

MAXMIND PRIVATE SCHOOL

CONSTITUTION

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- **Responsible Department:** School Management Team
- **Approval Authority:** MaxMind Group of Companies

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1. INTRODUCTION:

This Constitution serves as the fundamental governance framework for MaxMind Private School (Pty) Ltd, under the stewardship of the MaxMind Group of Companies (Pty) Ltd. It delineates the foundational structures, principles, and procedures that guide the School's operations and interactions with all Stakeholders. Crafted to ensure compliance with National Educational Standards and Legal Mandates, this document embodies our commitment to delivering exemplary Education while fostering an inclusive, safe, and supportive learning environment for every Student.

2. PREAMBLE/BACKGROUND:

This Constitution establishes the operational framework for MaxMind Private School (Pty) Ltd, managed by the MaxMind Group of Companies (Pty) Ltd. It is crafted in compliance with the South African Schools Act of 1996, the National Education Policy Act of 1996, the Employment of Educators Act of 1998, and the Children's Act of 2005, among other pertinent legislation. In addition, MaxMind Private School is registered with the Provincial Education Department (PED), adhering to the regulatory requirements set forth by the Department of Education to maintain its operational status and

uphold Educational Standards. These laws collectively oversee Educational Practices, Staff Employment, Child Protection, and general School Administration in South Africa.

By delineating our Guiding Principles, Vision, Mission, objectives, and operational structures, this Constitution aims to ensure Legal Compliance and the achievement of exemplary Educational Standards. It is the foundational document that governs the formulation, implementation, and revision of all School Policies, ensuring they align with these principles and Legal Standards. It is designed as a living document, adaptable to the evolving Educational Landscape and the specific needs of our Learners and their Families. This adaptability underpins the continuous advancement and relevance of MaxMind Private School, ensuring that it remains responsive to changes in Legislation and Educational requirements.

Note to Readers: While there is no standalone "Private Schools Act" in South Africa, the governance and operation of Private Schools like ours are comprehensively covered under the South African Schools Act and various other National Policies. Our registration and ongoing compliance with the Provincial Education Department affirm our commitment to operating within a structured and Legally Compliant environment, guided by these comprehensive Educational Policies.

3. PURPOSE:

This Constitution defines the foundational principles and operational guidelines for MaxMind Private School (Pty) Ltd. It explicitly governs the creation, enforcement, and periodic review of School Policies, Rules, and Regulations, ensuring that all School actions are grounded in these documented standards. This document ensures that all actions taken by the School are aligned with the best Educational Practices and Legal Requirements specific to Private Education in South Africa. It promotes transparency and consistency in School Management, thereby fostering a stable and effective learning environment for all Students while enhancing engagement with all School Stakeholders.

4. SCOPE:

This Constitution applies to all Educational Institutions operated under the MaxMind Private School brand by the MaxMind Group of Companies. It establishes a uniform governance framework that directly influences Administrative Procedures, Academic Policies, and the enforcement of Rules across all Schools in the network. This ensures that regardless of location or specific School characteristics, every MaxMind Private School adheres to the same high standards of Education and operational integrity, as guided by South African Educational Laws and best practices for Private Schooling.

5. DEFINITIONS AND TERMS STRUCTURE:

a) Department Of Education (DoE):

The Government Body responsible for overseeing the Education Sector in South Africa, including both Public and Private Schools. The Department of Education ensures that all Educational Institutions comply with National Laws and Standards such as the South African Schools Act and the National Education Policy Act. It oversees the registration and ongoing compliance of Private Schools with regulatory requirements, monitors adherence to approved Curricula, conducts regular inspections, and offers guidance and support to maintain Educational Quality. The Department's role in Stakeholder engagement primarily involves requiring Private Schools to report on Educational Outcomes and operational stability to ensure transparency and accountability in Educational Management, rather than direct interaction with Parents or Community Members.

b) Maxmind Group Of Companies (Pty) Ltd:

The "Parent Entity" that owns MaxMind Private School (Pty) Ltd. It includes various specialized departments that support the School's operations.

c) School Management Team (SMT):

Comprises the School Manager, Principal, and Heads of Departments (HODs) at MaxMind Private School, responsible for the strategic, financial, and operational management of the School. The SMT is supported by MaxMind Group of Companies (Pty) Ltd, which involves the Legal Department, Financial Department, and Marketing and Branding arm, (MaxMind Illuminera (Pty) Ltd). Oversight is provided by the Shareholders, and Directors of MaxMind Group of Companies (Pty) Ltd within Olivers Capital Trust, ensuring governance and alignment with the overarching corporate strategy.

d) **School Manager:**

Tasked with overseeing the Business Operations and strategic initiatives of MaxMind Private School, coordinating closely with the broader MaxMind Group Management structure.

e) **Principal:**

The Educational Leader is responsible for Academic Standards and day-to-day management, ensuring the delivery of high-quality Education and Student welfare.

f) **Heads Of Departments (HODs):**

Senior Educational Staff who lead specific Academic Departments, accountable for Curriculum implementation and Teacher performance.

g) **Teachers:**

Teachers at MaxMind Private School are central to both Academic and Extracurricular Activities, including sports and School events. They facilitate various sports programs, coach teams, and help organize events that enhance School spirit and community engagement. Their involvement extends beyond the classroom to encourage the holistic development of Students, fostering skills such as teamwork, leadership, and personal responsibility.

h) **School-Parent Communication Committee (SPCC):**

This committee facilitates effective communication and collaboration between the School and Parents, aiming to enhance the Educational Experience through transparent dialogue and community engagement. It operates under the guidelines of the POPI Act to ensure responsible information handling.

i) **Stakeholders:**

All Parties with an interest in the School, including Students, Parents, Staff, and the Broader Community. This includes internal Stakeholders from within the MaxMind Group of Companies who contribute to the School's governance and strategic direction.

6. POLICY CONTENT AND GUIDELINES:

a) **School Mission And Objectives:**

MaxMind Private School, owned and managed by MaxMind Group of Companies, aims to:

- ✓ Provide opportunities within a broad and balanced Curriculum so that each child can achieve success and fulfil their potential.
- ✓ Develop rounded individuals socially, emotionally, spiritually, physically, and creatively.
- ✓ Value independence and enable our Pupils to become responsible Citizens and Lifelong Learners.
- ✓ Provide a welcoming, safe, and stimulating environment where everyone is listened to and respected.
- ✓ Encourage and enable the continuous professional development of Staff, ensuring effective communication.
- ✓ Commit to making MaxMind Private School a sustainable institution by focusing on environmental issues.
- ✓ Nurture strong partnerships and positive relationships with Parents, Caregivers, and Local Community Groups.

- ✓ Recognize and celebrate success in all aspects of School life, including cultural diversity and Student achievements across various disciplines.

b) Vision Statement:

Our Vision at MaxMind Private (Primary) School is to be a leading Educational Institution recognized for Academic Excellence, Innovation, and Inclusivity. We envision a learning community where every Student is valued, challenged, and inspired to achieve their dreams. Through our commitment to continuous improvement and adaptation of Global Educational Standards, including future integration of IED and IEB Curriculums, we strive to provide a dynamic learning environment that equips Students with the knowledge, skills, and values necessary to thrive in a rapidly changing world. Our goal is to cultivate lifelong Learners who are compassionate, creative, and capable of leading with confidence and integrity.

c) Mission Statement:

At MaxMind Private Primary School, our Mission is to nurture and empower every Student to reach their fullest potential through a holistic and inclusive Educational Approach. We are committed to providing a safe, supportive, and stimulating environment where Learners are encouraged to explore, innovate, and excel academically and personally. By fostering a culture of integrity, respect, and responsibility, we aim to develop well-rounded individuals who are prepared to make positive contributions to society. Our dedicated Staff, comprehensive CAPS Curriculum, and future integration of IED and IEB programs ensure that every Student receives a quality Education tailored to their unique needs and aspirations.

d) Educational Models:

MaxMind Private School provides Education in the following phases in alignment with the CAPS Curriculum, ensuring that all offerings meet or exceed National Curriculum Standards:

- ✓ **Reception Phase (Grade R)**
 - **Subjects:** Mathematics, English Home Language, Afrikaans First Additional Language.
 - **Focus:** Introduces basic concepts of Mathematics, English, and Afrikaans, emphasizing Play-Based Learning to develop early literacy and numeracy skills.
- ✓ **Foundation Phase (Grades 1 to 3)**
 - **Subjects:** English Home Language, Afrikaans First Additional Language, Mathematics, Life Skills.
 - **Focus:** Builds fundamental skills in core subjects, introducing structured learning environments and interactive activities to foster critical thinking.
- ✓ **Intermediate Phase (Grades 4 to 6)**
 - **Subjects:** English Home Language, Afrikaans First Additional Language, Mathematics, Life Skills, Natural Science and Technology, Social Sciences.
 - **Focus:** Enhances analytical thinking and problem-solving through comprehensive content coverage, including sciences and social studies.
- ✓ **Senior Phase (Grades 7)**
 - **Subjects:** English Home Language, Afrikaans First Additional Language, Mathematics, Life Orientation, Natural Sciences and Technology, Social Sciences, Economic and Management Sciences, Creative Arts, Technology.
 - **Focus:** Prepares Students for High School with advanced topics across all subjects, emphasizing career guidance and readiness for Secondary Education Curriculums. The Curriculum also includes provisions for introducing supplementary Curricula such as IED and IEB, which are recognized and endorsed by the Department of Education for providing enhanced Educational outcomes beyond the standard requirements.

7. GOVERNANCE RESPONSIBILITIES AND PROCEDURES:

a) School Management Team (SMT):

✓ Strategic Business Management:

- **Financial Oversight:** Manage the School's budget, financial planning, and expenditures to ensure fiscal health and sustainability.
- **Investment and Growth:** Identify and pursue opportunities for growth, such as facility expansions, new programs, or technology enhancements to improve Educational delivery.
- **Risk Management:** Implement risk assessment processes to identify, evaluate, and mitigate potential risks to the School's operations and reputation.

✓ Human Resources Management:

- **Staff Recruitment and Development:** Oversee the recruitment, training, and professional development of Staff to maintain a high standard of teaching and administrative support.
- **Performance Management:** Implement performance evaluation systems for Staff that align with Educational goals and operational efficiency.

✓ Operational Execution:

- **Infrastructure Management:** Ensure the maintenance and improvement of physical facilities to provide a safe and conducive learning environment.
- **Technology Integration:** Oversee the integration of technology in Educational and Administrative processes to enhance learning outcomes and operational efficiency.

✓ Policy Administration:

- **Policy Development and Enforcement:** Draft, update, and enforce Policies that govern School operations, ensuring alignment with Educational objectives and compliance with Legal Standards.
- **Stakeholder Engagement:** Regularly engage with Parents, Students, and Community Members to ensure the School meets needs and expectations.

✓ Legal Compliance:

- **Regulatory Adherence:** Ensure all School operations comply with Educational Regulations and Business Laws, including Employment, Health and Safety, and Data Protection Regulations.
- **Documentation and Reporting:** Maintain comprehensive records of School operations, financial transactions, and compliance efforts for audits and inspections.

✓ Governance and Accountability:

- **Transparent Reporting:** Provide regular reports to the Board of Directors or Trustees on School performance, challenges, and strategic direction.
- **Ethical Leadership:** Promote an organizational culture that emphasizes ethical behaviour, transparency, and accountability across all levels of the School Community.

b) School Manager:

✓ Strategic Implementation:

Translates strategic goals set by the School Management Team (SMT) into actionable plans and oversees their implementation, ensuring that the School's strategic initiatives are executed effectively.

✓ Daily Operations Management:

Manages all aspects of the School's daily operations, from administrative tasks to the coordination of Educational Activities, ensuring smooth and efficient School functioning.

✓ Department Coordination:

Works closely with various departments within the MaxMind Group, such as the Legal, Financial, and Marketing departments, to ensure that School operations are aligned with the broader corporate strategies of the MaxMind Group of Companies.

- ✓ **Stakeholder Communication:**
Acts as the primary point of contact for internal and external Stakeholders, facilitating communication between the School and Parents, Regulatory Bodies, and the MaxMind Group.
- ✓ **Compliance and Quality Assurance:**
Ensures that the School meets all regulatory requirements and maintains high standards of quality and compliance in all operations.
- ✓ **Resource Allocation:**
Manages the allocation and optimization of resources, including human resources, finances, and physical assets, to maximize the efficiency and effectiveness of School operations.
- ✓ **Crisis Management:**
Leads the response to any crises that affect School operations, ensuring that the School can continue functioning with minimal disruption.

c) Principal:

The Principal actively translates the strategic goals of the School Management Team (SMT) into actionable plans across the School's various departments, ensuring their successful execution. Additionally, the Principal is responsible for maintaining compliance and alignment with the Department of Education's Standards through regular engagements, which include managing Curriculum standards, representing the School at department meetings, and facilitating inspections to uphold Educational excellence.

This Role Encompasses:

- ✓ **Educational Compliance:**
Manages direct responsibilities with the Educational Department to maintain Curriculum standards and teaching programs, ensuring the School meets regulatory requirements.
- ✓ **Departmental Liaisons:**
Represent the School in all meetings with the Department of Education, facilitating discussions and compliance with Educational Policies.
- ✓ **Inspection Coordination:**
Coordinates with the Educational Department during regular inspections to ensure ongoing alignment with Educational Standards and practices, reinforcing the School's commitment to maintaining high safety and quality standards.
- ✓ **Academic Leadership:**
Manages the Educational Programs, maintaining high standards in line with the Curriculum and Assessment Policy Statements (CAPS).
- ✓ **Staff Management:**
Oversees the development and performance of Teaching Staff and Heads of Departments (HODs).
- ✓ **Curriculum Oversight:**
Ensures a comprehensive and balanced Curriculum that meets all Students' needs and adheres to National Standards.
- ✓ **Student Welfare:**
Implements Policies for a safe and supportive learning environment.
- ✓ **Extracurricular Activities:**
Coordinates sports, excursions, and other activities to enhance holistic Student development.
- ✓ **Committee Leadership:**

Chaired all internal committees, including Security, Sports, Events, and Discipline, ensuring effective management of School events and Policies.

- ✓ **Community Engagement:**
Strengthens relationships with Parents and the local community to enhance the School's support network and community presence.

d) Heads of Departments (HODs):

HODs are crucial in managing their respective Academic Departments at MaxMind Private School. They oversee Curriculum implementation and are integral to the strategic planning and execution of School Policies. HODs support teachers through mentoring, facilitate professional development, allocate resources effectively, and ensure instructional quality. They collaborate closely with the School Manager and Principal to align departmental goals with the School's Educational objectives and compliance with Academic Standards. Additionally, HODs participate in Curriculum reviews, and updates in response to Educational reforms, and contribute to School-wide decision-making processes, enhancing overall School performance and Student outcomes.

e) Teachers:

Integral to the governance structure at MaxMind Private School, teachers are actively involved in the implementation of Educational policies and Curriculum standards. They collaborate with Heads of Departments (HODs) to align classroom practices with School-wide Educational goals. Teachers also play a significant role in the planning and execution of sports programs and School events, ensuring these activities align with the School's mission and Educational objectives. Their contributions are vital in maintaining the quality of Education and fostering a supportive learning environment that adheres to governance standards.

f) School-Parent Communication Committee (SPCC):

School-Parent Communication Committee serves as an essential link between the School Administration and the Parent Body, enhancing transparency and community involvement. Unlike a School Governing Body (SGB), the SPCC does not hold formal governance powers but focuses on facilitating constructive dialogues and ensuring that Parent's views are considered in School decisions. Committee Members gather feedback, promote active parental involvement in School initiatives, attend all meetings, engage in policy discussions, and assist in disseminating School news and Policies responsibly. This ensures the community is well-informed and actively engaged, maintaining a collaborative environment without assuming governance functions, and upholding confidentiality where required.

- ✓ **Active Participation:**
Attend all scheduled meetings and participate in discussions and partial decision-making processes.
- ✓ **Feedback Collection:**
Gather input and feedback from the Parent's Community to bring to the committee discussions.
- ✓ **Communication:**
Facilitate and maintain open lines of communication between Parents and School Administration.
- ✓ **Policy Input:**
Provide insights and suggestions on School Policies and initiatives, representing the perspectives of Parents.
- ✓ **Community Engagement:**
Promote and participate in School community events and activities.
- ✓ **Confidentiality:**
Maintain confidentiality of sensitive information discussed during committee meetings.

g) Department of Education (DoE):

- ✓ **Registration and Compliance:**

MaxMind Private School adheres to strict standards set by the South African Government, requiring all Private Schools to register with the Provincial Education Department (PED). Our School is fully certified under the registration EMIS Number: 800035607, ensuring compliance with the South African Schools Act and other relevant legislation. This certification confirms our commitment to operating within the legal frameworks established for Educational Institutions in South Africa.

✓ **Curriculum and Assessment:**

The Department of Education monitors our Curriculum to ensure it meets or exceeds the National Standards, including our adoption of additional Curricula like IED or IEB. This oversight guarantees that our Educational Programs are robust and align with National Educational goals.

✓ **Inspections and Monitoring:**

We undergo regular inspections by the Department of Education to ensure ongoing compliance with Educational and Safety Standards. These inspections help maintain our registration and confirm our adherence to the required standards.

✓ **Educational Support and Oversight:**

The Department provides support and resources to enhance our Educational Delivery. This includes access to training and guidance to uphold high-quality Education Standards across all our programs.

✓ **Regulatory Reporting:**

MaxMind Private School maintains a transparent relationship with regulatory bodies, regularly reporting on Educational outcomes and operational stability. Our reports help align our operations with the Department's guidelines, ensuring accountability and adherence to Educational Standards.

✓ **Independent Operation and Regulatory Compliance at MaxMind Private School**

It's important for Parents and the Community to understand that while the Department of Education regulates certain aspects of our operations, primarily concerning Educational Standards and compliance, MaxMind Private School remains an independent entity. We manage our internal affairs, Educational Methodologies, and Organizational Policies independently, within the bounds of Legal and Educational Regulations. This independence allows us to tailor our Educational approach to best suit the needs of our Students, fostering an environment of innovation and quality Education.

8. ADMINISTRATION OF THE POLICY:

a) Policy Design and Development:

The School Management Team (SMT) spearheads the design and development of all School Policies, incorporating input from various Stakeholders, including Heads of Departments (HODs) and educators. This process ensures Policies align with strategic goals, Educational standards, and legal requirements. Workshops and committees allow for direct contributions to the drafting process, enhancing the inclusivity and relevance of policy content.

b) Policy Implementation:

The SMT, HODs, and teachers collaboratively implement these Policies across different departments, ensuring effective execution and adherence to the School's strategic goals. Training sessions and resource allocations are provided to ensure all staff are well-equipped to follow new Policies.

c) Monitoring and Review:

Ongoing evaluation of Policies is conducted by the SMT with crucial insights from HODs, who gather feedback from their respective departments. This evaluation helps assess the effectiveness of Policies and identify areas for improvement. Performance metrics and feedback surveys are utilized to provide measurable data on policy effectiveness.

d) Stakeholder Engagement:

The School-Parent Communication Committee (SPCC) and other community Stakeholders, including representatives from the Department of Education, are actively involved in the School's policy review processes. Their involvement ensures that the Policies not only meet the evolving needs of the School community but also comply with regulatory standards, fostering transparency and accountability. Regular reports are submitted to the Department of Education to maintain compliance and demonstrate adherence to Educational guidelines. Regular forums and digital feedback tools are employed to collect structured feedback, ensuring comprehensive community involvement and alignment with Educational objectives.

9. PROCEDURES:

a) Timeline and Accountability:

In compliance with the governance requirements outlined by MaxMind Private School, the Executive Committee instructs the review committee to commence policy evaluations by 1 November each year.

b) Review Completion:

The review committee completes the assessment of all School policies and procedures by 30 November, annually.

c) Approval and Oversight:

The Executive Committee reviews and approves the findings and recommends changes by 1 December, annually.

d) Policy Implementation:

Implementation of approved Policies and any amendments is set to commence on 1 January, (Annually) ensuring all changes are timely and reflective of the latest Educational and legal standards.

10. MONITORING AND EVALUATION:

a) Continuous Improvement:

The SMT conducts regular reviews and monitoring to ensure compliance with internal standards and external regulations, including scheduled inspections by the Department of Education. This process is essential for maintaining the relevance and efficacy of the School's operational and Educational strategies.

b) Adherence to Standards:

These evaluations help ensure that the School's practices remain in alignment with the South African Schools Act and adapt to any changes in Educational legislation or standards. Regular inspections by the Department of Education are integral to this process, promoting an environment of ongoing learning, compliance, and commitment to maintaining high safety and quality standards.

11. REVIEW AND UPDATES:

a) Commitment to Compliance:

MaxMind Private School is dedicated to maintaining rigorous compliance with evolving legal standards and best practices within the Education industry. This includes ensuring that our financial operations, such as ITC checks, align with the National Credit Act and other relevant legislation, safeguarding our institution's financial health.

b) Ongoing Policy Review:

The Constitution and its accompanying Policies will undergo regular reviews to adapt to legal changes, Educational advancements, and stakeholder feedback. This ensures that our governance remains proactive and responsive to both internal and external shifts in the Educational landscape.

c) Stakeholder Involvement:

We actively engage our community, including staff, Parents, and legal guardians, in the policy review process. This collaborative approach ensures transparency and inclusivity in our governance practices, fostering a trust-based relationship with all Stakeholders.

d) Communication and Transparency:

All significant updates to the Constitution or related Policies will be communicated promptly to ensure that all members of the School community are informed and can provide input. We encourage Stakeholders to direct any inquiries or concerns to designated administrative contacts within the School.

e) Approval and Authority:

All amendments and updates to the Constitution are subject to approval by the Board of Directors or Trustees, under the ultimate authority of MaxMind Group of Companies, to ensure that decisions reflect our commitment to excellence and integrity in Education.

DIRECTOR - MAXMIND PRIVATE SCHOOL (PTY) LTD

Approval Authority: Shareholder - MaxMind Group of Companies (Pty) Ltd