Association (7.1)

Principal Teacher	Deputy Head, Administrators,	Representatives of PFA
<ul style="list-style-type: none"> <li>• Functions as chairman</li> <li>• puts together the meeting agenda</li> <li>• makes sure the secretarial admin puts out the minutes in timely manner</li> <li>• writes and presents reports to the School Board</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial Admin functions as Secretary               <ul style="list-style-type: none"> <li>• writes meeting invites</li> <li>• takes meeting minutes</li> <li>• distributes agenda</li> </ul> </li> <li>• Others advise, feedback and discuss</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage teaching staff, working together to build school up,</li> <li>• give parent's perspective on issues</li> <li>• provide feedback, advice, suggestions</li> <li>• offer help and enlist help of PFA</li> <li>• Raising concerns (constructively)</li> <li>• Bring SMC feedback back to PFA</li> </ul>

### Do you have to fulfil specific requirements to be on the School Management Committee?

- All members of the SMC have to be committed Christians and members of a Church.
- All members have to sign the Statement of Faith of the School as well as its Principles of Doctrine (7.2)

### Are there specific roles on the SMC?

- The SMC does not have specific assigned roles. The Principal will function as a Chair at meetings and the Secretarial Administrator as Secretary. (7.7)

### What are the SMC's main tasks:

- Be responsible for the day-to-day management of the school and reports to the Board of Directors.
- Devise and implement the Board agreed curriculum.

- Manage the school's operational budget.
  - Inform the board of the school's facility needs.
  - Promote the school.
  - Inform the board regarding compliance issues with education legislation requirements for the school.
  - Inform the board of any issues affecting the school's operation.
- (5.3)

### **What do SMC meetings look like?**

- The SMC shall meet at least 4 times a year (7.6)
- All SMC meetings will be chaired by the Principal or another member nominated to chair the meeting in their absence. (7.7)
- A minute record of all SMC meetings shall be taken by the Secretarial Administrator or in their absence a member nominated for the purpose of minute taking (7.8)
- An agenda will be produced and distributed to members 5 days prior to the meeting. (7.10)
- Minutes taken will be forwarded to the SMC members within 7 days of the meeting (7.9)
- The SMC may invite individuals to attend its meetings in order to seek expertise and advice. (7.4)
- In case of voting deadlock the SMC Chairman shall exercise their right to casting a vote (7.12)

### **How do I join/resign from the SMC?**

- Nominated members to serve on the SMC are elected by the PFA in their Annual General Meeting (8.1.2)
- Nominated members of the SMC will serve 1 year at the time. There shall be no restriction of nominated members being re-elected (7.5)
- A nominated member of the SMC wishing to resign must render their resignation in writing to the Secretarial Administrator. However, there will be no election for replacement until the next Parents and Friends AMG. (7.11)

## THE PARENTS AND FRIENDS ASSOCIATION (PFA)

### Who is in the Parent and Friends Association?

- The PFA shall be comprised of parents, teachers and friends of the school who join the Association (8.1)

### Are there specific requirements to be fulfilled to be part of the PFA?

- No, one only need to sign up and pay the annual fee to become a member of the PFA.(8.1.1)

### Are there specific roles in the PFA?

- There will be a PFA committee, comprised of an elected Chair, Secretary and Treasurer as well as the Principal Teacher and School Secretarial Administrator (as appointed by Board). (8.1.3)
- Two members of the PFA will be elected to serve on the Board of Directors (8.1.2)
- Two members of the PFA will be elected to serve on the School Management Committee (8.1.2)

Chairperson	Secretary	Treasurer	All Members
<ul style="list-style-type: none"> <li>•Leading PFA meetings</li> <li>•directing issues to relevant people</li> <li>•ensure PFA fulfills its role</li> <li>•ensure meeting invites sent in timely manner</li> <li>•drafting agenda</li> </ul>	<ul style="list-style-type: none"> <li>•keep PFA records updated</li> <li>•writes and distributes meetings minutes</li> <li>•sends out meeting invitations and agenda</li> </ul>	<ul style="list-style-type: none"> <li>•keeps accounts updated</li> <li>•banks or withdraws PFA money</li> </ul>	<ul style="list-style-type: none"> <li>•elect representatives for SMC and Board</li> <li>•ask questions, share ideas, feedback and concerns</li> <li>•organising fundraising and social events</li> <li>•promote the school</li> </ul>

### What are the PFA's main tasks?

- Participate in the management of the school by electing two representatives from the parents and friends group to sit on the Board of Directors and two to sit on the School Management Committee
- Support the purpose to the school by participating in the social activities of the school

- Support the purpose to the school by assisting in fund raising activities of the school (5.4)

### **What do PFA meetings look like?**

- The PFA will hold at least 4 meetings per annum (8.2.1)
- An agenda will be produced for the meeting and distributed to the committee members 7 days prior to the meeting (8.2.3)
- Minutes of the meeting will be taken by the secretary and distributed to members within 14 days of the meeting (8.2.2)
- The PFA will hold an AGM to elect the committee offices and nominated members of the BoD and SMC. (8.1.2)

### **How do I join/resign from the PFA?**

- You fill out a registration form, distributed by the Secretarial Administrator and pay an annual membership fee.
- Should you wish to resign from the PFA you can do so by sending a resignation in writing to the elected Secretary or Secretarial Administrator.