



# MEMPS

MEMBER'S MANUAL

BOARD OF GOVERNORS

NOVEMBER 2004

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## **BOARD OF GOVERNORS – LEGAL STATUS**

The Board of Governors exercises legislative authority over the school in accordance with applicable laws. It determines policy, delegate's executive, supervisory and instructional authority to its employees and appraises the results achieved in light of the goals of the school system.

In carrying out its legislative service, the Board of Governors has the power to issue contracts for service and materials, the power to inspect or to employ a staff of consultants to inspect such service and materials; the power to pass judgement upon employees and their work when such acts or work are deemed in expedient to the legal rights or obligations of the community, or are inconsistent with the established policies of the Board of Governors.

The Board of Governors shall concern itself primarily with broad questions of policy and with the appraisal of results, rather than with administrative details. The application of policies is an administrative task to be performed by the head teacher and his staff, who shall be held responsible for the effective administration and supervision of the entire school system.

All matters to be submitted to the Board of Governor shall be referred to the Head Teacher for prior investigation. If these matters require Board action, they shall be presented to the Board by the Head Teacher.

## **BOARD OF GOVERNORS – POWERS AND DUTIES**

The Board concentrates on broad direction and control of the School as a whole. It establishes basic policies of the School and major programmes and delegates to the Head-teacher the day-today administration and the carrying out of approved policies and programmes.

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Among the specific functions exclusively reserved to the Board are the following:

1. Election of the Chair and other Officers.
2. Establishment of general policy concerning:
  - a) organisation;
  - b) curriculum and instruction;
  - c) position classification and compensation;
  - d) transfer of stock;
  - e) admission of students, including priority of children for enrolment;
  - f) governmental and public relations
  - g) employee welfare and relations
  - h) Fees and tuition
  - i) Overall administration of the school
  - j) Health and safety of pupils and employees
  - k) Sustenance and design of environment.
3. Approval of:
  - a) curriculum;
  - b) disposition of all personal property (above M 500) and real property; including mortgages and leases.
  - c) insurance policies covering assets of the School;
  - d) salary, budget, ranges and increases and personnel policies;
  - e) reports to parents;
  - f) capital and financial budget;
  - g) capital outlay expenditures (except as approved through budget approval) loans, dividend payments and other important financial matters;
  - h) admission of students;
  - i) excluding expelling of pupils;
  - j) employment of certified personnel;
  - k) creation, change or elimination of employee position;
  - l) establishment of fees and tuition.

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4. carrying out decisions taken at Parents Annual General meetings.
5. Review of audits.
6. Selection of banks for deposit of School's funds.
7. Determination of the time and place of regular and special meetings of the Board of Governors.

The Board relies upon the Head Teacher to administer its policies and programmes. In order to review performance and appraise results as compared with approved aims, policies, and programmes, the Board requires frequent reports from the Head Teacher. Such reports shall deal particularly with the general progress, curriculum, problem areas, the financial position of the School, the status of approved projects, and current relations with teachers and other employees, governmental authorities, and the public (in particular the PTA).

#### **BOARD MEMBER – CONFLICTS OF INTEREST**

Whenever purchases of supplies, equipment or services shall be made from those companies wherein the members of the Board work or hold a proprietary interest, the Board shall be so informed.

If a member of the immediate family or any member of the Board shall be employed in any continuing capacity by the Head Teacher, he shall inform the Board of the relationship.

#### **BOARD MEMBER ORIENTATION AND DEVELOPMENT**

The Board realises the importance of an orientation programme for new Board Members. Under the guidance and direction of experience Board members and the Head Teacher of the School, orientation will be provided new Board members through activities such as these:

1. They will be extended an official letter of welcome.
2. They will be provided with a copy of the School Constitution.
3. They will be provided with the MEMPS Board of Governors policy manual.
4. They will be provided with current copies of School budgets and financial statements.
5. They will be provided with information on School enrolments, school layout, school prospectus (and relevant information) as provided in the Staff Handbook.
6. The Head Teacher and experienced Board members should provide time to meet with the new Board members or orientation.
7. An organisational diagram showing sub-committee commitments of existing members.
8. An opportunity to meet the school staff.

### **BOARD – COMPENSATION AND EXPENSES**

Members of the Board shall receive no remuneration and shall not be liable for any action lawfully taken by them in that capacity.

Members of the Board shall be reimbursed for all necessary and legal expenses incurred in attending any meetings or in making any trips on official business for the school when so authorised by the Board.

### **VACANCIES ON THE BOARD OF GOVERNORS**

Whenever, between formal elections, a vacancy occurs on the Board the remaining members shall by majority vote appoint a successor to complete the unexpired term. The Board shall make such appointment within 60 days after the position falls vacant. Should the Board not act within 60 days, the Chairman of the Board shall make the appointment.

## **ADVISORY SUB-COMMITTEE TO THE BOARD OF GOVERNORS (and task forces)**

The following policies shall govern the appointment and functioning for advisory committees:

1. Advisory committees may be created by Board to serve as task forces for special purposes or to provide continuing consultation in particular areas of activity. However, there shall be no standing overall advisory committee to the Board.
2. If the advisory committee is required by law, its composition and appointment shall meet all the guidelines established for that particular type of committee.
3. The composition of task forces and any other advisory committees shall be broadly representative and shall take into consideration the specific tasks assigned to the committee; members of the professional staff may be appointed to the committee as members or consultants, as found desirable.
4. Appointments to such committees shall be made by the Board, appointment or staff members to such committees shall be made by the Board upon recommendation of the Head Teacher.
5. Tenure of committee members shall be one year only unless the member is re-appointed.
6. Each committee shall be clearly instructed as to:
  - a) The length of time each member is being asked to serve.
  - b) The service the Board wishes the committee to render; the extent and limitations of its responsibilities.
  - c) The resources the Board will provide.
  - d) The approximate dates on which the Board wishes to receive major reports.

- e) Board policies governing citizens committees and the relationship of these committees to the Board as a whole, individual Board members, the Head Teacher and other members of the professional staff.
  - f) Responsibilities for the release of information to press.
7. Recommendations of committees shall be based on research and fact.
  8. A Board of Governors posses certain powers and prerogatives which cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action.

The Board shall have the sole power to dissolve any of its advisory committees and shall reserve the right to exercise this power at any time during the life of any committee.

### **BOARD- HEAD TEACHER RELATIONSHIP**

The Committee believes that the legislation of policies is the most important function of a School Board and that the execution of the policies should be the function of the Head Teacher.

Delegation by the Board of its executive powers to the Head Teacher provides freedom for the Head Teacher to manage the school within the Board's policies and frees the Board to devote its time to policy making and appraisal.

The Board holds the Head Teacher responsible for the administration of its policies, the execution of Board decisions, the operation of the Board's internal machinery designed to serve the school programme, and for keeping the Board informed about school operations and problems.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the head administrative post. Then the Board as a whole and individual members, shall:

- 1) Give the Head Teacher full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results.
- 2) Act only upon recommendation of the Head Teacher in matters of employment or dismissal of school personnel.
- 3) Hold all meetings of the Board of Governors in the presence of the Head Teacher, except those pertaining to the Head Teacher's performance and contract.
- 4) Refer all complaints, criticism and requests to the Head Teacher and discuss them only at a regular meeting after failure of administrative solution.
- 5) Present personal criticisms of any employee directly to the Head Teacher.

The Board shall devote part or all of one meeting, at least annually and at least nine months prior to the expiration of the Head Teacher's contract, to a discussion of working relationship between the Head Teacher and the Board.

### **REGULAR BOARD MEETINGS**

The Chairman shall ensure that the Board of Governors meets at least once per term. The function of the Board is to set the agenda for the term and for the year.

The Chairman shall delegate assignments to subcommittees comprised of Board Members. The function of the sub-committees is to implement the Board's agenda.

Unless otherwise specified ,all Board meetings shall be held in the Staff Room. Unless otherwise specified, regular meetings shall be held on the Second Tuesday of the month at 5.30p.m.

All meetings, except for periods during which the Board is in executive session, shall be open to the public.

### **SPECIAL BOARD MEETINGS**

The Chairman may convene special meetings of the Board when intensive consideration of a timely subject is desirable or to allow time for special Board study. Special meetings, except for periods during which the Board is in executive session, shall be open to the public.

Apart from meetings convened by the Chairman, the Board may meet in Special meetings at the request of at least two members. The request shall indicate the subject(s) proposed for discussion and the date proposed for such meetings.

Notice of special meetings called by the Chairman may be given orally at a regular meeting (in which case the Secretary shall ensure that absent members are notified), or in writing.

Special meeting called by request of members shall be announced in writing.

No business other than that stated in the call of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

## **EXECUTIVE SESSIONS**

The Board, by votes of a majority of members present, may during any regular or special meeting when a quorum is present, hold an executive session to discuss certain sensitive matters such as:

1. Legal discussions concerning the prosecution, defence, settlement or litigation of any judicial action or proceeding in which the Board is a party.
2. The appointment, employment, evaluation, assignment, duties, discipline or dismissal of an officer or employee or to hear complaints and charges against an officer or employee.
3. The examination of a witness during a hearing, when the presence of any other witness or witnesses would jeopardize the proceedings.
4. Private consultations with the Board's legal counsel.
5. The purchase, exchange, lease or value of real property and negotiated contracts for prospective gifts or donations.

Only Board members and those staff members specifically invited by the Board to attend shall be present at executive sessions.

Any action taken by the Board in executive sessions shall be ratified in a public session.

Minutes taken during an executive session shall be held confidential in accordance with the Board's policy on minutes (2.411). Members of the Board shall be duty-bound to keep all matters discussed in executive session confidential.

**AGENDA FORMAT  
(Regular meetings)**

- A. Apologies
- B. i. Approval of Minutes  
ii) Matters arising
- C. Reports from the Head Teacher
- D. Report from the Treasurer
- E. Report from committees, non-staff communications and reports
- F. Report from Staff Representative.
- G. Report from PTA Representative.
- H. Correspondence
- I. Date(s) of future meetings.
- J. Adjournment.

**AGENDA FORMAT**

The Head Teacher shall prepare an agenda, in consultation with the Board Chairman, for each regular meeting.

Matters may be raised before Board by the administration, Committee members, teachers and parents of students enrolled in the School.

Proposed agenda items should be submitted in writing to the Head Teacher with appropriate documentation at least seven days prior to the meeting at which the item is to be discussed.

## **MINUTES**

Minutes shall be kept for all meetings, whether they are open or closed to the public, and shall include not less than:

1. a statement of the time, date and place of the meeting;
2. the members present and members absent;
3. any decisions made at the meeting;
4. for closed sessions, the purpose or purposes for which the closed session was held.

Minutes shall be approved by the Board and signed by the Secretary at the subsequent regular meeting.

Except for minutes taken during a closed session, all minutes shall be considered public records and open for public inspection.

Minutes taken during a closed session shall not be considered public records; they shall be disclosure is required by law. Minutes of closed sessions shall be retained by Board Secretary, and may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

## **PRELIMINARY DEVELOPMENT OF DRAFT POLICIES**

The Board of Governor, representing the people of the community, is the legislative body which determines all questions of general policy to be employed in the conduct of the School.

Proposals regarding school policies and operations may originate at any of several sources: a parent, an interested member of the community, a professional employee, a member of the Board, a clerk, the Head Teacher, a professional consultant, etc.

The Head Teacher shall examine proposals for new or revised policies, and shall consult, as appropriate, the professional staff, study committee(s), and/or other interested or knowledgeable sources. A preliminary draft shall be prepared by the administration, and shall be presented to the Board for its consideration.

Action on such proposals, whatever their source, is taken finally by the Board of Governors.

### **POLICY DEVELOPMENT**

It is the Board's intention that its policies serve as sources of informational and guidance for all people who are interested in, or connected with, the School.

The policies of the Board are framed, and are meant to be interpreted, in terms of the laws of Lesotho. The policies are also framed, and are meant to be interpreted, in term of educational objectives, procedures and practices which are broadly accepted by leaders and authorities in the education field.

Changes in needs, conditions, purpose and objectives will require revision, deletions and additions to the policies of present and future Boards. The Board welcomes suggestions for ongoing policy development.

### **POLICY ADOPTION AND DISSEMINATION**

After written policies are formulated and adopted copies shall be distributed to each Board member, to each staff member holding a copy of the School's policy manual and to such other groups and individuals as the Board may direct.

## **BOARD REVIEW OF ADMINISTRATIVE PROCEDURES (and Approval for Issuance)**

The Board reserves the right to review administrative regulations at its discretion, but it shall revise or veto such regulations only when, in the Board's judgement they are inconsistent with policies adopted by the Board. The Board will be provided with copies of all district wide regulations issued by the administration.

Regulations need not be reviewed by the Board in advance of issuance except as required by law or when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for the regulation to have the Board's approval.

Before issuance, regulations shall be properly titled and coded as appropriate to subject and in conformance with the codification system selected by the Board.

### **POLICY REVIEW AND EVALUATION / MANUAL ACCURACY CHECK**

In an effort to keep written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board shall review its policies continuously.

The Board shall evaluate how the policies had been executed by the school staff and shall weigh the results. It shall rely on the school staff, students and the community for providing evidence of the effect of the policies which it has adopted.

The Head Teacher is given the continuing commission of calling to the Boards attention all policies that are out of date or for other reasons appear to need revision.

The Board directs the Head Teacher to recall all policy and regulation manuals periodically for administrative updating and Board Review.

### **ADMINISTRATION IN POLICY ABSENCE**

In cases when action must be taken and the Board has provided no guides in policy for such action, the Head Teacher shall have the power to act.

His decisions, however, shall be subject to review by the Board at its next regular meeting. It shall be the duty of the Head Teacher to inform the promptly of such action and of the need for policy.

### **SUSPENSION OF POLICIES**

The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by two-thirds vote of Committee members present at any regular or special meeting.