



THE GOVERNING CONSTITUTION

OF

ARNON ATOMEA

PROVINCIAL SECONDARY SCHOOL



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CHAPTER 1: INTRODUCTION

1. PREAMBLE

We the parents, teachers and student of **Arnon Atomea Provincial Secondary School** have agreed to take appropriate steps to produce a Whole School Policy for the orderly governance, improvement and development of our school both academically and physically. We also affirmed and agreed that;

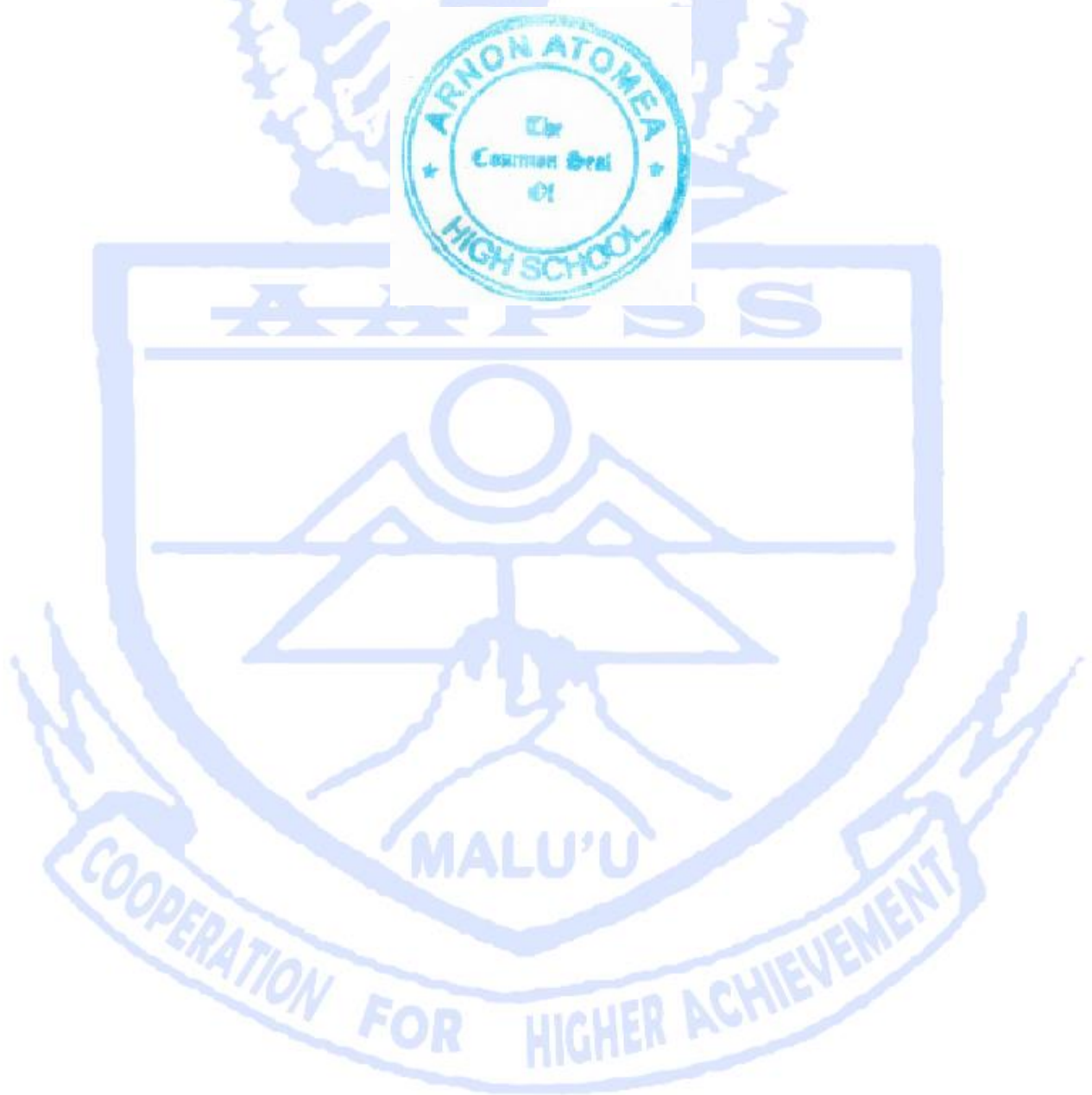
- a) Our religious, cultural norms and values remain the foundation and hold our important principles of governance.
- b) We continue to respect the co-existence of the kinship groups residing and learning within the land boundaries of the school, respecting also the rights and freedoms of such kinship groups, and individuals within these groups, males and females alike.
- c) We recognized the need for an orderly governance of the school.
- d) Parents, teachers and students living in the neighboring villages and other villages beyond, retain their rights in the school and are entitled to use and enjoy such rights.
- e) The leaders of the respective kinship groups in the school and the surrounding communities and other leaders were to be endorsed as the executive and governance committee of the School.
- f) The executive of the school shall have the objectives to guide it school life, development and governance.
- g) This constitution shall be the supreme law of Arnon Atomea PSS and that any decisions or policies make by the PTA, BOM and Administration that contradicts the spirit of the constitution shall be treated a null and void.

Arnon Atomea Provincial Secondary School (AAPSS) is a public co-educational secondary school under the Malaita Education Authority. Arnon Atomea PSS is a welcoming and inclusive school. It is the secondary school of the community, for the community. It is the natural extension of the family with brothers and sisters, neighbors and relations learning, sharing and growing together.

The school strives to maintain and promote an atmosphere of Christian care, concern, and Respect where our student grows into well adjusted men and women. The school has a strong Christian tradition, in which community has had, and continues to have, an important role.

2. **Establishment**

- a) The establishment of this policy is provided for the Education Act of 1978, the Teaching Service Handbook of 2006, and the free basic education policy of 2009.
- b) This policy shall be referred to as the supreme law of this school documented and registered under the Malaita Education Authority and the Ministry of Education and Human Resources Development.



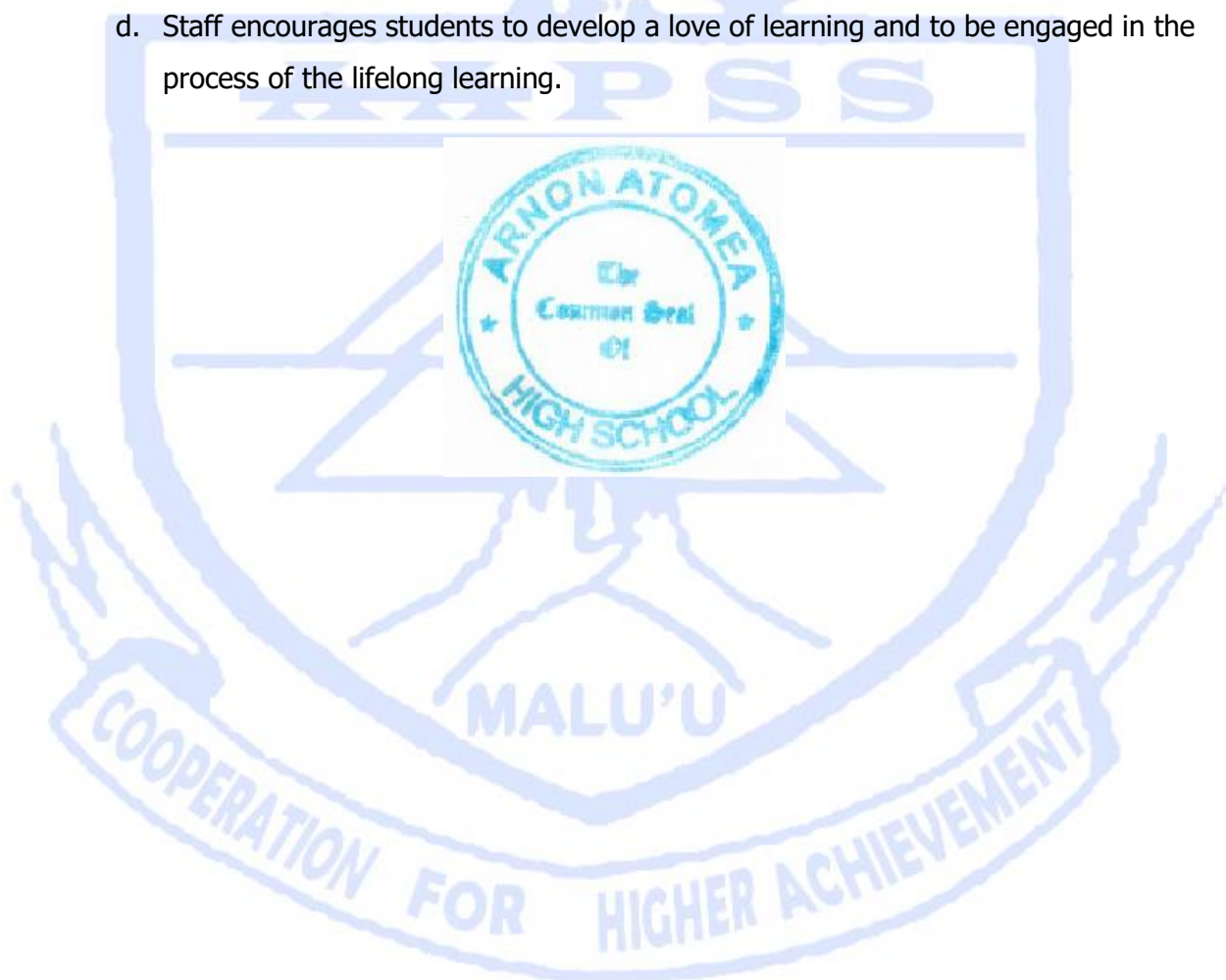
CHAPTER 2: SCHOOL VISION AND MISSION STATEMENT

1) VISION STATEMENT

To provide students with the highest quality education possible, empowering them to optimize the necessary talents and skills to fulfill their aspiration.

2) MISSION STATEMENT

- a. All school aged children to be enrolled and be educated to be able to live a self sustainable life in the future.
- b. Students learning take place in a safe, friendly, stimulating and happy school.
- c. The school communities are active stakeholders and participants in the life of the school.
- d. Staff encourages students to develop a love of learning and to be engaged in the process of the lifelong learning.



Chapter 3: INTERPRETATION

In this constitution unless the context otherwise requires;

- a) "**Constitution**" means the governing constitution of Arnon Atomea PSS
- b) "**AAPSS**" Means the acronym and short name for: Arnon Atomea Provincial Secondary School.
- c) "**BOM**" means the acronym or short name for the School Board of Management.
- d) "**School Committee and Executive Committee**" means the common reference to the Board of Management.
- e) "**PTA**" means the acronym and short name for the Parents Teachers Association.
- f) "**School Management**" means the Board of Management, School Committee or the Executive Committee.
- g) "**School Administration**" Means the School Principal/Head Teacher and the senior teachers of the School who held responsible positions.
- h) "**Whole School Policy**" means this policy which is the supreme constitution of the school.
- i) "**Standing Committees**" means any selected committee mandated to carry out specific tasks.
- j) "**Subsidiary Policies**" means policies caused to meet specific requirements of the school.
- k) "**MEA**" means the acronym and short name for Malaita Education Authority.
- l) "**MEHRD**" means the acronym and short name for the Ministry of Education Human Resources Development.

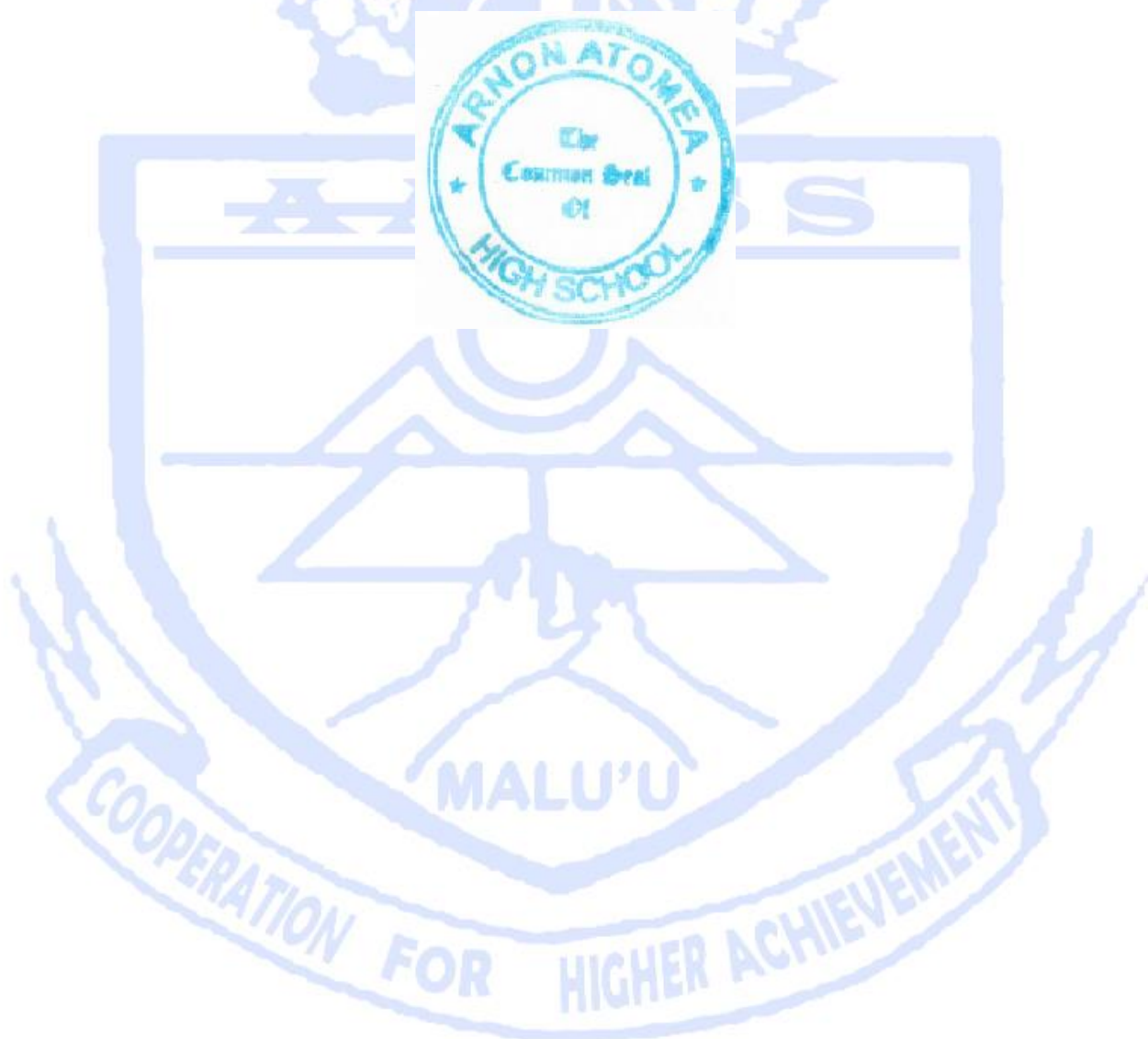
CHAPTER 4: OFFICIAL NAME AND ADDRESS OF THE SCHOOL

I. NAME:

The official name of the school is: Arnon Atomea Provincial Secondary School.

II. CONTACT ADDRESS

School Address - Arnon Atomea Provincial Secondary School
P.O. Box 163,
Malu'u , North Malaita,
Malaita Province,
Solomon Islands.



CHAPTER 5: THE SCHOOL BOARD OF MANAGEMENT (BOM)

1. AIMS AND OBJECTIVES

The aims and objectives of the Board of Management (BOM) shall as follows;

- a) To enhance and create more avenues for the development of education in the school.
- b) To ensure the teaching staff in encourage to extend that can feel and sense the community's appreciation.
- c) To provide moral support to the school's administration and ensure the priorities are accomplished within the given time frames.
- d) To plan and arrange for such programs and activities through which adequate opportunities can be available within the school in view of reducing the growing rate of literacy within the school's catchment areas.
- e) To fully co-operate with the school administration and teaching staff provided that their duties are properly executed to the best they can afford.
- f) To be prompt and entirely responsible to the school administration in all aspects of duties that may be required from time to time.
- g) To establish a good climate of relationship within the school campus and an environment that is conducive for service and learning for both the teaching staff and students.

2. ROLES AND FUNCTIONS OF THE BOARD OF MANAGEMENT

The roles and functions of the school board of management include;

- a) To provide a governing body to the school
- b) To co-manage the school as delegated from the education authority,
- c) To approve and endorse school policies
- d) To prepare an annual school budget
- e) To recommend the rate of school fees and contributions and get approval from the Education Authority.
- f) To endorse rules and regulations including disciplinary recommendations from the disciplinary sub-committee through the Head Teacher or Principal.
- g) To promote community support for the school.
- h) To develop every three years whole school developments Plans (WSDP) every three years and annually review the plan.
- i) To monitor the implementation of the whole school development plan;

- j) To prepare bi-annual financial reports of all school finances of the school, reporting to parents, guardians, the Education Authority and the Ministry,
- k) To monitor principals, head teacher, teachers to the education authority fortnightly.
- l) To monitor students behavior and collaborate with head teacher or principal on disciplinary matters for students.
- m) To monitor financial management of school grants and encourage transparency in financial reporting.
- n) To liaise with inspectorate and Education authorities and to co-monitor the appropriate implementation of the curriculum, school hours and infrastructure, health and environmental standards.
- o) To organize regular school committee or board meetings and keep record of minutes;
- p) To convene meetings of parents and guardians to deal with matters relating to the school;
- q) To monitor and report any cases of inappropriate, non-professional behavior of teaching staff and corruption to the Education Authority and to report to the police serious cases of misbehavior.
- r) To be responsible for school land registered under the trustees of the board;
- s) To seek funding in aid of the school from sources outside of the education authority and SIG;
- t) To liaise with the Education Authority and the SIG on matters relating to the school;
- u) To assist with the selection of teachers posted to the school;

3. POWERS OF THE BOARD OF MANAGEMENT

The powers of the Board of Management shall include;

- a) Make policies, regulations or approve resolutions as it deem vital and necessary for the conduct of all affairs related to the school development
- b) The Board of Management's decision on any such policies and regulations shall be final and binding;
- c) The BOM shall have the final power to decide on all disputes and queries appertaining to the orders and interpretations relating to this policy;
- d) The Board of Management may create new zones or amalgamate two or more zones or divide an existing zone into two or more zones.
- e) In consultation with the school administration, appoint standing committees to carry out various tasks as required by the Board from time to time;
- f) To invite any person to its meeting as an observer;

- g) To co-opt any person to its meeting as a resource person.
- h) The powers under 5.10 (a) and 5.1 (b) of this policy shall be exercised by the school leadership and administration;
- i) To take over the roles and functions of the PTA if the PTA is not functional.
- j) To set and approve the amount of school fees and contributions each year.
- k) The BOM shall have the power to enter into contracts on behalf of the school. Such contracts on behalf of the school shall bear the signature of Chairman, the principal or headmaster and/or other committee member. Any contracts so signed and executed shall notwithstanding that afterwards discovered that there was some defect in the appointment of any Principal/Headmaster or committee member, or that any or any of them were disqualified, be as valid and binding on the school and the members thereof as if every such person had been duly appointed and was qualified.

4. ELECTION OF BOARD MEMBERS

- a) The committee shall be elected and/or appointed at an annual general meeting or a meeting of parents called purposely for this matter.
- b) Election or appointment of BOM members shall be by open nomination. The consent of the nominee must be consented.
- c) If an election is to be held, voting shall be by show of hands or through a secret ballot. The nominee must be consented.

5. TERM OF OFFICE

Members of the Board of Management shall hold office for a term of four (4) years or until the election of a new committee and shall be eligible for re-election;

6. MEMBERSHIP OF THE COMMITTEE

- a) The BOM shall comprise of not less than four (4) and not more eight (8) elected or appointed members representing the established communities and other stakeholders.
- b) The following non-elected persons are automatic members of the Board with voting rights; Chairman PTA Committee.
- c) The following non-elected persons are automatic members of the Board with no voting rights, Principal, Headmaster, Bursar, Deputy Principal (Secondary), Deputy Principal (Primary).

7. OFFICE BEARERS OF THE COMMITTEE

- a) The committee shall elect its own chairman and vice chairman from among the elected and appointed members. They shall have an ordinary vote.
- b) The secretary of the Board shall be the Principal/Headmaster and in his absence, the Deputy Principal/Deputy Headmaster shall be the secretary, in the event that both the principal and headmaster were absent, a senior staff member present shall be the secretary.
- c) Some basic qualification for election to the positions include;
 - i. A person with good reputation and authenticity on which the community can trust;
 - ii. A person who through relevant education and work experience befitting those very important leadership roles or position.

8. DISQUALIFICATION OF MEMBERSHIP

A BOM member shall loss his/her membership by;

- a) Death
- b) Absent from three (3) consecutive meetings without good reasons,
- c) Removal of residence from the catchment area;
- d) Withdrawal after applying in writing to the secretary giving at least three months notice of intention to do so;
- e) Permanent insanity;
- f) Failure to attend three consecutive meetings of the Board;
- g) Expulsion for any action which is held by the committee and confirmed by the general meeting to be dishonest or contrary to the stated objectives of the school or found to commit a misdemeanor (s) or felony with or against the school; student (s); teacher (s), and parent (s), or found to encourage students to break school rules.

9. FILLING A VACANCY

Any vacancies on the committee shall be filled by co-option by the remaining members of the committee until the end of its term.

10. DUTIES OF THE CHAIRMAN

The duties of the chairman shall include;

- a) Preside at schedule meetings of the Executive Committee or at any special committee meetings;
- b) Subject to the formal agenda of the Board, the chairman shall be responsible for the orderly proceedings of such meeting;

- c) Endorsing the minutes of such meetings;
- d) Guide policy formulation of the Executive, Standing committees and to regularly oversee the administration of the school;
- e) Representing and being the spokesperson of the school when interacting with other organizations outside the community and beyond;
- f) The powers of the chairman includes;
 - i. Varying the sitting time of the committee
 - ii. Decide the speaking order when more than one member wishes to speak at the same time;
 - iii. The decision of the presiding officer in matters of the Board of Management sittings shall be final.
 - iv. The chairman shall have a casting vote if there is an equal vote by members.

11. DUTIES AND POWERS OF THE VICE CHAIRMAN

The duties and powers of the vice chairman shall include;

- a) If the chairman is unable to preside at any sitting of the Board of whatever reasons, the vice chairman shall preside or otherwise act as the chairman.
- b) When acting on behalf of the Chairman, the Vice Chairman shall do so with all the powers and privileges of any of the BOM's Chairman.

CHAPTER 6: MEETINGS OF THE BOARD OF MANAGEMENT

1. NUMBER OF MEETINGS PER YEAR

There shall be four (4) scheduled meetings per year at which one (1) meeting shall take place every three months.

2. SPECIAL BOARD MEETING

The Chairman, Vice Chairman or three members of the Board shall call for special or extraordinary meetings in between the four (4) scheduled meetings;

3. NOTICE OF MEETING

- a) The chairman or vice chairman through the Board Secretary shall issue a notice of such meeting to every member within five (5) days and not less than two (2) days before such meeting.
- b) If possible, the agenda of such meeting should be included in the notice is not mandatory.

4. PRESIDING AT THE MEETING

- a) The chairman or in the absence of the chairman, the vice chairman shall preside at such meetings.
- b) In the event that both the chairman and vice chairman are not present, the principal or Head Teacher shall preside at such meeting and shall have the same powers and privileges accorded to the chairman of the board.

5. QUORUM AT A BOARD MEETING

- a) The quorum at each meeting shall be half-plus-one of the elected or appointed members and not including members of the school administration who are also members of the board.
- b) If no quorum is formed, the chairman of such meeting shall defer the meeting to such a date and time favorable to members present.

6. VOTING IN BOARD MEETING

- a) All members shall have an equal vote of one with the presiding officer having a casting vote in the event there is an equal of votes;
- b) Any question shall be put to a vote, if during the meeting, not all members are in support of the motion in discussion.

7. ACCEPTING AND REJECTING A MOTION

- a) Any question shall pass or rejected if more than half of those present are in favor or against it.
- b) A decision to any question can be reached unanimously or by a majority.



CHAPTER 7: GENERAL MEETINGS

1. AUTHORITY

The supreme authority of the school shall be vested in the general meeting of parents and teachers at which every member (Parents and Teachers) has a right to attend and vote on all questions and each member shall have one vote only which shall be exercised in person and not by proxy.

2. NUMBER OF GENERAL MEETINGS

- a) There will be two to four scheduled meetings each year, each meeting to be held every semester or after every three months whichever is suitable.
- b) Provided that the education authority or ministry of education convenes a general meeting, this, shall proceed if it had been convened by the BOM or PTA executive.
- c) The BOM and PTA Executive shall call for general meeting of parents.

3. FUNCTION OF THE GENERAL MEETING

The functions of the general meeting shall be;

- a) To confirm the minutes of the previous scheduled general meeting and of any intervening special general meeting;
- b) To consider and approve the reports of the committees and the financial report for the previous quarter as prepared by the treasurer and audited accounts as prepared by an auditor;
- c) To hear and decide upon any complaints brought by members aggrieved by a decision of the committees. Provided that notice of such complaints to be brought before the meeting has been given to the secretary at least two days prior to the meeting;
- d) To elect BOM and PTA Executive committees.
- e) To transact any other general business of the school.

4. SPECIAL GENERAL MEETING

- a) A special general meeting of parents and teachers may be convened at anytime by either the BOM or PTA committee to discuss matters arising that needs to be dealt with urgently;
- b) Notice of such special general meeting and of the business to be transacted thereat shall be making known to the parents three days before such special general meeting.

5. QUORUM AT GENERAL MEETINGS

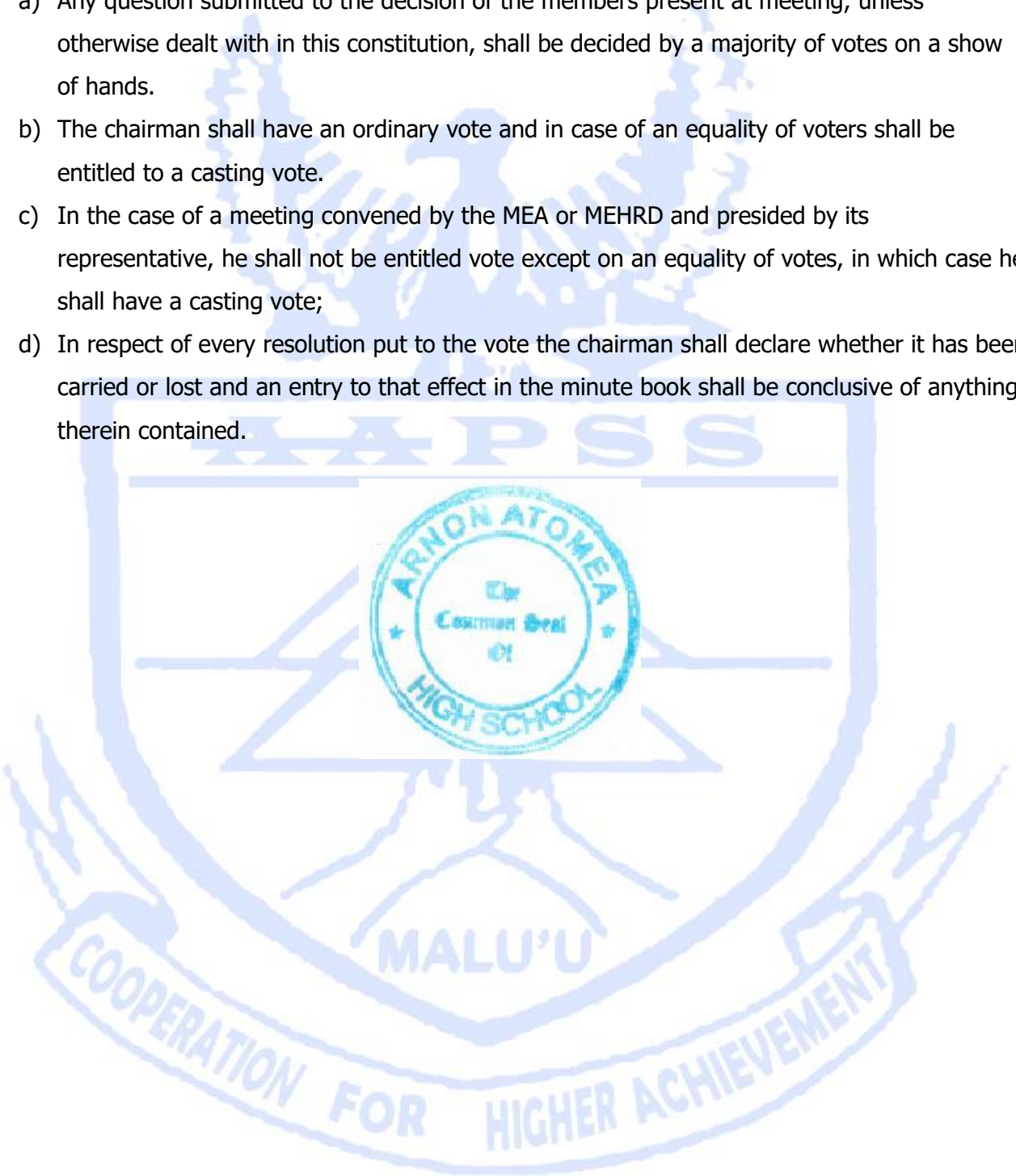
- a) When the PTA consist of not more than hundreds members, one-half of the members or twenty members, whichever is the less, shall form a quorum for the purpose of the scheduled or special general meeting and, when the PTA consist of more than one hundred members, one-fourth of the total number of the members of the PTA shall form a quorum for the purpose of the scheduled or a special general meeting. Provided that when any meeting summoned by the education authority or Ministry of Education, any members present at such meeting shall be deemed to form a quorum;
- b) If within one hour after the time fixed for any meeting, other than a meeting convened by the Education Authority or Ministry of Education, the members present are not sufficient to form a quorum, such meeting shall be considered as dissolved if convened on the demand of members; in all other cases it shall stand adjourned to the same day in the next week at the same time and place and a notice to that effect shall be posted by the secretary within twenty-four hours, and if at the adjourned meeting a quorum is not present within one hour from the time appointed for the meeting, the members present shall form a quorum.

6. CHAIRMAN OF GENERAL MEETINGS

- a) The chairman of the PTA committee or in his/her absence the Chairman of BOM shall preside at the scheduled and/or a special meeting;
- b) The principal or his/her absence the headmaster shall be the secretary at such meetings. The chairman, if necessary, may nominate other officers to assist at the meeting;
- c) The chairman may by the decision of the meeting adjourn the meeting from time to time and from place to place, but no business shall be transacted at any meeting so adjourned other than business left unfinished at the meeting from which the adjournment took place;
- d) The chairman shall have the right to order the closure of a discussion and put the matter to the vote.

7. VOTING AT GENERAL MEETINGS

- a) Any question submitted to the decision of the members present at meeting, unless otherwise dealt with in this constitution, shall be decided by a majority of votes on a show of hands.
- b) The chairman shall have an ordinary vote and in case of an equality of voters shall be entitled to a casting vote.
- c) In the case of a meeting convened by the MEA or MEHRD and presided by its representative, he shall not be entitled vote except on an equality of votes, in which case he shall have a casting vote;
- d) In respect of every resolution put to the vote the chairman shall declare whether it has been carried or lost and an entry to that effect in the minute book shall be conclusive of anything therein contained.



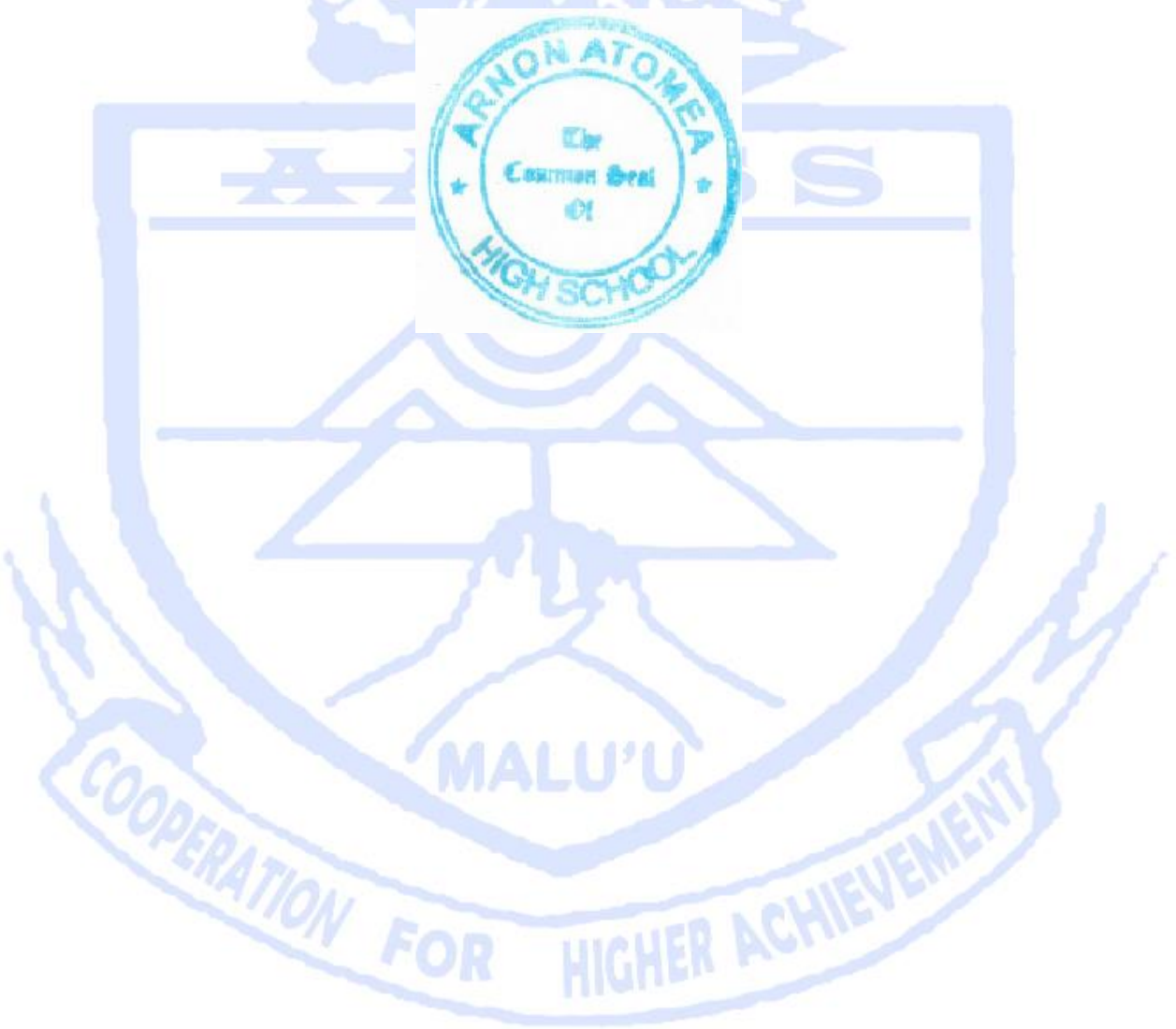
CHAPTER 8: THE PARENTS TEACHER ASSOCIATION

- a) The school shall cause to have a Parent and Teachers Association (PTA)
- b) The PTA shall have a PTA Policy
- c) The PTA policy will form part of this school constitution.



CHAPTER 9: STANDING COMMITTEES

- a) The Board of Management and the School Administration shall have the power to establish standing Committees as it may from time to time decide and shall determine their powers and functions, membership and terms of reference;
- b) The standing committee shall have a chairperson, vice chairperson and a secretary;
- c) Membership of such standing committee shall not exceed five (5), and not less than four (4) appointed members;
- d) Membership of such committees shall either be from the community, staff members, and/or board.



CHAPTER 10: SUBSIDIARY LEGISLATIONS OR POLICIES

POWER TO MAKE POLICIES

Any standing committee established for this purpose under Chapter 9: (a) shall have the power to make policies includes but not limited to;

- a. Assessment Policy
- b. Discipline Policy
- c. Health and Safety Policy
- d. Maintenance and Beautification Policy
- e. Policy of Death
- f. Inventory Policy
- g. Sports Policy
- h. Disaster Management Policy
- i. Finance Policy
- j. Fraud and Embezzlement Policy
- k. Conflict of Interest and Commitment Policy

CHAPTER 11: FINANCE

1. SAFEKEEPING OF SCHOOL FUNDS

The treasurer/Bursar, Principal and Headmaster shall keep safe all monies belonging to the School and to manage the school finances;

2. ACCOUNTABLE OFFICER

The following persons shall be the "Accountable Officer" as authorized by the Ministry to Administer and manage the school grants and fees;

- Primary Division - Headmaster
- Secondary Division - Principal

3. BANK ACCOUNTS

The school shall establish operating bank accounts and other special accounts for the depositing and safe keeping of the school's revenue with any of the commercial banks approved by the BOM;

4. Signatories to the Accounts

- a) The Principal, BOM Chairman, Bursar and any one (1) other member of the Executive shall be the signatories to the secondary Division Bank Accounts. The Principal with two (2) other signatories shall sign for the withdrawal of monies to meet approved expenses;
- b) The headmaster,

5. USE OF SCHOOL FUNDS

All monies and contributions in kind received by or on behalf of the school shall be applied or used to further the objectives of the school and for no other purpose;

CHAPTER 12: SCHOOL FEES OR CONTRIBUTIONS

1. LEVEL OF SCHOOL FEE

- a) The BOM shall set the level of school contributions or fees as it deems necessary, taking into account the level of inflation experienced in the country and the development aspirations of the school;
- b) The school accepts cash contribution or in kind (e.g. labour, materials, shell money, etc) as payment of school fees and contributions.

2. DEVELOPMENT FEE

From the fees and contributions at the beginning of the year, an amount agreed to by the BOM shall be put aside to meet part of the school's three years development projects;

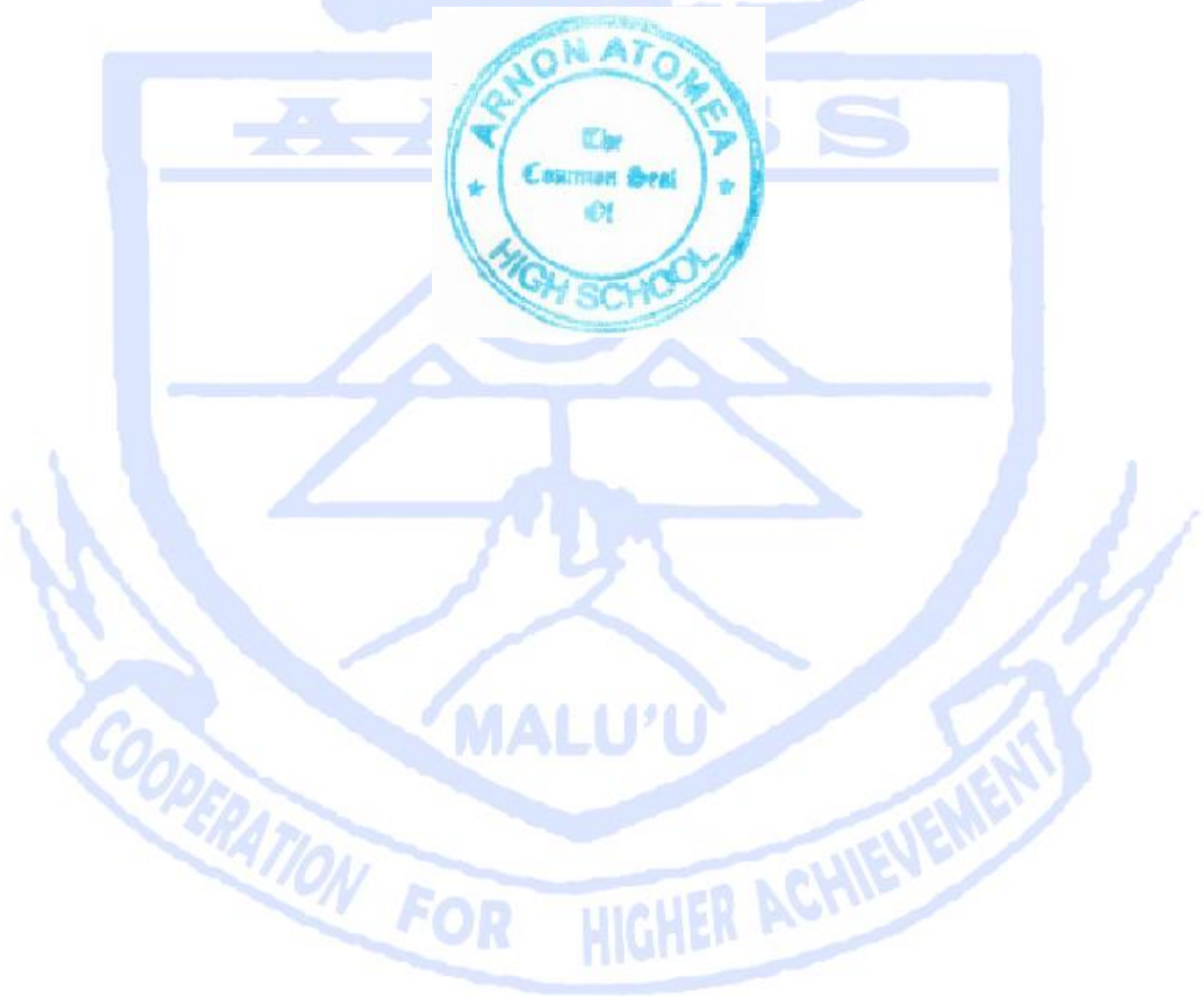
3. AMOUNT PAYABLE AT REGISTRATION

- a) During registration at the start of each academic year, all students must pay at least seventy-five percent (75%) of the contribution before enrolling into their respective classes; and the other twenty five percent (25%) shall be paid in semester two of each year;
- b) All parents and guardians must sign an obligatory agreement with the school obliging to pay their children's school fees and contributions.
- c) In the event that a school fails to settle his outstanding fees for the previous year the school reserves the right not to accept the student back until he or she settle the outstanding;
- d) The due date for paying the first semester fee (75%) shall be in week ten of semester one after which the school reserves the right to ask the student to go home and collect the outstanding amount. The due date for paying the second semester fee (25%) shall be in week then of semester two after which the school reserves the right to ask the student to go home and collect the outstanding about.



CHAPTER 13: ALL ALTERATION AND AMMENDMENT TO THE CONSTITUION

- a) No part (s) of this constitution shall be altered by way of deletion or additions without the approval of the Board of Management.
- b) Any proposal to alter any part of this constitution must be delivered in writing to the Secretary not less than fourteen (14) days before the date of the Board meeting at which shall be first considered;
- c) An alteration will require the approval of two-third majority of all members of the Board present at the Board meeting;
- d) Notice of such meeting must be given not less than fourteen (14) days prior to the meeting in question and giving the wording of the proposed alteration.



CHAPTER 14: ADOPTION OF THE CONSTITUTION

This constitution was adopted as a legal document of the Arnon Atomea High School at a Board Meeting duly convened at the school on the **16th** day of **April** 2018.

