

CONSTITUTION

HARVEST COMBINED SCHOOL

1. PRE-AMBLE

1.1 Harvest Combined School exists with a mission :

To provide a nurturing environment offering quality education supported by a strong foundation of Christian values in partnership with parents, equipping students to become leaders to serve God, their families, and to positively impact their communities and the world.

1.2 We at Harvest Combined School have adopted the following learning outcomes as our vision:

- A personal understanding of the Christian faith and values as found in the Bible and reflected in the life and teachings of Jesus Christ.
- Verbal, written technological skills for effective communication.
- An ability to think critically, solve problems effectively and draw conclusions from research, personal analysis and investigation.
- Competence in the academic disciplines that will enable them to pursue the university and career goals to which they aspire.
- The interpersonal skills needed to work cooperatively and effectively with others, including those of other cultures.

2. TERMINOLOGY

- Trust refers to Doulos Educational and Welfare Trust.
- Governing Body refers to the body which will perform specified functions in the interest of the school subject to the provisions of this constitution.
- The school refers to Harvest Combined Schools.
- Parent refers to biological parent, legal guardian or a legal representative of the parent.
- EXCOM refers to the Executive Committee.
- PAB refers to the Parents Advisory Board.
- DOE refers to the Department of Education.

3. VALUES

3.1 Parents:

Are the primary educators of their children under God.

- Support the Christian philosophy and policies of the school..
- Delegate authority to the school for the education of their children.

3.2 Learners:

Are uniquely gifted with God given talent to achieve their God intended purposes.

- Are willing to give the Christian faith a “fair hearing” or are growing in their faith.

3.3 Teachers:

Serve as loving Christian role models that guide learners through positive relationships.

- Are called and gifted by God’s Spirit to teach.
- Match God-given student talents with a wide range of creative learning opportunities.
- Are professionally prepared.
- Remain life long learners.
- View parents as the primary educators of their children under God.
- Pray regularly for and with their students.

3.4 School Leaders

Develop the God given talents of students and teachers to achieve their unique purposes

- Achieve measurable standards by grade for each subject.
- Facilitate the expression of Truth and Life.
- Apply unique and innovative instructional methods such as project-based learning and other similar strategies
- Encourage ethnic, cultural and socioeconomic harmony within a diverse school population.
- Adopt and promote the vision and values of the school.

4. ADMINISTRATION

4.1 The Trust

- Is the final authority and owner of the school.
- The Trust appoints the members of the Governing Body.
- The Governing Body reports to the Trust.
- The Trust is the final financial regulator.
- The Trust is the final overseer of the values and learning outcomes of the school.

4.2 The Governing Body.

- Oversees the implementation of the values and learning outcomes of the school.
- Answers to the Trust.
- Reports yearly to a Trust meeting in writing about the activities of the school.
- Appoints and governs the dismissal of staff.

- Appoints the Principal.
- Appoints Excom (the Executive Committee.)
- Has regular meetings with Excom.
- Organises the nomination and election of the PAB.
- Ratifies the appointment of the PAB.
- Interacts with the PAB on a regular basis.
- Oversees the academic and non-academic curriculum.
- Has regular meetings with the academic committee.
- Governs the academic outcomes and reports to Umalusi and the Department of Education.
- Governs the school finances and arrange a yearly financial audit by an external auditor.
- Makes the auditor's report available to the parents.
- Is responsible for the raising and borrowing of finances.
- Has regular meetings with the financial committee.
- Is responsible for the administration of outside funding.
- Governs the disciplinary code of conduct of the school.
- Governs the admission policy and suspension procedure of students.
- Maintains public relations.

4.2.1 Structure of the Governing Body

- Chairperson (the Chairperson of the Trust.)
- Vice Chairperson (the Principal).
- Member responsible for academic standard and chairperson of the academic committee.
- Member responsible for financial management and chairperson of the financial committee.
- Member responsible for facilities and non-academic curricular activities and chairperson of that committee.
- Member responsible for discipline and chairperson of the disciplinary committee.
- Member responsible for student social health.
- Member responsible for staff and student spiritual health.
- The Governing Body may co-opt advisers to serve the Body with the stipulation that the number of advisers will not exceed two-thirds of the number of persons serving on the Body. The advisers will have no vote.
- Ex Officio Members: Principal, Vice Principal, Chairman of the Trust

4.2.2 Procedures at Meetings:

- The chairperson of the Governing Body (or the vice-chairperson, in his/her absence) will chair the meetings.
- Matters discussed by the Governing Body will be held confidential and minutes of meetings will be kept.
- Minutes will not be for public display.

- The Governing Body will determine the frequency of its meetings but it should not be less than once a term.
- Motions and decisions at meetings will be taken by consensus where possible.
- If consensus can not be reached a simple majority of votes will be adequate.
- Each member will have one ordinary vote except for the Chairperson who will have a decisive vote as well.
- A quorum shall consist of either the chairperson or vice-chairperson and at least three members. No binding decisions shall be taken without a quorum although discussion shall be allowed.

4.2.3 Special meetings

- The chairperson shall be obliged to call a special meeting of the Governing Body under the following circumstances:
 - At the written request of at least 60% of the members.
 - At the written request of the PAB.
 - At the written request of the representative of the DOE.
- Notice of special meetings shall be given in writing to all members at least four days before the meeting.
- The chairperson shall chair all special meetings.
- A quorum at special meetings shall be half plus one.
- Procedure for special meetings shall be the same as for ordinary meetings.

4.3 The Executive Committee:

- The EXCOM will consist of the chairperson and vice chairperson of the Governing Body.
- It shall determine the frequency of its meetings.
- It shall have an executive function.
- Its meetings shall be confidential and aimed at improving the efficacy of the Governing Body.
- Minutes of its meeting shall be kept.
- It shall report to the Governing Body and all decisions shall be ratified by the Governing Body.
- It shall liaise with the PAB.
- It shall liaise with the disciplinary committee.
- It shall liaise with the financial committee.
- It shall liaise with the academic committee.
- It shall liaise with the management team.

4.4 The Management Team.

- Shall consist of the principal, vice-principal and heads of departments.
- The chairperson shall be the principal or in her/his absence the vice-principal.

- Shall report to the EXCOM.
- Shall meet at least bi-weekly but more frequently if necessary.
- Minutes of its meetings shall be kept and be made available to the EXCOM.
- Shall appoint the:
 - Financial committee.
 - Academic committee.
 - Disciplinary committee.
 - Facilities and extra-curricular activities committee.
 - Any other committee deemed functional and necessary by the Governing Body.
- Shall oversee the activities of the committees.
- The committees shall report to the Management team.
- Is responsible for the day to day administration of the school, for discipline, financial management, academic management, human resources management, the facilities, fund raising activities, tours and extra-curricular activities.

4.5 The PAB.

4.5.1 Structure.

- The chairperson of the Trust.
- The principal of the school.
- Two parents representing the students of Grades 8-9.
- Three parents representing the students of Grades 10-12.

4.5.2 Appointment.

- The Management Committee shall appoint an Independent Electoral Committee (IEC) to administer the appointment of the members of the PAB.
- Nominations shall be asked for in writing at least four weeks before the first parent's day of the year.
- The request for nominations shall be sent to the parents via the normal communication channels used at the school.
- Nominations shall be submitted in writing on the official form sent to the parents with the request for nominations and shall be signed by:
 - At least two parents who are not nominees, and who are not related.
 - By the nominee.
- Nominations shall reach the office at least five days before the date set for the parent's day. Late nominations will not be considered.
- In case that there are more nominations than the required number, the successful nominees shall be determined by a

simple majority of votes at an election held on the first parent's day of the year.

- A voters list shall be compiled by the IEC.
- A maximum of two votes can be brought out per family represented by students at the school.
- Only parents, official guardians and persons responsible for paying for students will be allowed to vote. Proof of identity may be required.
- The voters' list will be available at the school for representatives to check whether they are eligible to vote at least 3 days before the Parents' Day.
- No person who is not on the voters' list will be allowed to vote.
- Voting shall be by secret ballot.
- The names of all the nominees shall be on the ballot paper that shall be handed out at the meeting and voting will take place by making a mark next to the name of the candidate the person is voting for.
- Each person represented at the meeting will have only one vote.
- Ballots shall be deemed spoilt when there is more than the required amount of marks or when new names are written on the ballots.
- Nominees shall be introduced at the parent's day meeting by the principal who will be the presiding officer.
- The chairman of the IEC shall abide over the counting of the ballots that shall be done as soon as possible after the voting and shall report to the principal.
- The names of the successful candidates shall be made known to all concerned in writing within three working days after the election date.
- Candidates shall be elected for two years. In the event of their child leaving the school after one year of office, they will forfeit their seat on the PAB.
- The chairman of the Trust shall convene a meeting of the PAB within four weeks after the election.
- In the case that there are no nominees or not enough nominees to fill all positions, the Governing Body shall approach parents of students deemed by them to be eligible and competent to fill the positions. This shall be done to the best of their ability and within a reasonable time frame after the first parent's day meeting of the year.
- In the case that more than half of the positions on the PAB can not be filled, the PAB shall be non-functioning until the first parent's day meeting of the next year.

- When a member of the PAB resigns before his/her term ends, the Governing body shall approach a parent deemed eligible and competent to fill the position. If that is unsuccessful the position shall remain open until the first parent's day of the next year.
- If more than half of the positions are open the PAB will cease to function until the next year.

4.5.2 Function.

- It shall have an advisory function only.
- It shall not have any decision making powers.
- It shall be representing the interests of the parents.
- It shall have the right to request in writing a special meeting of the Governing Body.
- It shall have no ex officio representation at such a meeting but the chairperson can grant them an opportunity to bring a special matter to the attention of the Governing Body.
- It shall have the right to request a Special General Meeting by obtaining the signatures of at least one hundred parents.
- It may facilitate the collection of such signatures.

4.5.3 Meetings.

- It shall meet at least twice a year but it can set its own schedule.
- The chairperson of the Trust or in his/her absence the principal shall preside as chairperson of the meetings.
- No quorum shall be applicable.
- The meetings shall be minuted and minutes shall be made available to the parents and other interested parties.
- The principal shall report to the Governing Body regarding the activities and discussions of the PAB.
- The principal shall report back to the PAB regarding the actions taken by the Governing Body.

5. ANNUAL GENERAL MEETING AND SPECIAL MEETINGS

- The first parent's days (one for Gr 8 & 9 Parents, and one for Gr 10-12 Parents) of the new academic year shall function as the Annual General Meeting.
- All parents should be advised about the meeting in writing at least 14 days in advance using the normal communication channels between the school and parents.
- The agenda of the meeting should inter alia include the report of the chairperson, the financial report and the election of the PAB..

- Parents should be afforded the opportunity to submit questions and/or matters for discussion in writing. Such questions/matters should reach the principal at least three days before the meeting.
- The principal is not obliged to place such matters on the agenda.

6. ASSETS AND PROPERTY

- The school is a non-profit organisation and all assets belong to the Trust.

7. DISSOLUTION

- Should the school dissolve, all remaining assets will be transferred to the Trust.

8. AMENDMENTS TO THE CONSTITUTION

- To amend the constitution, a two-third majority of trustees at a meeting of the Doulos Trust, will be needed.
- Proposals for amendments to the constitution should be in writing and should reach the chairman of the Trust at least seven days prior to the meeting.