

CONSTITUTION DOCUMENT



VERSION: 4.0 FINAL

DATE: 6 DECEMBER 2016

DOCUMENT CONTROL

Accepted	Date	Signature
Trustees/ Governing Body		(Chair)
Collegiate		(Facilitator)
Transformation Manager <i>(Mr. R. Waddell)</i>		

The master (original) hard copy of this document will be retained with the School Policies master documents.

The master (original) soft copy of this document will be stored with School Policies master electronic files.

Any changes to this document must be agreed by all signatories, as above.

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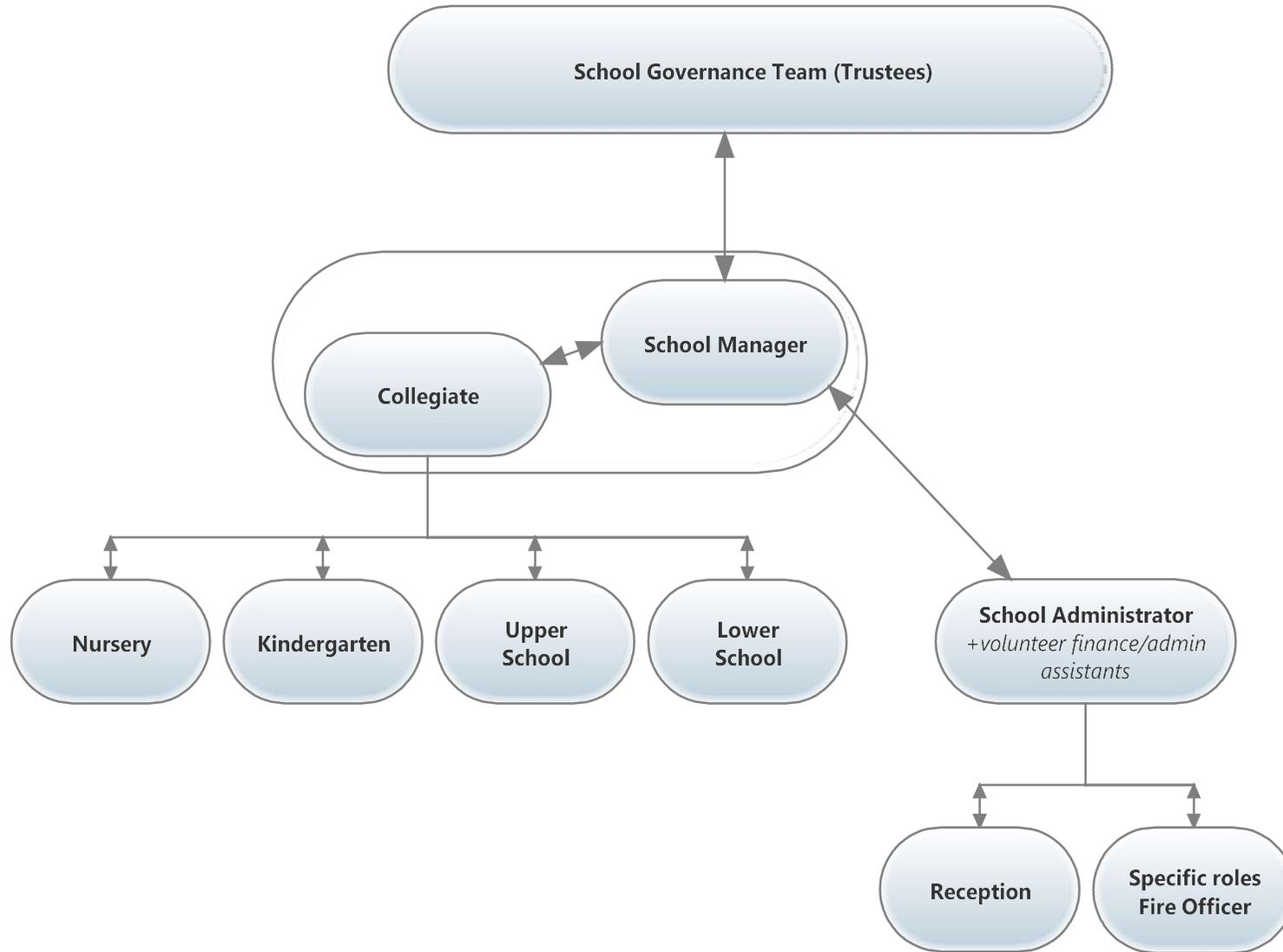
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ORGANISATION CHART



SCOPE

This document sets out the current and planned constitution from January 2017 onwards.

At the time of writing, November 2016, the permanent School Manager post has yet to be formally appointed. Since September 2016, a temporary post of Transformation Manager has been created which takes on some of the roles of the School Manager such as fund-raising and who is working to change methods and procedures to adapt to the new constitution.

The Transformation Manager will cease to exist as soon as a permanent School Manager is appointed.

STEINER WALDORF EDUCATION

Rudolf Steiner's indications on how Steiner-Waldorf schools should be run may be summarised in a contemporary context as:

**Modern self-governing learning communities, based on
Shared leadership and
Consensus decision making, with
Self-development based on reflective practice at the heart of professional development.**

MICHAEL HOUSE ASSOCIATION LTD. (SCHOOL ASSOCIATION)

The Association is a Community of Interest, and a legal reflection of all those currently involved with the school.

The purposes of the Association, its Objects, are set out in the Memoranda & Articles of Association which include the following and other Objects.

- To provide for and conduct the education of children in accordance with the principles and methods enunciated by Rudolf Steiner.
- To establish and carry on whether in accordance with the said principles and methods otherwise, public or private schools or colleges for the teaching, instruction assistance or advice 'of the young and persons of all ages and for the training of teachers, whether such teachers and persons are connected with the Association or not, and to provide for the holding of classes for students and others, and to engage teachers, lecturers and all other persons (whether paid or honorary) for the said purposes or any of them.
- To promote and carry on meetings, study groups, conferences, lectures, concerts, displays, exhibitions and musical and dramatic performances and by the circulation of information to invite and encourage interest in and support of the Association and public interest in and concerning the educational and other teachings of Rudolf Steiner.
- To print, publish and circulate any periodicals or pamphlets upon, or in relation to any of the objects of the Association.

The Association hosts an Annual General Meeting once a year to do the following:

- Appoint trustees of the Association; and
- Consider, through vote, confirmation of appointment of any trustees since the last AGM (i.e. any co-opted trustees;

- Hold trustees accountable for the effective governance of the school through a review of last year and a preview of the coming year.

Under normal circumstances, the Association should only meet once a year at its AGM.

Michael House Association Ltd (a legal entity) should not be confused with the ‘School Community’ (a non-legal entity), which can gather together at any time (e.g. a festival, a fundraising event or taking part in volunteer activities round the school).

Membership of the Association is automatically granted to everyone currently employed by the school, and when someone joins the school as a parent/carer. Others (including students of the school) should apply in writing to the Council of Management (Trustee Board). It is possible to opt out of membership at any time by written notification to the Council of Management.

SCHOOL GOVERNANCE TEAM - (TRUSTEES)

The School Governance Team comprises of all members of the Council of Management (Association Trustee Board) and is responsible for the effective governance of the school.

It appoints (employs) all members of staff.

It delegates responsibility for the effective running of the school to Collegiate and the School Manager.

The purpose of the School Governance Team is:

To hold an awareness of and make decisions about
what is in the best long-term interests of the whole school,
guided by the school’s Constitution and Statement of Ethos
(*amongst other things “For all aspects of our school to be founded on Anthroposophy”*)

Ideally this involves keeping an appropriate distance from the day-to-day management of the school, whilst remaining aware of what is going on. This is to be achieved through an effective accountability and reporting framework

The School Governance Team should meet

- monthly during term time and at other times as necessary;
- with the School Manager monthly throughout term time.
- with Collegiate and the School manager monthly throughout term time

Membership

Ideally, this team should comprise between 3 and 7 people who are able to collectively govern the School, taking into account the best long-term interests of the whole school community. To avoid any possible conflicts of interest, all members of this team should be as independent and external to the School as possible. Ideally, they should be people who have no current financial, professional, social, family or other vested interest in the School.

COLLEGIATE

The collegiate is at the heart of the school and is responsible for all pedagogical aspects of the school's operation. It maintains an awareness (individually and collectively) of the overall expectations and underlying principles of Steiner-Waldorf pedagogy, ensuring the study of Anthroposophy and Child Study. Central to their work is this study of Anthroposophy which informs the decisions they make. Specific responsibilities include, but are not limited to

- Overseeing production & maintenance of the Waldorf Curriculum for the School
- Producing and maintaining a healthy school timetable
- Overseeing production & maintenance of the School Development Plan
- Overseeing quality and moderation of pupil assessments and School Reports
- Making the final decisions on pupil admissions and exclusions
- Appointing of Safeguarding Officers, SENCO, Fire Officer and Health and Safety Lead and First Aiders
- Supervising and implementing staff development, mentoring and appraisal
- Recruiting and appointing new staff
- Overseeing complaints handling
- Overseeing Community engagement and in particular the quality & frequency of parents' evenings
- Producing and maintaining school policies
- Authorising individual School trips/outings as consistent with the Pedagogy of the School
- Receiving risk assessments for any proposed out of School activities
- Ensuring the School works collegially with Steiner Waldorf Schools Fellowship (e.g. appointing a SWSF representative, booking advisors, promoting courses, conferences, workshops and SWSF events and facilitating participation in them)
- Ensuring School's compliance with current legislation and regulations
- Finances
- On-going staffing issues
- Ensuring the well-being and support for pupils of concern needing special intervention.

The Collegiate currently meets twice a week during term time and at other times as necessary.

Membership

The Collegiate comprises staff (pedagogical or non-pedagogical), who are committed and able to help carry responsibility for the inner aspects of developing the education and who have been employed at the School for at least a year. The School Manager is a member of collegiate.

The Collegiate should comprise of sufficient members to be able to discharge its responsibilities whilst being of a small enough number to not introduce difficulties of managing itself. Ideally the Collegiate will be as small in number that enables completion of its work.

Members of the Collegiate should have the work capacity available to undertake this role; the skills and qualities needed for the Collegiate's work; or the willingness, ability, and the support of colleagues to develop such skills and qualities.

The Governance Team confirms membership of the Collegiate.

There should be a clear written process for members joining or leaving the Collegiate.

A member of the Collegiate cannot also be a member of the School Governance Team.

SCHOOL MANAGER – JANUARY 2017 ONWARDS

The School Manager has a lead role in strategic decision making within the school, fund-raising, business development opportunities and parental liaison. He/She is present at all Collegiate meetings with the right to veto Collegiate decisions (save that in every instance any such veto will be notified to Trustees.)

The School Manager and the School Governance Team meet monthly during term time. This is an opportunity for the School Manager to report on the school's activities to the trustees and also to convey information back to Collegiate. Collegiate and Trustees will also meet on a regular basis (at least once a term).

TRANSFORMATION MANAGER – SEPTEMBER 2016 TO DECEMBER 2016

The Transformation Manager is a temporary role while the school adapts from its previous constitution to the new one as set out in this document.

Ron Waddell has been appointed as a Transformation Manager from September to December 2016. His role encompasses many of the proposed roles of the School Manager but also has the responsibility to help assist the school in adapting its internal processes and documentation to adapt to the new constitution.

ADMINISTRATION

School Administration consists of the School Administrator, the School Secretary, Educational Support & Examinations Officer and two part-time volunteers (mainly providing support in undertaking financial work). The School Administrator coordinates work with the exception of the Educational Support & Examinations Officer.

The School Administrator, is responsible to the School Manager and will attend Collegiate meetings on a weekly basis in order to take part in financial and administration discussions.

They will undertake any activity in addition to the current usual operation of the School to achieve the improvements required for the School. The extent and scope of such activity is to be clearly stated by Collegiate.