

**ST. FRANCIS OF ASSISI SCHOOLS ANAJI -  
TAKORADI**

**CONSTITUTION**

**CATHOLIC PRIVATE BASIC SCHOOL**

**WISDOM AND GOODNESS**

**REVISED VERSION 2021**

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**ST. FRANCIS OF ASSISI SCHOOLS – ANAJI**  
**TAKORADI – GHANA**

**CONSTITUTION – PRIVATE CATHOLIC BASIC SCHOOL**

**MOTTO:**

Goodness and Wisdom

**VISION STATEMENT:**

St. Francis of Assisi Schools is founded to promote integral formation of the human person.

**VISION STATEMENT:**

St. Francis of Assisi Schools focuses not only on the intellectual development of the human person but equally important, the sociological transformation, religious formation in order to have students fit to serve in any sphere of life and ultimately be saved in the life to come.

**PART I**

**1. NAME**

The School shall be called: St. Francis of Assisi Schools.

**2. OWNERSHIP**

The school is owned by the Order of Friars Minor Conventual Ghana, whose leader has the right to appoint the Board of Directors. The title to all School property including land, buildings and chattels shall be vested in the Order of Friars Minor Conventual Ghana.

### 3. AUTHORIZATION

The School is established by, and under, the authority and management of the Order of Friars Minor Conventual Ghana, in accordance with the prescriptions of the Ministry of Education Ghana.

### 4. PURPOSE

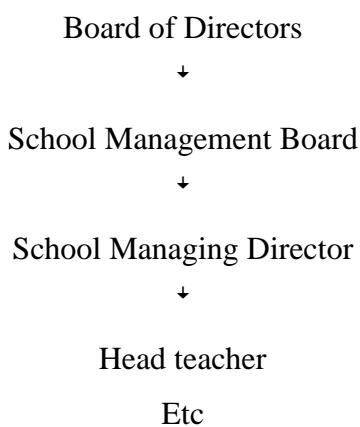
The main purpose of the school is to pursue an educational policy aimed at the integral development of the person, in academic attainment, social adjustment and religious formation. Therefore instructions in Catholic doctrine shall feature deservedly in the regular curriculum of the school.

### 5. ADMISSION

Admission is open to all regardless of race, gender, ethnicity, religion and nationality ordinarily at the Kindergarten level for any child between the ages of 4 and 5 and in accordance with the enrolment policy of 60% children of Catholic parents and 40% non-Catholics.

## PART II – THE ORGANOGRAM/GOVERNANCE OF THE SCHOOL

### 6. THE ORGANOGRAM OF THE SCHOOL SHALL BE AS FOLLOWS:



7. The ultimate authority and control of the school resides in Board of Directors who are members of the Order of Friars Minor Conventual Ghana and it is exercised through the school

administration and in accordance with the regulations of the Ministry of Education for private schools in Ghana.

8. Ultimate legal and financial responsibility rests with the Order of Friars Minor Conventual Ghana, and exercised through the Board of Directors.

9. The Order of Friars Minor Conventual Ghana and the Board of Directors shall grant approval for the Construction of new buildings, building extensions, rehabilitation of old buildings and major projects.

10. The School management board shall in reference to the regulation of the Ministry of Education recommend to the Board of Directors for approval of its annual budget and tuition fees etc.

11. The Board of Directors in consultation with the School Management Board shall have authority to appoint independent inspectors to investigate financial accounting, scholastic records, staff proficiency, public relations of the School and other matters that come to their notice or are referred to them.

### **PART III - BOARD OF DIRECTORS**

#### **12. BOARD OF DIRECTORS**

I. The Board of Directors shall be appointed by the Major Superior of the Order of Friars Conventual Ghana made up of five friars among which are the Managing Director of the School and his assistant.

II. Their term of office is unlimited unless they resign or are replaced by the appointing authority.

III. They shall elect their chairperson who shall not be the Chairperson of School Management Board or the Managing Director of the School.

IV. In the absence of the Chairperson, any member other than the chairperson of the School Management Board or the Managing Director shall preside over the meeting.

V. They shall also elect their secretary

VI. They shall meet at least twice in a year.

VII. They shall review and approve the budget, annual financial statement, school fees, development projects of the school and all other financial commitments.

## **PART IV - AUTHORITY OF THE SCHOOL MANAGEMENT BOARD**

### **13. AUTHORITY OF THE SCHOOL MANAGEMENT BOARD**

A School Management Board shall be set up by the Board of Directors with due reference to the regulations of the Ministry of Education and the Ghana Education Service to advise the Managing Director and the Head teacher on the administration of the school and also recommend other pertinent issues to the Board of Directors for approval.

### **14. MEMBERSHIP OF THE SCHOOL MANAGEMENT BOARD**

The School Management Board shall consist of at least eleven members, selected in the following manner:

- I. The Managing Director
- II. The Assistant Managing Director
- III. The Headteacher
- IV. The Assistant Headteacher
- V. A representative of the Friars other than the Managing Director or the Assistant
- VI. The Chairperson of the PTA
- VII. A non-executive member of the PTA
- VIII. A lawyer or an expert in legal matters
- IX. An Educationist
- X. An expert in Financial Management or Taxation
- XI. Medical practitioner or paramedic
- XII And other experts as the Order of Friars Minor Conventual Ghana may deem it fit

- A. The Head teacher of the school shall attend all meetings of the Board, except when her/his tenure of office is under consideration.
- B. The Assistant Head teacher shall be the secretary to the Board and shall not have a voting right.
- C. Appointment to the School Management Board shall be made through the Managing Director and information on same, if considered necessary or appropriate submitted to the Ministry of Education and Ghana Education Service.

## **15. TENURE OF OFFICE(S):**

I. The term of office for members with the exception of the Managing Director, the Assistant Managing Director, the Headteacher and the Assistant Headteacher, shall be two years and they may be re-appointed at the end of each full term of office. A member remains in office till the end of his/her term, unless he/she dies, resigns, is permanently incapacitated, or becomes ineligible for the post.

II. A new member may be appointed to complete the unfinished term. If a member is temporarily unable to perform his/her duties for reasons of ill health, absence from the country, or any other reason, a substitute shall be appointed to his/her place.

III. A member who, without adequate cause or excuse fails to attend three consecutive meetings automatically ceases to be a member of the Board.

A member who violates the ethics of the school management board either by divulging things contrary to the directive of the board or acting to the disinterest of the school shall be withdrawn with immediate effect by the Board of Directors.

## **16. THE CHAIRPERSON:**

The Chairperson of the School Management Board shall be appointed by the Board of Directors.

## **17. THE VICE CHAIRPERSON**

The vice chairperson shall be appointed by the Board of Directors and act in the absence of the chairperson and carry out other duties assigned to him or her by the chairperson and the school management board.

## **18. THE SECRETARY:**

The Assistant Head teacher shall serve as Secretary to the School Management Board and shall not have a voting right.

## **19. THE QUORUM:**

A quorum of the Board shall consist of Seven (7) members.

## **20. ORDINARY MEETINGS:**

Meetings shall be held at least three times in an academic year. The agenda, date and time for meetings shall be determined by the Chairperson in consultation with the Managing Director and Headteacher. Members will be given at least two weeks prior notice of the date for the meeting.

## **21. THE AGENDA**

The agenda for each meeting shall be prepared by the Chairperson in collaboration with the Headteacher. A copy of the Agenda shall be sent to members together with the notice of the meeting. Members are however, entitled to present matters as part of the agenda.

## **22. EMERGENCY MEETING:**

Emergency meeting(s) of the Board shall be called as and when necessary. The request, however, must state the reasons for the meeting.

# **PART V - COMMITTEES OF THE SCHOOL MANAGEMENT BOARD**

## **23. COMMITTEES OF THE SCHOOL MANAGEMENT BOARD**

Each committee shall have its convener and secretary for reporting to the House activities undertaken periodically.

## **24. THE STANDING COMMITTEE**

I. The School Management Board shall have the power to establish a standing committee, consisting of at least five (5):

- A. Board Chairperson
- B. The Assistant Board Chairperson
- C. Managing Director,
- D. Head teacher,
- E. Secretary,
- F. And a member of the Board.

II The Standing Committee shall deal with such special matters which, in the opinion of the Chairperson, the Managing Director and the Headteacher do not necessitate a meeting of all members. The minutes of the said meeting shall be presented to members at the ordinary meeting. Decisions taken at the Standing Committee as a matter of urgency may be referred to the Board of Directors. The Standing Committee shall not take long term decisions.

## 25. HEALTH

This committee has the power to visit the school periodically, see to the proper hygienic conditions of the environment, the staff, students, pupils, and recommend appropriate measure to be taken to facilitate a conducive environment for teaching and learning.

## 26. FINANCE

This committee shall see to proper accounting record keeping, advise on investment, source of funding, how to reduce cost and above all see to the school having enough funds to keep running.

## 27. PROJECT

This committee shall see to projects and developments under the direction of the Board of Directors, and see to the complete physical development of the school.

## 28. EDUCATION

This committee shall constantly liaise with the head teacher about new reforms in the curriculum, visit the school periodically to inspect randomly exercise, cumulative records and supervise teaching and learning to standard.

## 29. LEGAL

This committee shall see to all legal matters of the school, defend it at the law court, review its constitution and other laws that may require their expertise under the direction of the Board of Directors.

### **30. MINUTES**

This shall be kept regularly by the secretary or his/her substitute and shall upon approval be signed at the next meeting by the Chairperson.

### **31. DECISIONS**

Decisions of the Board shall be affected by a simple majority vote, of all members present. In case of a tie the Chairman shall cast a deciding vote. Since the Board is consultative, its decisions are subject to final approval by the Board of Directors.

### **32. FUNCTIONS OF THE SCHOOL MANAGEMENT BOARD**

I. The School Management Board shall be empowered to review and revise the Annual Budget subject to approval by the Board of Directors.

II. The School Management Board shall review proposals for extra ordinary expenditure that are not a regular feature of the Annual Financial Statement subject to approval by the Board of Directors.

III. In order to encourage the maintenance of the high standard in the school, the School Management Board shall review the scholastic attainment of pupils, staff performance and the general discipline of the school.

## **PART V PERSONNEL**

### **33. MANAGING DIRECTOR**

I. The Managing Director of the school shall be responsible in all matters pertaining to the operation of the school.

II. The Managing Director shall be responsible for all financial matters of the school on behalf of the Board of Directors.

III. The managing Director shall be responsible for maintaining the Catholic Character and identity of the school.

IV. The Managing Director shall be responsible for hiring and firing teaching and non-teaching staff in accordance with the labour laws of Ghana.

## 34. THE ASSISTANT MANAGING DIRECTOR

In the absence of the Managing Director the Assistant MD shall act. He can also be delegated by the MD to carry out certain functions

## 35. THE HEAD TEACHER

I. The Headteacher shall be appointed by the Managing Director in consultation with the Board of Directors for a period of two years renewable.

II. The Headteacher shall be responsible to Managing Director and the School Management Board for the educational, social, religious and domestic organization and conduct of the school.

III. The Headteacher shall arrange the curriculum/syllabus of the school, with due reference to G.E.S. policies and regulations.

IV. The Headteacher shall endeavor, in co-operation with the members of staff, to promote good moral character in the children and foster the ideal of service. The head teacher shall furthermore, arrange religious instructions and observances in conformity with the recommendation of this Constitution.

V. The Head teacher shall be subject to the approval by the Managing Director be responsible for the admission of pupils in the school, in accordance with principles set out in this constitution.

VI. The Headteacher shall be responsible for maintenance of discipline in the school and shall have power to dismiss a pupil on grounds of misconduct. Notice should be given to the parent in writing and the reason for the dismissal should be stated. A copy of the letter should be sent to the Managing Director of the School.

VII. The Headteacher shall arrange for the withdrawal from the school a pupil who is unlikely to profit from the course.

h. In cases requiring extreme and summary disciplinary action, the head teacher may suspend a member of the teaching and non-teaching staff, after appearing before the disciplinary committee, pending a request to the Managing Director for dismissal or termination of appointment. The Disciplined member has a right to appeal to the School Management Board for a hearing.

VIII. It is the responsibility of the Headteacher in collaboration with the school's accountant and the administrator to see to the collection of School fees for which receipts must be issued and strict accounts kept. In cases of flagrant default in the payment of fees, the Headteacher

may suspend or dismiss a pupil from the school after reasonable effort has been made to secure payment. In cases of extreme hardship financial aid should be given by the school.

IX. The Headteacher shall be responsible to the Managing Director for the expenditure of the School funds allocated to him/her as mandated by the Board of Directors and shall present the accounts of such expenditure to the Managing Director as and when it may be required.

X. The Headteacher shall present to the School Management Board the situational report on termly or semester basis.

XI. The Headteacher shall be a permanent member of the interview panel for recruitment of the teaching and non-teaching staff of the school.

XII The Headteacher shall recommend to the Managing Director the appointment of the Assistant Headteacher.

### 36. THE ASSISTANT HEADTEACHER

I. The Assistant Headteacher shall be appointed by the Managing Director upon the recommendation of the Headteacher for a term of two years renewable.

II. The assistant Headteacher shall assist the Headteacher in the running of the school and shall act in the absence of the Headteacher.

III. The assistant head teacher shall be responsible for all the non-teaching staff and report to the Headteacher and the Managing Director.

### 37. THE ACCOUNTANT

The School's Accountant is directly responsible to the Managing Director and the Board of Directors. He or she is to:

- I. Ensure the accuracy of financial documents, as well as their compliance with relevant laws and regulations
- II. Prepare and maintain important financial reports
- III. Prepare tax returns and ensuring that taxes are paid properly and on time
- IV. Evaluate financial operations and recommend best-practices, identify issues and strategize solutions, and help the school run efficiently
- V. Offer guidance on cost reduction, revenue enhancement, and profit maximization
- VI. Conduct forecasting and risk analysis assessments

To be able to carry out the above functions effectively, it is highly recommended that he or she possess:

- a) Business acumen
- b) Attention to details
- c) Computer literacy

- d) Analytical skills
- e) Communications skills
- f) Mathematical skills

## 38. THE SCHOOL'S ADMINISTRATIVE SECRETARY

The school's administrative secretary shall be appointed by the Managing Director.

He/She shall be in charge of administrative duties and secretarial works of the school and any other general duties

## 39. THE TEACHING STAFF

- I. The teaching staff shall be appointment by the managing Director in conformity with the labour laws of Ghana.
- II. They shall be responsible for the subject area or class allocated to them on daily basis and any other general duties assigned to them.
- III. They shall be appraised periodically.

## 40. THE NON-TEACHING STAFF

- I. The non-teaching staff shall be appointed by the Managing Director in conformity with the labour laws of Ghana.
- II. They shall be responsible for the area of work and any other general duties assigned them.
- III. They shall be appraised periodically.

# PART VI – TERMINATION, DISMISSAL AND RESIGNATION

## 41. TERMINATION

- I. Any employee's appointment can be terminated by the Managing Director upon proven misconduct of the worker which includes any of the following offences:
  - A. Insubordination
  - B. Disregard and disobedience of lawful instruction
  - C. Smelling of alcohol on duty
  - D. Accepting or offering bribe and engaging in acts of dishonesty
  - E. Breach of bond executed in pursuant appointment letter.

II. The employer shall terminate the appointment of the employee upon giving a month's notice in writing or a month's salary in lieu of notice.

III. Notwithstanding clause A, the employer may terminate the employee's appointment upon given a month's notice or a month's salary in lieu.

## 42. DISMISSAL

I. A summary dismissal shall be issued to an employee by the Managing Director for the violation of the following:

A. Willful destruction of school property

B. Habitual drunkenness on duty

C. Smoking on duty or during working hours

D. Unauthorized granting of interviews to the media on matters of the school and writing of anonymous letters.

E. Gross negligence of duty

F. Fraud and stealing of school property

G. Sexual offences i.e. immoral and inappropriate relationship with a pupil and student of St. Francis of Assisi schools and any other minor.

H. Releasing official correspondence to private persons, cooperation, companies or other bodies without express permission or consent of the Managing Director.

I. Engaging in examination malpractice

J. Sleeping on duty

K. Falsification of documents and records.

## 43. RESIGNATION

An employee of the school may resign upon giving a month's notice in writing of his or her intention to do so or pay month's salary in lieu of notice.

## PART VII – TEACHING NOTES AND EXERCISES

### 44. TEACHING NOTES AND EXERCISES

I. A teacher shall prepare relevant and adequate teaching notes for his or her work in advance.

II. A teacher shall set adequate number of writing and practical exercises in all subjects that he or she teaches. And shall mark and evaluate all such writing and practical exercises promptly and carefully.

III. A teacher shall take part in the extra curricular activities of the school.

IV. A teacher shall take good care of property in his or her charge or care.

## **PART VIII - SIGNATORIES OF THE SCHOOL'S ACCOUNT-MANDATE**

### **45. SIGNATORIES OF THE SCHOOL'S ACCOUNT –MANDATE**

I. The school's accounts shall have as its signatories: the managing Director, the Assistant Managing Director, and any other two friars appointed by the Board of Directors.

II. The mandate of the school's account shall be any two of the above.

## **PART IX – THE PARENT TEACHER ASSOCIATION**

### **46. THE PARENT TEACHER ASSOCIATION**

I. The PTA shall be composed of the parents, teaching and non-teaching staff of St. Francis of Assisi Schools.

II. The Parent Teacher Association shall be a supportive body of the School.

III. However, its Constitution, rules, regulations, bylaws etc. must be in conformity with the constitution of the school and subject to approval by the Board of Directors through the School Management Board.

IV. The PTA's activities (levies, donations, projects etc.) are subject to approval by the Board of Directors through the School's Management Board.

V. The PTA shall decide the mandate and Signatories to the Account, however, it is recommended that the Head teacher be part of the mandate.

VI. The PTA shall present its annual financial statement and budget to the School's Management Board within three months after the end of the academic year.

VII. The PTA executives shall provide provisional accounts within a month at the end of each school term to the School Management Board in addition to audited annual financial statements and budgets.

VIII. The School's Management Board shall be responsible as the external auditor of the PTA account and finances.

IX. The School Management Board shall act as the electoral office of the PTA when a tenure is under consideration or delegate such function.

X. In the event that the activities of the PTA executives does not promote the interest of the school, the Managing Director shall petition the Board of Directors through the School's Management Board for their removal and fresh elections be organized within a month. If the situation is about the Chairperson, the vice shall act until a replacement is made. In the event of both Chairperson and vice, the secretary shall act until fresh elections. In the event of Chairperson, Vice, Secretary, the treasurer shall act. In the event that all the executives of the, the Headteacher shall act and call for an election within a month.

XI. The affected executives who may be removed from office shall render a comprehensive account of their stewardship and were they to be found culpable of some financial malfeasance be prosecuted according to the laws of the republic of Ghana.

XII. Inferring from Art. 46, I, if a parent or teacher ceases to be a member either because their wards have completed, have been withdraw or a teacher is no longer a member of staff, they cease to be members of the association and by extension cannot hold any executives position as well.

## PART IX - REVIEW OF THE CONSTITUTION

### 47. REVIEW OF THE CONSTITUTION

I. The School's Management Board shall by one third of the membership propose the review of the Constitution, as the situation and current conditions shall warrant from time to time.

II. The said reviewed constitution shall be accepted by two thirds majority of the School's Management Board subject to ultimate approval of the Board of Directors.

III. The Board of Directors have the right to amend the Constitution as and when the need arises.

#### **Key to Reading the Constitution:**

Constitution number .....eg. ***Const. No. 3***

Constitution number .....paragraph eg. ***Const. No.46 para. I.***

Constitution number ....paragraph ....subsection ...eg. ***Const. no. 46 para. I article a.***

#### **REVIEW COMMITTEE:**

Lawyer Nana Bema Adenu Mensah -Chairperson of the Legal Committee

Lawyer Mrs. Ruth Appiah -Member

Rev. Fr. Vitus Edem Yao Mensah, OFM Conv. -Member

Mr. Thomas Nelson Baidoo

-Secretary of the Committee

Review completed on 6<sup>th</sup> June 2021.

Approved by the Board of Directors on 22<sup>nd</sup> July, 2021

Friar Isaac Yaw Frimpong -Chairman

Friar Vitus Edem Yao Mensah -Secretary

Friar David Marian Kwaw -Member

Friar Moses Kabenla Arthur -Member

Friar Derrick Yao Amenyo Bressey -Member