



PECANWOOD
COLLEGE

Prepared for Life

REVIEWED MAY 2013

CONSTITUTION

1. TITLE

The title of the body referred to in this constitution is Innospan Investments (Pty) Ltd, trading as PECANWOOD COLLEGE.

DEFINITIONS

- 1.1. "The Act" shall mean the South African Schools Act (Act 84 of 1996).
- 1.2. "The College" shall mean Pecanwood College and shall be inclusive of the Pre-Preparatory School (Grade 000 to Grade 0), the Preparatory School (Grade 1 to Grade 7) and the College (Grade 8 to Grade 12).
- 1.3. "The Senior Head" shall mean the individual appointed by the Board of Directors as professional leader of the College and who shall be the Head of the College Executive and who shall work in conjunction with the other College Heads of Pecanwood College.
- 1.4. "The College Executive" shall mean the Senior Head, the Preparatory School Head, the Pre Preparatory Head and the senior staff members who are the professional leaders of the school.
- 1.5. "Parent" shall mean the legal guardian of a child registered at Pecanwood College.
- 1.6. "Learner" shall mean a child admitted to the College.
- 1.8. "The Board" shall mean the Board of Directors of Innospan Investments (Pty) Ltd.

2. AFFILIATION

The College shall be affiliated to the Independent Schools Association of Southern Africa, the Gauteng Department of Education and/or any other body as the Board shall deem fit.

The Independent Examination Board (IEB) Matriculation Examination and/or any other acceptable equivalent will be written by the learners of the College.

3. VISION

Pecanwood College is an independent, combined school of excellence with a dynamic, happy learning environment and outstanding facilities to enable learners to achieve their full potential academically, physically, socially and spiritually.

Qualified, experienced teachers with passion and enthusiasm fulfill the needs of each child in a sensitive, caring manner supported by a Christian value system.

The College has specialised focus areas that provide expert guidance in the following disciplines:

- **Academic and learning enrichment**
- **Sports coaching and performance**
- **Environmental education**
- **Visual and performing arts**
- **Social upliftment and cultural interaction**

Graduates of Pecanwood College will thus emerge as fully rounded individuals molded by the College's ethos and opportunities, ready to be effective, productive South African citizens.

4. OBJECTIVES

4.1. GENERAL EDUCATIONAL OBJECTIVES

- 4.1.1. To provide, promote and encourage the maintenance of teaching and providing educational services to boys and girls from Grade 000 to Grade 12.
- 4.1.2. To ensure a high level of excellence in teaching and learning with English as medium of instruction.
- 4.1.3. To maintain such numbers of learners per class as will optimise teaching effectiveness, taking into account teaching methods that are adopted, and needs and competencies of the learners concerned;
- 4.1.4. To provide education to any fee-paying learner in a positive, supportive ethos where academic rigor and excellence form the focus of lessons and assemblies.
- 4.1.5. To use special days and festivals of all religious groups to provide opportunities to share and understand the fundamental principles of different cultures and religions.
- 4.1.6. To provide a secure, disciplined learning environment in which the imagination can be kindled, intellectual curiosity aroused, industry rewarded and academic potential fulfilled.
- 4.1.7. To provide a healthy learning environment and to educate and inform learners in an effort to assist and encourage them to make healthy lifestyle choices.

4.2. THE LEARNER

- 4.2.1. To develop each individual to his or her full potential spiritually, intellectually, physically, culturally and socially.

- 4.2.2. To focus on cognitive development by challenging each learner to think, to reason, to debate and to form personal opinions based on available information.
- 4.2.3. To empower learners to access and manage information by providing them with computer skills and exposing them to the most up to date information technology.
- 4.2.4. To encourage in learners a sense of community arising from service as a means of personal growth and civic responsibility.
- 4.2.5. To provide facilities for sport, cultural and adventure activities to maximise the natural environment provided at Pecanwood College and its surrounding areas.
- 4.2.6. To develop in learners a sense of personal style and self-worth by providing a strong College ethos, a strong value system and a sense of history and tradition.
- 4.2.7. To provide every child with life skills to enable him or her to focus on clear, attainable personal goals.

4.3. COMMITMENTS

Pecanwood College commits itself to:

- 4.3.1. An educational facility that allows for elected representatives of parents to actively participate in College life via the Parents' Association. Parents' Forums and personal interviews with the College heads will offer all parents access to the College executive to resolve personal or group issues within the College.
- 4.3.2. Serving the community via service-related projects as may be determined from time to time by the outreach arm of the College, the Izzi Trust.
- 4.3.3. Maintaining a business and fee structure based on the principles of efficiency, affordability and sustainability, as directed by the Board of Directors. To this end the College shall strive, as far as possible and without compromising the quality of education offered by it, to maintain fees at market-related rates.

4.4. THE EDUCATOR

- 4.4.1. The College is dedicated to attracting and keeping well-qualified, motivated and enthusiastic staff members who are committed to the welfare of their learners, loyal to the College and dedicated to their profession.
- 4.4.2. The College will provide employee benefits to its educators aimed at maximising individual choice and differentiation of benefits according to accepted taxation practice.
- 4.4.3. College educators will be encouraged to find fulfillment in their work through challenging responsibilities, collegial interaction and personal development.
- 4.4.4. College educators will be expected to be fully involved in the life of the College, according to their interest, qualifications, area of expertise and ability, including the Outreach Programme to assist disadvantaged learners or teachers from other communities.

4.5. THE PARENT

The College asks the following of parents:

- 4.5.1. That they accept their role as primary educators of their children.
- 4.5.2. That the role of the College is to assist parents in carrying out this responsibility.

- 4.5.3. That active support by parents of a child's schooling will increase the likelihood of the child gaining maximum benefit.
- 4.5.4. That the Code of Conduct established by the College be accepted fully and actively supported by the parent.
- 4.5.5. That any desired alterations in the Code of Conduct be properly considered, and published by the College Heads at the appropriate time.
- 4.5.6. That the parent fulfills punctually his/her financial commitments to the College.

5. ORGANISATIONAL STRUCTURES

5.1. BUSINESS ORGANISATION

Innospan Investments (Pty) Ltd, trading as Pecanwood College, will form the basic business unit of the College.

5.2. GOVERNANCE STRUCTURE

- 5.2.1. The governance structure shall be in accordance with the Memorandum and Articles of Association of Innospan Investments (Pty) Ltd, as may be amended from time to time by the company's directors.
- 5.2.2. There shall be an understanding that in order to protect the interests of the shareholders such owners shall have the final say on all matters of policy and procedure, including matters of infrastructure, in relation to decisions made about the College.
- 5.2.3. The Board of Directors of Innospan Investments (Pty) Ltd shall at its discretion arrange a general meeting of parents to report back to parents and open a discussion forum on matters of mutual interest.

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- 5.3.3. The College Council shall meet at least three times a year.
- 5.3.4. The role of the College Council will be to assist the College in the following ways:
 - Be the guardian of the College's vision and objectives
 - Assure compliance with applicable laws and regulations
 - Support and nurture the heads and work with them to fulfill the responsibilities of the Council
 - Evaluate itself annually and establish goals for the following year
 - Direct the College in its structures and strategies

- Approve policies consistent with the College's vision and objectives
- Ensure that management implements agreed policies and strategies
- Ensure ethical practices of operation
- Insert adequate systems of internal and external control
- Assist with the selection of senior staff of the College.
- Serve on subcommittees of the College as shall be required from time to time.

5.2.5 **Quorum:** one half of the Council members excluding the chairman.

5.2.6 **Attendance:** Any council members who shall be absent from two Meetings or more without excuse or explanation shall forfeit his or her position on the Council forthwith.

5.2.7 **Term of office:** term of office will be determined by the position the Council member holds. In the case of the Chairperson of the PA this will be determined by the PA Constitution. In the case of the Parents' Representative, it will be three years. The other council members are permanent members.

7. INDEMNITY

7.1 No council member in that capacity shall have liability for any loss or damage that may be suffered by the school or for any claim made against the school or arising from or in connection with its activities, unless caused through the fault of the council member concerned.

8. APPOINTMENT OF COMMITTEES

8.1. The College Council will be required from time to time to appoint a number of committees reporting directly to the Council via the College heads, the role of which will be to address the following areas as they may arise, namely:

- Uniform
- Marketing;
- Sport
- PA;
- Outreach
- Creative Arts

8.2. The committees shall be chaired by a council member or someone appointed by the Council who will take responsibility for the area(s) concerned.

8.3. The College Council shall co-opt, from time to time, such individuals as may be necessary to bring the expertise to enhance any of the above committees and shall assign responsibilities to Committees in terms of written mandates clearly identifying work responsibilities of each Committee in such manner as to eliminate both overlapping of responsibilities and neglect of important areas.

9. PARENTS' ASSOCIATION

9.1. The role of the Parents' Association of the College is to support the College Council and the College Executive in the following areas:

- Fund raising for minor capital projects
- Social, cultural and sporting events to enhance the interaction between parents and between the parent and the teacher bodies;
- Encourage support by parents of learner cultural and sport activities;
- Encourage parental involvement in all activities of the College and assist the teacher body in whatever way may be deemed fit.

9.2. The Parents' Association is a volunteer body and is not intended or constituted to be representative of the parent body in any way.

9.3. The PA is to be governed by a Chairperson, Vice-Chairperson and Secretary elected from the PA body.

10. ADMISSION TO THE COLLEGE

10.1 The admission policy of the College is determined by the Board of Directors and is applied by the College Heads. The policy is:

10.2 Admission to the College shall not be limited by religion, race or cultural orientation.

10.3 A learner's admission to the College may be denied if he or she is outside the accepted age range of the grade level the learner applies to enter. If having completed the required placement assessment the executive committee deems the College unable to cater for the child's educational needs admission may also be denied.

10.4 Admission may also be limited by the learner's desired subject choices.

10.5 Admission may also be affected by a parent's inability to pay College fees.

10.6 Regarding age for school entry, the Act stipulates that in order to qualify for Grade 1 a learner shall turn seven in the year of attending Grade 1. Therefore learners will be accepted for Grade 0 in the year in which they turn six, for Grade 00 in the year in which they turn five and Grade 000 in the year they turn four.

11. NOTICE OF INCREASE IN SCHOOL FEES

11.1 The College will inform parents no less than one term in advance of any change in school fees.

12. REMOVAL OF LEARNERS FROM THE COLLEGE

- 12.1 Parents are expected to inform the College in writing four months (ie one term) in advance of any intention to remove a learner from the College. Failure to so notify the College shall result in the parent concerned immediately becoming liable to pay the College compensation of one term's school fees. For this purpose short notice in respect of part of a term shall be deemed a full term.
- 12.2 The College Executive, on behalf of the College, shall be entitled and reserves the right, forthwith, to bar a learner from attending any classes and/or grade examinations and/or College functions upon due written notice given to the learner's parent or guardian that any school or other fees, in respect of that learner's enrolment or participation at the College, are in arrears as per the College's fee policy. The aforesaid sanction will be imposed, at the sole discretion of the College Executive, for so long as the fees remain in arrears, and may be moderated upon satisfactory arrangements having been made for payment.
- 12.3 If the College elects for any reason to terminate the contract with the parent, then it may do so, on giving the parent a clear term's written notice of its decision to terminate the contract at the end of the term in question, at which time the parent must withdraw the learner.

Notwithstanding the above, in circumstances where the head and the Chairperson of the Board of Directors in their discretion determine a shorter period to be appropriate, then the College may give the parent thirty days written notice of such termination.

13. CODES OF CONDUCT

- 13.1 The College shall institute codes of conduct for learners, educators and parents by written and verbal notifications and through practice and precedent established from time to time. It shall not be incumbent on the College to record codes or rules for scholars in respect of serious infringements normally covered by law, or for transgressions which, although not punishable at law, seriously contravene acceptable community standards of behavior expected of scholars upon school premises, as interpreted at the College's sole discretion.
- 13.2 Rather the aforesaid behavioral norms are taken as having been accepted into the College's codes of conduct without the need for explicit treatment. The codes of conduct of the College will act as a guide as to required standards of behavior, dress and procedure expected of the various role players.
- 13.3 The codes shall be amended from time to time as the need may arise. The College Executive is mandated to enforce the aforesaid codes and to firmly and fairly deal with transgressions thereof and it is ultimately empowered in accordance with due and fair process to remove permanently scholars from the College in respect of serious infringements, after following statutory procedures, where it is deemed necessary.

14. COMMUNICATION AND GRIEVANCE PROCEDURES

- 14.1 For the purposes of encouraging communication and interaction at all levels among participants and members of the College community, and in order to

constantly improve standards aspired to and/or methodologies adopted by the College, the following communication and grievance procedures have been put into place in relation to specific issues, namely:

- 14.2 Matters of school policy, ethos and general College affairs should be referred to either a member of the College Executive, or, if considered to have broader governance or financial implications, to the Chairman of the Board of Directors, in writing via the senior College head.
- 14.3 Class teaching issues or matters relating directly to learners should be referred firstly to the class teacher. If further discussion is needed, and the matter cannot be satisfactorily addressed at teacher level, then the matter should be referred to the phase head, or, in the absence of a phase head, the relevant College Head;
- 11.4 Subject teaching issues should be referred first to the subject head or phase head.
- 14.5 Co-curricular (sport and cultural) issues should preferably first be discussed with the coach or teacher concerned. If the matter is not resolved at coach/ teacher level, then the matter may be referred to the coordinators of the sport or cultural activity. Only if the matter still remains unresolved, should it be necessary to approach a member of the College Executive.
- 14.6 All matters of serious concern should be put in writing and addressed to the Senior Head. In this way the essence of the matter can be investigated, discussed and agreed upon, and the College's response effectively recorded and communicated to interested or affected persons.
- 14.7 The College Heads are available at all times to discuss parents' concerns, and will endeavor to advise parents on the responsible person and the desired processes in order to address suggestions for improvements or formal grievances.

15. AMENDMENT OF THE CONSTITUTION

This Constitution may be amended at a meeting of the Board of Directors in consultation with the Senior Head and his Executive Committee, if appropriate.