Christian School Constitution	Date: January 2020

Pharos Schools

CONSTITUTION

1. DEFINITIONS

The following words in this constitution will have the following meanings ascribed thereto:

1.1 **"School"**
(Name of Christian School)

1.2 "**Board of Directors"**
The policy-making body of the School

1.3 "**Management team**"
The management body of the School

1.4 "**Finance Committee"**
The financial advisory body to the Board of directors

2. NAME

The name of the School shall be 'Pharos Schools'

3. MAIN PURPOSE

The main purpose of the school is to conduct and maintain a private school for formal pre-primary, and primary and education, based on Christian principles.

4. REGISTRATION

The School is, in terms of the Act on Private Schools (Act 104 of 1986) and the Private Schools Amendment Act 60 of 1990, registered with the Department of Education as a private school.

Emis number: 200100309

5. SCHOOL TO HAVE CORPORATE EXISTENCE

5.1 Pharos Schools (Pty) Ltd 2016/240946/07
The above company has been registered in terms of section 14 of the Companies Act, 2008.

5.2 All moveable and/or immovable property owned or to be owned by the School shall be kept and/or registered in the name of the School. (See 8.4)

6. ADDRESS

6.1 The School shall render its services within the magisterial district of Humansdorp in the Kouga district.

6.2 The School shall have its main offices at 3 Doringkamp Farm street, Kabeljouws, Jeffreysbay or other such place as it decides upon in terms of its constitution.

7. POWERS AND CONSTITUTION OF THE SCHOOL

7.1 The Board, of Directors, in accordance with constitution shall have the power to propose alterations to the constitution and to make such rules and regulations and generally to do all such acts and perform all such functions as are expedient and necessary for the benefit of the school and for the advancement of its vision, in accordance with the provisions herein contained and in accordance with all relevant Acts and regulations promulgated thereunder.

7.2 The constitution may, subject to clause 7.3 hereof, be amended after the approval of Board of directors and by way of a resolution taken at an Annual General Meeting or a Special Meeting of the Board of Directors, of which at least 14 days written notice has been given. Such notice shall include the text of the proposed alteration.

7.3 Any amendment to the constitution must be submitted to the Commissioner of Inland Revenue for confirmation that any tax exemption and/or benefit still applies, and to the Director of Fund-raising for confirmation that any permission for Fund-raising will not be affected by such amendment.

8. PROPERTY

8.1 All property that the School may acquire, whether moveable or immovable, shall be held and administered for the furthering of its objectives and propagation of its principles.

8.2 The school shall not be entitled to enter into any speculative transaction or any commercial trading activities.

8.3 Any movable or immovable property of the School may be used as a security for any money borrowed by the School.

8.4 All contracts for the sale of any immovable property of the School shall be subject to the approval of the Board of Directors and shall be confirmed by way of a resolution taken at an Annual General Meeting or Special Meeting of the Board of Directors, of which at least 14 days' written notice has been given. Such notice shall include the text of the proposed transaction.

9. ORGANISATIONAL STRUCTURE

The organisational structure of the School consists of the following:

9.1 The Board of Directors
The members of the Board of directors will consist of the following persons:

9.1.1 Fanie Vermaak – Director

9.1.2 Hanlie Vermaak – Director

The following members will be co-opted by the Board of Directors as required:

9.1.3 Advisors on matters pertaining to the school's success

9.2 The Management team

The members of the Management team will consist of the following persons:

9.2.1 School principal

9.2.2 Senior phase head

9.2.3 Junior phase head

9.2.4 Hybrid school head

9.3 The Finance Committee

The Finance Committee is a body constituted by the Board of Directors. The recommended representation on the Finance Committee is as follows:

9.3.1 Director – school principal

9.3.2 Director - Bursar

9.3.3 School finance officer

10. AUTHORITY

10.1 The Board of Directors

The Board shall have the authority:

10.1.1 To change the constitution of the School subject to clause 7.1, 7.2 and 7.3.

10.1.2 To ratify all policies to ensure the smooth and effective running of the school in all departments.

10.1.3 To accept and/or acquire property on behalf of the School subject to clause 8.4.

10.1.4 To appoint the Principal and staff for the school.

10.2.5 To ensure that at all times Christian principles are upheld in accordance with a Biblical Worldview.

10.2.6 To maintain a competent level of curriculum in compliance with all relevant Acts of Parliament and academic standards of accepted tertiary institutions in South Africa and to cater for the needs of the workplace.

10.2.7 To ensure acceptable standards of discipline in the School and be part of 'hearings' as needed.

10.2.8 To properly manage the finances of the School in accordance with accepted financial practices.

10.2.9 To accept and/or acquire funds, donations, subscriptions and legacies on behalf of the School.

10.2.10 To manage all property and funds.

10.2.11 To open bank account/s in the name of the school and to operate upon, transfer and close same as may be expedient. Funds available for investment may only be invested with registered financial institutions as recognised by Act 1984.

10.2.12 To institute, conduct or defend any action or proceedings in any Court of law by or against the School.

10.2.13 To cause proper books of account to be kept and be audited by properly qualified auditors.

10.2.14 To admit, suspend or expel learners on the basis of the school's Mission Statement, Code of Conduct and Due Performance System.

10.2.15 To deny families access to the school who will not uphold practice in accordance with the school's Mission Statement.

10.3 The Finance Committee

The Finance Committee shall have the authority to recommend to the Board of Directors policy and procedure on all matters regarding:

10.3.1 Debtors
10.3.2 Annual operating expenditure
10.3.3 Capital expenditure
10.3.4 School Fees
10.3.5 Tax
10.3.6 Building projects
10.3.7 Investments

10.4 The Management team

The Management team is responsible for the day-to-day running of the School.
The Management team shall have the authority:

10.4.1 To admit learners to the school in accordance with the Mission Statement of the school and the Constitution of the school. (See 10.2.15)

10.4.2 To oversee the education of the learners and to discipline in accordance with the constitution of the school, the due performance procedures and any additional guidelines or policies approved by the Board of Directors.

10.4.3 To manage funds that form part of the School's annual operating budget

10.4.4 To contract teachers to the services of the school. The Board of Directors must approve such teachers.

10.4.5 To engage the services of persons from time to time to assist and advise the School on any matter in furthering its objectives. The Board of Directors must approve such persons.

11. GRIEVANCE RESOLUTION

11.1 Any grievances which parents might have regarding the School will be handled as follows:

11.1.1 Academic or subject related behavioural issues must be addressed in the first instance to the teacher concerned. If this does not result in a satisfactory response, then the issue must be addressed with the relevant Head of Phase (HOP). The HOP may then consult with the school Principal as to how best to respond to the grievance. If this is still unsatisfactory the issue must be addressed to the Board of Directors in writing via the School Principal.

11.1.2 General issues may follow the same procedure as in 11.1.1 but may exclude the initial step of approaching a teacher.

11.2 Any grievance an employee at the school may have may be addressed to the Principal. If this does not result in a satisfactory response, then the matter may be addressed to the Board of Directors. An appeal may also be made by the employee to represent this/her grievance in person at a meeting of the Board of Directors.

12. MEETINGS

12.1 The Board of Directors must meet once a year.

12.2 At the meeting the Board of Directors shall submit reports on the general work, activities and financial position of the School.

12.4 All resolutions will be passed preferably by consensus.

12.5 The quorum for all Board and Management meetings shall be two-thirds.

13. YEAR END

The Financial year end of the School shall terminate on 31 December of each year.

14. DISSOLUTION

14.1 The Board of Directors may dissolve or close the School. The decision must be taken in accordance with the constitution of the school. Not less than 21 days' notice shall be given of such a meeting and the notice convening the meeting shall clearly state that the question of closure or dissolution of the School and disposal of its assets will be considered.

14.2 Before such a decision is taken, proper consultation with the Management team must happen.