

Address:

Lenatus Park

Plot 146

Kromdraai

Emahlaleni



Lenatus Knowledge Academy (Pty) Ltd
Reg. Nr. 2021/902806/07
Trading as Witbank Combined Christian
School

EMIS Registration number: 800035704

LKA-CON-P01 - WCCS Constitution

Constitution: Witbank Combined Christian School:

Reference: The Constitution of South Africa (Act 108 of 1996)
The SA Schools Act as amended (Act 84 of 1996)
Children's Act 38 of 2005 and Children's Amendment Act 41 of 2007
The Labour Relations Act (Act 66 of 1995)
The Promotion of Access to Information Act (Act 2 of 2002)
Protection from Harassment Act 2010, No. 17 of 2011
National Education Policy Act 1996 (ACT NO. 27 OF 1996)

Issue Number: 2.04

Issue Status: Definitive

Applicability: Mandatory

Summary: The school operates within the boundaries of all the relevant legislation relating to Education

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Authorized By:

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Amendment date:

1. Statutory applications:

All provisions contained in this constitution will be subject to the Constitution of the Republic of South Africa, the South African School act 84 of 1996, the national Education Policy Act 27 of 1996, any amendments to these acts and other applicable legislation, policies and regulations as gazetted from time to time.

2. Name and Pre-amble

- a. The name of the school shall be referred to as Witbank Combined Christian School.
- b. *In terms of the South African Schools Act 84 of 1996, this is officially declared to be the constitution of Witbank Combined Christian School.*
- c. The Witbank Combined Christian School board of Directors declares:
 - i. The accept their responsibilities and
 - ii. Will strive for the following objectives
 - iii. Uphold the Constitution of the Republic of South Africa
 - iv. To govern the school in terms of the South African Schools Act 84 of 1996 as amended from time to time and policies, regulations and ordinances promulgated in terms of this act,
 - v. To maintain and develop the character, integrity and ethos of the school and structure to high standards of teaching and learning.

3. Interpretation and Definitions:

- a. In this document, unless otherwise indicated by the context, words and expressions defined in the Act and the Regulations shall have the meanings assigned to them therein,
- b. The singular shall include the plural and vice versa, the masculine shall include feminine and the vice versa and the following terms shall have the following meanings;
 - i. **"The Act"** Means the South African Schools Act 84 of 1996 as mended from time to time
 - ii. **"The school"** Witbank Combined Christian School.
 - iii. **"Department"** means the Mpumalanga Education Department or any state institution placed in control of education at the school in terms of the Act.
 - iv. **"HOD"** means Head of Department, Mpumalanga Department of Education
 - v. **"HDT"** means Head of Department at Witbank Combined Christian School
 - vi. **"Educator"** means a person(s) who; teaches at the school or assists with professional education services
 - vii. **"Parent"** means, in relation to a learner, a parent of such pupil, or the person in whose custody the pupil has been lawfully placed.
 - viii. **"Learner"** means a child/pupil receiving tuition at the school
 - ix. **"School Governing Body"** means the body elected as the governing body of the school in terms of this constitution, the act and regulations
 - x. **"Regulations"** mean the regulations made by the Minister of Education in terms of the Act.
 - xi. **"The Board"** Consist of a maximum of nine (9) and not less than seven (7) members from the EXCO and elected from parents to serve (Paragraph 9)

4. Vision and Mission Statements:

- a. Vision – Quality education to achieve Learner Excellence
- b. Mission - To educate Christian leaders through Biblical standards

5. Shared Values:

- a. Bible, people, integrity, discipline, diligence and excellence
- b. Commitments: WCCS are committed to ensure:
 - i. Christian ethos and values
 - ii. Learner friendliness
 - iii. Positive discipline
 - iv. Controlled class sizes
 - v. Benchmarked curriculum standards
 - vi. Quality computer signs education
 - vii. Highest standard of education for mathematics and science
 - viii. Balanced academic, sport and culture development
 - ix. Additional value add programmes
 - x. Qualified and committed educators

- xi. Leadership and curriculum management
- xii. Hostel facilities

6. Constitution purpose:

- a. The purpose of this document is to establish and describe the operation of schools managed by Witbank Combined Christian School and its holding company, Lenatus Knowledge Academy.
- b. It defined the principles around which WCCS (LKA) are operated and managed within the objectives, vision and mission statements of the school.
- c. The document describes the relationship with learners and parents.
- d. Defines the academic structures and grades in WCCS schools.

7. Executive Committee (Abbreviated as EXCO)

- a. Consist of a minimum of three (3) and a maximum of five (5) members
- b. Members:
 - i. Directors or representative for a director
 - ii. Principal
 - iii. CFO (If not a director)
 - iv. Administration Director
- c. The EXCO members to appoint the Chairman for the EXCO
- d. The Chairman's term is for a period of three (3) years.
- e. EXCO board member may serve up to three (3) years
- f. A board member may be elected to serve again on the EXCO after not serving for one year.
- g. Under no circumstances shall a EXCO board member serve for more than nine (9) consecutive years
- h. The EXCO must meet within the 1st week of every month from January to November.
- i. Quorum of meetings is 50% plus one (1)
- j. In conjunction with the principal and deputy principals determines:
 - i. The school's daily opening and closing times
 - ii. The type of extra-mural activities to be offered by the school and determine the cost thereof,
 - iii. Implement and maintain the learner code of conduct of the school.
- k. Minutes of meetings:
 - i. Minutes of meetings must be noted and;
 - ii. At the next meeting be submitted for approval,
 - iii. Must be available at all times for members of the EXCO,
 - iv. All decisions taken by a meeting will have a proposer and seconder
 - v. A member is at liberty, with or without a concise statement of reasons, to have it noted that he voted against a specific decision, or was not present when the decision was taken.
 - vi. Subject to the provisions of these regulations, the chairperson of the meeting will decide the order and process of a meeting and should a member raise an objection to such a decision, the decision will without further discussion be voted upon and the decision of the meeting will be endorsed.
 - vii. The chairman may convene an extra-ordinary meeting when deems it necessary or when a quorum of the members submit a written request for such a meeting.
- l. The EXCO will establish the following portfolios:
 - i. School operations
 - ii. Sports and culture
 - iii. Financial management
 - iv. Govern the general well-being of the school.
 - v. Represent the school in legal and commercial matters.
 - vi. Appoint and manage the senior management team of the school.
 - vii. Approve the annual budget of the school
 - viii. Has the power to accept, retain and administer donations from the community or companies.
 - ix. Ensure the school operates within its constitution subject to the laws of South Africa
 - x. Approve procedures, processes and policies as required by WCCS and / or the department of education.
 - xi. Has the power to dismiss members of staff by disciplinary procedures.

- xii. Authorise the implementation of school fees as proposed by the Finance Committee.
- xiii. Has the authority to execute any other action that might be necessary to fulfil the Mission and Vision of the school in general and to conduct the business and affairs and to exercise the powers and to control the operations of its portfolios.
- xiv. Projects
- xv. Planning
- m. Management plan implemented to ensure quality education and includes:
 - i. Curriculum management
 - ii. Learner management
 - iii. Educator management
 - iv. Quality management (ISO 9001)
 - v. Risk management (ISO 31000)
 - vi. Facilities management
 - vii. Planning management

8. School Governing Board:

- a. Consist of a maximum of nine (9) and not less than seven (7) members
- b. Members:
 - i. Two members of the EXCO
 - ii. Principal
 - iii. CFO (If not a member from the EXCO)
 - iv. Maximum of four parents
- c. The chairman of the EXCO will also be the chairman of the Governing board
- d. The chairman's term must co-inside with that of the EXCO
- e. A board member may be elected to serve again on the Board after not serving for one year.
- f. Under no circumstances shall a Board member serve for more than nine (9) consecutive years
- g. Election to the Board
 - i. Candidates interested in election to the Board must submit their completed applications to the EXCO chairman.
 - ii. The EXCO chairman must submit the application to the 1st EXCO meeting in March
 - iii. The EXCO then evaluates and appoint the members to the Board.
- h. Board members elected shall begin their terms from 1st April
- i. If a vacancy occurs during the term of the Board, the EXCO may decide to not fill the vacancy.
- j. If the EXCO decide to fill the vacancy, the vacancy must be advertised for interested candidates to apply.
- k. Reasons for a Board member to be removed include:
 - i. Violations of any of part of the Constitution,
 - ii. Any bylaws adopted by the EXCO
 - iii. Standard code of conduct
 - iv. Not attending Board meetings. It is required of a board member to attend a minimum of 3 of the 5 board meetings for a year.
 - v. Removal is the responsibility of the EXCO and shall require 66% of the vote of the full complement of the EXCO.
- l. Responsibilities:
 - i. Assist in strategic and long term planning for the school
 - ii. Ensure and assist in adequate facilities for the school
 - iii. Share in developing and complying with due process procedures in resolving disputes.
 - iv. Support the EXCO in setting operational procedures
 - v. Ensure that operational procedures are implemented and maintained.
 - vi. Oversee school certification and accreditation
 - vii. Oversee educator and learner education achievements
 - viii. Share in the approval of amendments to the Constitution and Bylaws.
 - ix. All recommendations presented to the board or from the board to the EXCO must be approved by no less than 66% of the full complement of the Board.
 - x. The board may establish non-permanent committees as necessary.
 - xi. These committees shall be limited both in terms of scope of work and length of service.
 - xii. The deputy chairperson of the Board is to be the chairperson of such non-permanent committees.

- m. The Board shall be required to hold at least five (5) Board meetings in each year of which the 1st meeting must be held in January and within ten working days from the opening of the school for the year.
- n. The agenda of this meeting shall include a review of the previous year's activities and must include a report on the learner's achievements.
- o. From the review, identify major problems and issues to be addressed with a report back to the EXCO
- p. The Board shall schedule a meeting with parents within the 1st week of February and not later than the 2nd week of February.
- q. Special Board meetings:
 - i. Special Board meetings may be called by the EXCO and/or the chairman of the Board
 - ii. OR by no less than three (3) members of the Board.
 - iii. At least seven (7) days' notice must be given prior to any special meeting to be held by the Board.
- r. The Board must appoint two members to attend the meeting of the RCL and the EXCO.

9. Definitions:

The following words will, unless the context clearly indicates otherwise, have the meanings assigned to each of them:

- a. The School: Witbank Combined Christian School and all its campuses to be governed in accordance with this constitution.
- b. After-care Facilities: WCCS support after-care facilities.
- c. Security: Active security personnel will be deployed to ensure learner safety at all times.
- d. Curriculum: as described in detail in the section "Curriculum"
- e. School transport: WCCS will facilitate school transport for learners.
- f. Educator training: Organise, managing and administering training of educators
- g. Combined school: One educator for a maximum of 35 learners per class
- h. Medium: English is the medium of instruction

10. WCCS educational Model:

- a. Introduction phase – Grade 'R' (5 to 6 years)
- b. Foundation phase – Grades '1 to 3' (6 to 7 years)
- c. Intermediate phase – Grades '4 to 6'
- d. Senior phase – Grades '7 to 9'
- e. Final Phase – Grades '10 to 12'
- f. Representative council of learners (RCL):
 - i. Act 84 of 1996 – section 11
 - ii. At the beginning of each year a RCL is chosen democratically by the learners as their representatives
 - iii. The RCL must elect five (5) learners and the educators will appoint two (2) learners.
 - iv. The RCL meets with EXCO once a month.
 - v. The RCL chair person may request a meeting with EXCO if there are serious issues to be discussed.

11. General Educational objectives:

- a. WCCS offers the national curriculum prescribed by NSFAS
- b. WCCS is registered with the relevant department of education
- c. EMIS registration number 800035704
- d. WCCS is accredited by UMALUSI
- e. Faculty principals must ensure that educators achieve the best learner results.

12. Educator staff:

- a. The EXCO appoints all educator staff.
- b. The Principal is responsible for the overall operational management of the school
- c. The deputy principals are responsible for the educators in his/her department.
- d. The deputy principals are to evaluate the performance of educators in his/her department.
- e. The deputy principals are to ensure that educators implement all school policies

13. Parent / Guardian

- a. EXCO must ensure that a healthy, open, transparent and honest relationship between the school and parents is non-negotiable.
- b. An effective communication platform must be established between EXCO, the Principal and parents. This communications must be constant, effective and to the point.
- c. Parents want to see their children are safe and eager to go to school.
- d. Ultimately parents want to feel proud of the school to which they entrusted their children.
- e. Regular circulars, flyers and school papers must therefore be distributed to learners and parents.
- f. The door to the principal's office must always be 'Open' for parents should they have the need to talk personally.
- g. The doors of EXCO must always be open for parents should the need for individual or small group discussions are necessary.
- h. Parents of enrolled learners form part of the school community and are represented in an informal parent body.

14. Facilities:

- a. Sufficient basic and appropriate facilities for the delivery of quality education must always be provided.
- b. These facilities include school buildings, sports facilities, learner materials and resources.
- c. These facilities must be maintained at all times.
- d. Must be operational; comply with regulations, (Safety and health) as set by the authorities.
- e. The environment must be maintained and friendly.
- f. Access control and learner safety is of paramount importance and must be implemented and maintained.

15. Language:

- a. WCCS provides education in two languages, namely English and Afrikaans.
- b. WCCS provides parallel medium education from Gr 1 to Gr 9
- c. And dual medium education in Gr 10 to Gr 12. (Both Afrikaans and English used in one class)
- d. WCCS will put learners of the same language together in a class for subjects like Mathematics, Science and Technology.
- e. This can however not be guaranteed as it depends on factors outside the schools control. (e.g. subject choices, staff allocations and learner numbers)

16. Administration:

- a. Human Resources is responsible for:
 - i. Human resources policies and procedures
 - ii. Implement human resources procedures
 - iii. Yearly evaluation of salary guidelines and provide a report to EXCO.
 - iv. Ensure salaries paid into bank accounts on time.
 - v. Payments to UIF and SARS are processed monthly.
 - vi. Manage all staff leave, sick leave and any other special leave.
 - vii. Manage staff working hours and report any problems to EXCO
 - viii. Take minutes of all meetings of EXCO and the Board.
- b. Finance Management is responsible for:
 - i. Shall be responsible for reviewing and recommending action on all matters that directly relate to financial and legal activity
 - ii. Establish financial procedures and process for accounts receivable and accounts payable.
 - iii. Implement Payment Authorisation Process LKA-PAP-P01 and the use of LKA-POF-D01 order form for all purchases.
 - iv. Compile a budget plan for the next financial year by October of the current financial year.
 - v. Implement strategic planning and procedures to ensure that financial management is within the constraints of the budget
 - vi. Establish learner tuition and registration fees for the next financial year. This process must be completed by the 1st week of October to be submitted with the budget plan for the next financial year.
 - vii. Compile a detailed balance sheet for monthly financial management.
 - viii. The balance sheet must be updated on a daily basis.

- ix. A copy of the balance sheet must be printed and provided to the chairperson of the EXCO before an EXCO meeting.
 - x. Oversee receipts and disbursement of all moneys for legitimate purposes.
 - xi. Review and update all insurance policies.
 - xii. Prepare statements and documents for the external auditors on a monthly basis.
 - xiii. Investigate the need or a request for special fund raising events. Ensure all legal requirements for such events will be met.
- c. Payment authorization process:
- i. Implement Payment Authorization Process LKA-PAP-P01
 - ii. The senior finance staff member is responsible to ensure all documentation for payment is signed off and are submitted for payment.
 - iii. The payment is then captured and released for payment
 - iv. The CFO or a person appointed by him/her will than authorise the payment.
 - v. A copy of the payment must be printed and attached to the POF documentation.
 - vi. The audit process of payment transactions will be evaluated against the processes as described in the Payment Authorization Process LKA-PAP-P01.
- d. Communication Management (Committee):
- i. Work in close relationship with the EXCO
 - ii. The communications committee shall communicate the principals, vision and mission of the school to the parents and public
 - iii. Communicate the purpose and progress of the WCCS.
 - iv. Prepare promotional material for general and specific distribution
 - v. Establish a bi-weekly communication platform with parents
 - vi. Prepare and place regular press releases
 - vii. The committee membership shall comprise of one member of the EXCO, two members of the Board and the CFO (or representative)
 - viii. The committee shall be required to hold a minimum of five (5) meetings a year.
 - ix. The committee shall submit a report from the meeting to the chairperson of the EXCO.
 - x. The committee shall prepare a capital improvements budget to be considered with the annual operations budget.

17. Changes to the constitution:

- a. Members of EXCO and the board may exercise their right to propose changes to the constitution.
- b. The constitution can be changed by a resolution of EXCO
- c. The resolution has to be agreed upon and passed by not less than 70% of the members of EXCO.
- d. A written notice must be sent to all EXCO members not less than 7 days before the meeting at which the constitution amendments will be tabled.

18. Supporting documents:

- a. LKA-LAF-D01 – Learner admission form
- b. LKA-HBC-D01 – Hostel – school admission form
- c. LKA-PAP-P01 – Payment Authorisation Process
- d. LKA-QMP-P01 – Quality management procedure
- e. LKA-RMP-P01 – Record management procedure
- f. LKA-DMP-P01 – Document management procedure

This document is approved and signed by the director of Lenatus Knowledge Academy trading as Witbank Combined Christian School.

J.J Groenewald

Date: 10 January 2023