

PERIA CHRISTIAN EDUCATION INCORPORATED
PROPRIETOR BOARD

INFORMATION OPERATIONS
AND POLICIES HANDBOOK



.....developing a healthy and vibrant community of members who are well informed and involved, and a dedicated leadership who clearly understand their role.

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Core Values	Core Purpose
<p>A caring, praying community united in Jesus Christ</p> <p>Enthusiastic and actively involved families</p> <p>A heart obedient to the Lord</p> <p>A spirit of perseverance, resilience and self discipline</p> <p>Respect for self, others and those in authority</p> <p>Quality, Christ centred, Bible based education</p> <p>A well maintained physical environment and resources.</p>	<p>In partnership with parents, within an educational environment, encourage lifelong discipleship of Jesus Christ by providing opportunities to:</p> <p>Gain knowledge and understanding of all things based on the truth of His word. (Prov 1:7)</p> <p>Gain faith that transforms into the likeness of God (Rom 12:2)</p> <p>Gain hope in an eternal relationship with God through Jesus Christ that is firmly rooted in a deep reverence of Him (Eph 3: 17-20)</p> <p>Gain confidence to achieve all things through Christ who strengthens (Phil 4:13)</p>

Introduction

The Peria Christian Education Proprietor Board understands that the future success of the school involves a number of factors including a healthy and vibrant community of members who are well informed and involved, and a dedicated leadership who clearly understand their role.

This book has been produced to assist with these two factors. Section One is broadly divided into three parts under the following headings. **Past:** History of the school. **Present:** present structure and processes. **Future:** future plans, hopes and aspirations.

Section Two contains Proprietor Board operational policies and procedures.

Section Three contains support information and resources to assist Proprietor Board members in the carrying out of their duties.

Annual review and update

In order to achieve it's purpose, this manual is to be kept up to date and relevant. At the beginning of each year, the PCEPB Chair shall review, update and reprint this manual. Such review to be completed by the date of the second meeting of the PCEPB in that year.

Intended Users

This manual is intended for use by members of the Peria Christian Education Proprietor Board (PCEPB) as well as members of the Matamata Christian School Board. It should also be made available to members of the Peria Christian Education (PCE) and Trustees of the kid On The Rock Foundation as well as parents and employees of the school.

Purpose

This manual has a three fold purpose. Firstly to inform and equip by providing knowledge and understanding of the structure and processes of the Peria Christian Education and how it works to improve the delivery of it's services to it's beneficiaries, secondly to encourage unity by providing an

opportunity for new members of both the PCEPB and the School Board to interact and build relationships with existing members, thirdly to provide guidelines and goals for the efficient operation and performance of the Association Proprietor Board. When used according to the training and induction process, this manual will achieve this three fold purpose.

Training and induction Process

This induction process should be carried out with reference to the training task check list at the end of the manual.

For the purpose of induction and training of new members of either the PCEPB or The SB, The PCEPB Chair shall appoint a Proprietor Board member (the Mentor) to be responsible for the Trainee (one on one) to whom the Mentor shall give a copy of this manual. At that time they shall arrange a time within two weeks to meet with the trainee to discuss the **Introduction, Office Holders list and Section One** of this manual.

Following that meeting, the mentor shall arrange for a second member of the PCEPB to contact the trainee again within two weeks and arrange a meeting to discuss **Section Two** of this manual.

Following that second meeting the mentor shall arrange for a third member of the PCEPB to contact the trainee again within two weeks to discuss **Section Three** of the manual.

The mentor should then arrange one last follow up meeting with the trainee to answer any outstanding questions and sign off the training check list as complete. This ends the induction process.

Training Personnel and Schedule

Mentor Name		Trainee Name	
Section	Trainer	Completion Date	
Introduction - Officers Section one	Mentor		
Section Two			
Section Three			

Office holders

Present PCE Proprietor Board members

Note that at the PCE AGM held 4th July 2013, it was decided that the number of Members shall be no less than eight and no more than ten.

Member 1 Christine Anderton
Member 2 Sarah Smith
Member 3 Werner du Plessis (Secretary)
Member 4 Charl Potgieter (Treasurer)
Member 5 Kobus Engelbrecht (Chairman)
Member 6 Stephen Ram (Deputy Chairman)
Member 7 Vacant
Member 8 Spence Reichardt (PBSB Member)
Member 9 Warren Storey
Member 10 Vacant

Present MCS School Board members

Alistair Paterson (Principal)
Kaylyn Mataitoga P
Cameron Nicholls P
PJ Olivier P
William Burgess P
Spence Reichardt A (Presiding Member)

S = Staff Representative
P = Parent Representative
A = PBSB Member

Present Kid On The rock Foundation Trustees

Spence Reichardt (Chairman)
Kobus Englebrecht
Stephen Ram

Proprietor Board Members Terms of Office

Year elected	Elected/Appointed	Notes	End of term date
2019	Spence Reichardt (Member 8) (Member 1)	Retired by rotation. Re-elected at AGM Due to retire	2023
2020	Warren Storey (Member 9) Rosie Hill (Member 3) Glen Cane (Member 4)	Retired by rotation, Re-elected at AGM Elected at AGM Retired by rotation, Re-elected at AGM (Retired 2023)	2024
2021	Sarah Smith (Member 2) Korbus Engelbrecht (Member 5)	Appointed by Board 01/12/2022 Retired by rotation, Re-elected	2025
2022	Stephen Ram (Member 6) Member 7 Member 10	Appointed by Board 02/02/2023	2026
2023	Spence Reichardt (Member 8) Christine Anderton (Member 1)	Retiring by rotation. Re-elected Appointed by Board 13/04/2023	2027
2024	Warren Storey (Member 9) Rosie Hill (Member 3) Werner du Plessis (Member 3) Charl Potgieter (Member 4)	Retired by rotation, Re-elected at AGM Rosie Hill Retired 15/02/2024 Appointed by election June 2024 Appointed by election June 2024	2028
2025	Sarah Smith (Member 2) Kobus Englebrecht (Member 5)	Retired by rotation, Re-elected at AGM Retired by rotation, Re-elected at AGM	2029
2026	Stephen Ram (Member 6) Member 7 Member 10		2030
2027	Christine Anderton (Member 1) Spence Reichardt (Member 8)		2031
2028	Warren Storey (Member 9) Werner du Plessis (Member 3) Charl Potgieter (Member 4)		2032

Section one

History

In 1987 two local Pastors, Peter Robinson of Matamata Bible Church and Mr Peter Smith of the Matamata Assembly of God Church, met on a street in Matamata and held a conversation about the possibility of establishing a Christian School in Matamata. A subsequent meeting of interested parties attracted many other like minded local people and resulted in the establishment of Rainbow Park Christian School as a private school.



From back to front.
Principal Bev Kennedy
Katherine Diprose – Leonie Haskew
Unknown – David Kennedy – Joseph Player
Kylie Taylor – Amanda Savill

First day of school – 2 February 1988



From back to front.
Cheri Savill - Megan Shepherd
Lorissa De Jong – Sonia Diprose

Principal Bev Kennedy 1988 – 1989

The first class was held on the 2nd of February 1988 with 11 pupils and the first Principal Mrs Bev Kennedy meeting in a basement of the home of Bev and her husband Roger on Tower Road in Matamata. The ensuing three years and a growing roll saw the building of two classrooms and a toilet block on the 2 acre Tower road site.



Principal Colin Arthur 1990 - 1993

The need for a permanent location led to the present site at 91a Smith Street which was purchased for \$50,000. December 1991 saw the buildings that had been constructed on the previous site shifted and the addition of a shed (now the resource room) with a small teaching space adjacent. In 1993 the cobbled netball court was added.

Principal Margaret Barbour 1994 - 1997

In 1995 the school's name officially changed from Rainbow Park Christian School to Matamata Christian School.

1996 saw the introduction of a new school uniform, the New Zealand based Interact Christian Curriculum and the Letterland Phonics program.

In 1997 with a static roll of 30 to 35, in order to allow Christian Schooling at a more affordable cost, the possibility of State integration was pursued. Driven by Mrs Loris Bayly, the process was completed in 1998 and the school became a State Integrated School with a maximum roll of 76. In the same year room three was built.



Official opening of rooms 1 and 2, library block and ten year celebration service. Invited guests Pat Wood and Murray Carr from MOE, Alan Randall Principal Hamilton Christian School and Guest Speaker Graham Preston, Founder and Principal Bethlehem College. - 25 June 1999.

Principal Judith Wen 1998 - 2000

With rapid growth following integration, in 1999 rooms 1 and 2 and the library were added and the maximum roll was increased to 90.

The new millennium was celebrated with the planting of the Millennium Tree a seat and the students hand prints set in concrete.

Principal Shane Beckett 2001 – 2006

The fifth classroom and additions to the administration block were completed in 2002. Teaching staff increased to, and remained at five until 2007, and the school roll, which had been increased to a maximum of 120, peaked in 2004 at 115.

Principal Alistair Paterson 2007 – Present

The residential property at 89 Smith Street (North side of car park) was purchased in 2007 with the intention of enlarging the car park and subdividing off the rear of the section for incorporation into the school property. This will provide a suitable area on which to build a multi purpose school hall.

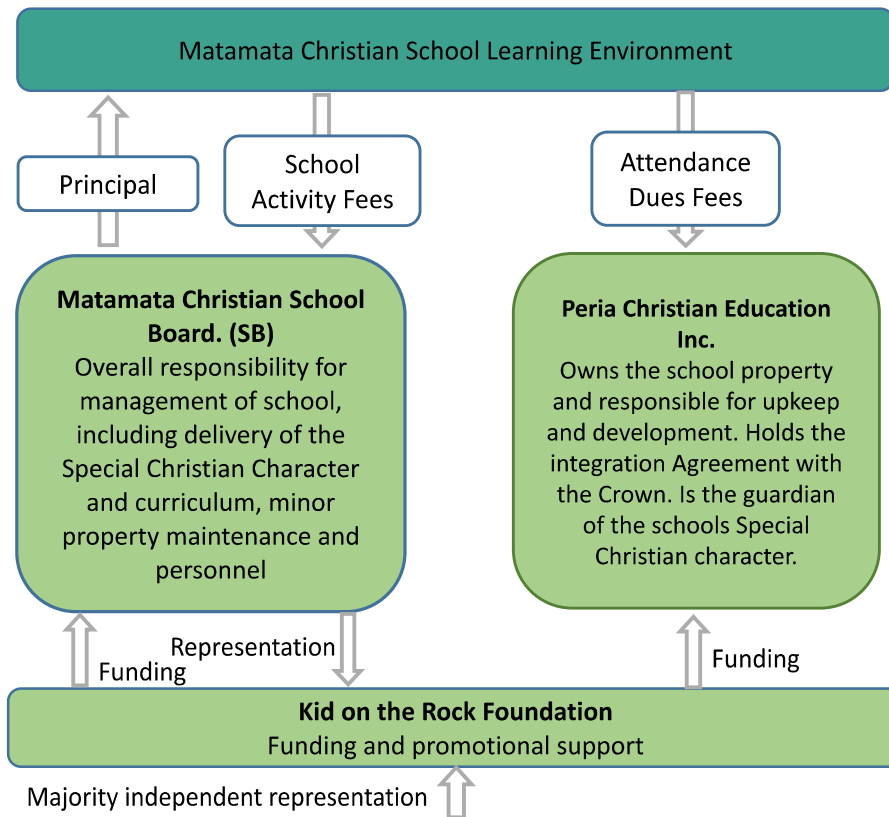


The dream

Early in 2009 the school's ownership and support structure was reviewed, resulting in the decision to establish a Foundation to provide a better and more consistent source of funding for the PCE. As a result The Kid On The Rock Foundation was incorporated as a Charitable Trust on the 16th November 2009. The Founding Trustees were Mrs Viv Bishop, the then Chairperson of the PCEPB and Mr Spence Reichardt the then Chairman of The SB.

Present

Peria Christian Education Inc Ownership and Operational Structure *explained.....*



Peria Christian Education Incorporated

(Formally Matamata Christian School Association)

Through the integration process carried out in 1998, Peria Christian Education Inc (PCE), a registered charity, became the integration partners with the Crown, and as such the guardians of the schools Special Christian Character. As the owners and proprietors of the school property PCE is also responsible for development and major maintenance. Overall management of the operation of the school, including delivery of the Special Christian Character, is delegated to the School Board.

The PCE constitution together with the integration agreement provides the purpose, objectives and rules of the Association. These are supported by the Core Purpose and Core Values statements and policies and procedures contained in this manual, and together they all provide guidance for the operation of the Association and it's Proprietor Board. See overview on the school website [here](#) and [here](#).

The functions of the PCE are carried out by the Peria Christian Education Proprietor Board (PCEPB), a committee of between eight and ten Trustees elected by and from the members of the Association. All members of the PB should be thoroughly conversant with the PCE constitution and the integration agreement. These constitutional documents are [viewable here](#).

PCE is responsible for the provision and capital upkeep of the school property. Approximately 75% of it's income is from the Policy 1 grant from the MOE, 25% is from school families as Attendance Dues and 3% is received from donations.

Matamata Christian School Board (School Board):

State integration provides state funding of Teachers salaries and some funding for maintenance, and requires the school to teach the national curriculum and to evidence it's Special Christian Character in all that it does. This function is the responsibility of the School Board (SB). The SB consists up to four parent representatives and a teacher representative, all elected tri-annually, and up to three PCE representatives appointed by the PCEPB. The school Principal is a member of the SB as of right.

The SB governs the school through developing policies and setting goals and is responsible for employing staff. The School's Strategic Plan develops the school's Vision and Mission statement into short and long term goals and a reviewed copy is lodged with the Ministry of Education annually. Policies are hosted online by SchoolDocs and are available for viewing [here](#). The user name is matamata and password is equip. Trustees must be thoroughly familiar with both the Strategic Plan, and Boards policies and should also be familiar with the PCE constitution.

Responsibility for the day to day running of the school is delegated by The SB to the Principal who develops procedures and guidelines from The SB's policies, supervises staff, ensures the delivery of services to the beneficiaries and reports regularly to the SB.

<https://www.matamata.school.nz/>

Kid On The Rock Foundation:

The Kid On The Rock Foundation (KOTRF) was incorporated on the 16th November 2009. Founding Trustees were Mrs Viv Bishop and Mr Spence Reichardt. It is a registered charitable Trust that was established to foster and develop the goals of the PCE, primarily through funding and promotion.

It offers subsidies (sponsorships) to parents experiencing difficulty meeting their financial commitments to the school. Applications for sponsorships may be made through the school office.

The Foundation also promotes the school through organising promotional activities such as an annual "Children's Day", usually held in March each year on the school property.

Foundation income is primarily from donations, and while all donations are appreciated, to help with sound planning, the Foundations Trustees wish to establish a steady, long term stream of donations. To this end they have established the Founders Fund, and ask that donors consider, as part of their Kingdom giving, putting a weekly, fortnightly or monthly A/P in place with a commitment of maybe two or three years.

Donations are tax deductible, and can be made to Kiwibank account number **38-9022-0105816-00**. For a tax receipt please include your mobile or phone number and your name as a reference.

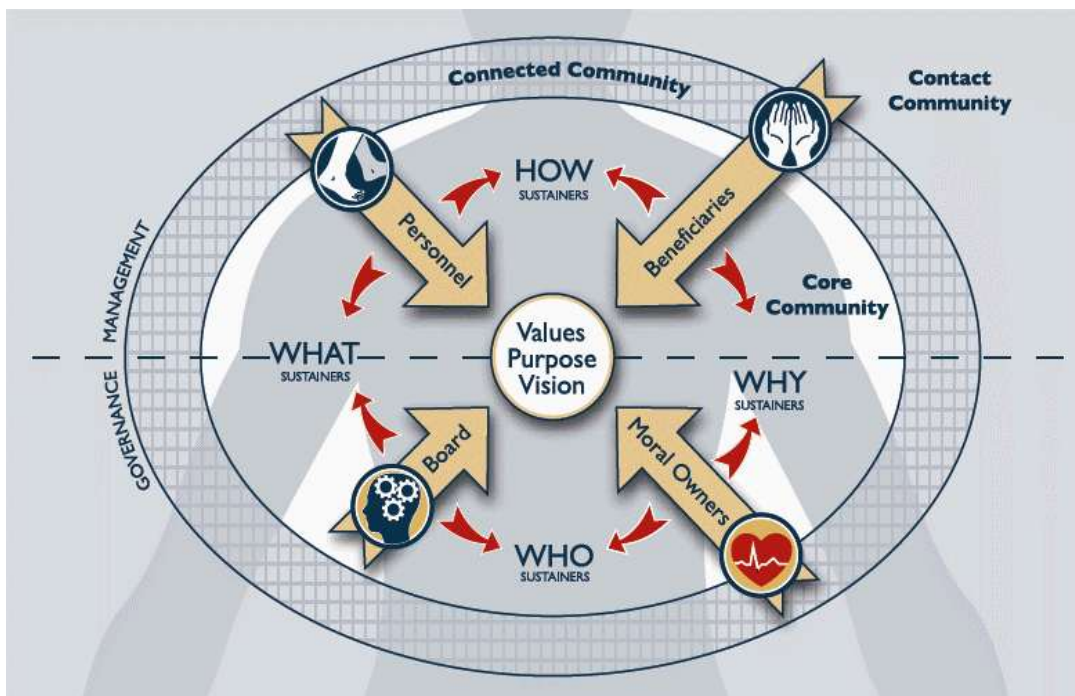
<https://www.kidontherock.co.nz/>

Future

Periodically, the Proprietor Board carries out a Community Governance Health Check survey. This survey was developed by Resolve Consulting as a means to identify any relational areas within the organisation that require strengthening in order to maintain a healthy and growing organisation.

The Principals of Resolve Consulting Limited are Christians who have developed a framework (diagram below) describing organisations and identifying relationship between the various groups and sub groups within that organisation.

Resolve Consulting have produced a handbook describing the principles of the framework, the groups and subgroups involved, and the linkages between these groups and subgroups. These linkages are described as sustainers. They serve to maintain the focus of the organisation on it's core purpose and core values, thus strengthening and growing the organisation. This handbook is recommended reading.





Peria Christian Education Incorporated

10 Year Strategic Plan 2025 - 2034

Promoting positive learning outcomes through: Maintaining buildings and facilities that are appropriate for programme needs, are conducive to learning and teaching, are consistent with the Special Christian Character and comply with the relevant MOE and health and safety requirements.

The Strategic Plan is [Available here](#) in the Key Documents section at the bottom of the Information page of the school website.

Section Two – Operational Policies and Procedures

Peria Christian Education Proprietor Board members shall conduct themselves and their meetings according to the following Biblical Principles.

Divine ownership of the natural world– The earth is the Lords, and all it contains, and those who dwell in it. Psalms 24:1

People as stewards, not owners – And he called ten of his slaves, and gave them ten minas, and said to them, “do business with this until I return”. Luke 19:3

Christian Service – Whatever you do, do you work heartily, as for the Lord rather than for men. Knowing that from the Lord you will receive the reward of the inheritance. Colossians 3:23-24

Personal Response - Remember this, my dear friends! Everyone must be quick to listen, but slow to speak and slow to become angry. James 1:19



Meetings Policy (Adopted 16th May 2013)

- 1. Constitutional Requirements** – This policy shall be read in conjunction with, and is subject to, the constitution of the Peria Christian Education, and in particular section 6.
- 2. Code of Conduct** – Members of the Proprietor Board shall conduct themselves according to the code of conduct contained in this policy.
- 3. Affirmation** – At the first meeting following the AGM, Proprietor Board members shall affirm their full agreement with the Objects (Section 3), the Basis (Section 4) and the Statement of Faith (Section 11) of the constitution (refer clause 6.2.1 of the constitution), and the code of conduct contained in this policy, by signing a copy of this policy.
- 4. Meetings:** The Committee role is both oversight and management. Meetings are a time to monitor results and make strategic decisions. It is important that meetings operate in an efficient manner where Proprietor Board members can introduce matters, and then proceed with discussion, debate, dissent and decision making in a quick and orderly fashion. While order and efficiency are important, the Committee also values common sense and courtesy during meeting procedure.

All Proprietor Board members will be properly prepared for each meeting. This includes reading and considering all reports and submissions prior to each meeting.

Should a Proprietor Board member absent themselves from two or more Proprietor Board meetings without the prior permission of the Proprietor Board, then they are deemed to have vacated their seat. (Refer Clause 6.5.2 of the constitution). Such prior permission may be granted by the Chairman and one other member of the Special Proprietor Board Committee. (Note that apologies do not constitute prior approval).

5. **Confidentiality** - The Committee recognises that it's meetings are not public meetings and that matters discussed should be kept confidential. Proprietor Board members attention is drawn to clause 9 below. At the discretion of the Committee, speaking rights may be granted to non Committee members.
6. **Election of Officers** - At the first meeting of the Committee following an AGM, a Chairperson, Vice Chairperson, Secretary and Treasurer shall be elected (Refer Clause 6.7.6(c) of the constitution). Should an officers position become vacant during a term, then a new officer shall be elected as soon as possible. If the Chair, then such election processes to be supervised by the previously sitting Chair, or a temporary Chair appointed by the previously sitting Chair, or failing these, a temporary Chair elected by the Committee.
7. **Designated Proprietor Board School Board seats** - At a regular meeting of the Proprietor Board held on the 9th May 2024, it was decided to designate 3 of the 10 Proprietor Board seats as Proprietor Board School Board seats. Trustees holding these seats will have full PB Trustee rights and responsibilities as well as having full SB member rights and responsibilities. To enable the Trustees to attend SB meetings and carry out their SB responsibilities, PBSB members have permanent permission to be absent from any and all PB meetings with the exception of the AGM. They will however be subject to school Board meeting rules, including not being absent from more than two consecutive SB meetings without prior permission of the School Board. PBSB Members will also keep themselves up to date with PB business, make themselves available to participate in employment related matters such as employment interviews, provide to the PB a written report within 5 days following a SB meeting and provide a written report to the SB within 5 days following a PB meeting.
8. **Reiteration of Meetings Policy** - At any meeting of the Committee where a Chairman's election process takes place, the Committee shall run through this meetings policy as a reminder and familiarisation of it's requirements.
9. **Proprietor Board Spokesperson** – The Committee Chair shall be the spokesperson for the Committee. It is understood that during their day to day interaction with the school community, Proprietor Board members may be drawn into discussions on various matters pertaining to Proprietor Board responsibilities. Proprietor Board members attention is drawn to Clause 6 of the Proprietor Board members Code Of Conduct.

Meeting Procedures.

1. Committee meeting dates will be set and agreed upon immediately following the AGM. The Committee will meet at least two monthly and generally on a Thursday unless this day is unsuitable for reasons of holidays etc. Under these circumstances another day in the month will be agreed upon.
2. No less than one week prior to a meeting, all reports to be listed on the agenda, including communications relevant to the PB, must be posted in the relevant meeting folder. Recommendations should be included where significant decision making is required.
3. The Chair, in conjunction with the Vice Chair and consultation with the Secretary and Treasurer, shall set an agenda for each meeting ensuring that all matters to be discussed are on the agenda, and ensure it is circulated to each Proprietor Board member no less than 5 days prior to each meeting.
4. Only items on the agenda will be discussed at the meeting unless an item requires urgent consideration.
5. Reports presented at the meeting but not on the agenda will not be discussed at the meeting, but may be left lying on the table for discussion at the following meeting.
6. Matters or issues that individual Proprietor Board members may wish to have discussed must be submitted to the Chairman in writing at least 6 days prior to the meeting. The submission should include a description and discussion of the issue and, if a decision is required, a recommendation or notice of motion.

Board Decision Making.

1. All matters requiring a decision will be put before the Committee in the form of a motion and preferably should be thought through and recorded in writing prior to the meeting. This clarifies what any discussion will be about. The name of the mover need not be recorded but motions must be recorded in the minutes. Motions moved by the Chair do not require a seconder.
2. The Chairman shall decide how discussions shall proceed with open and frank discussion encouraged.
3. Proprietor Board members will restrict discussion to the matter at hand.
4. The Chairman has the choice as to how an outcome is declared, by vote or by consensus. (**Note** that a consensus may be declared by the Chair if it seems clear that there is a majority in favour)
5. If, immediately following the declaration of a consensus decision, an Proprietor Board member requests a vote on the issue, then the consensus decision becomes void and the Chairman shall call for a vote to decide the issue.

Procedural Matters.

Procedural matters may be raised by any Proprietor Board member at any time during a meeting. The Chairman must deal with all such issues before the meeting can continue.

CODE OF CONDUCT – PROPRIETOR BOARD

As a member of the Matamata Christian School Proprietor Board I promise to:

1. Conduct myself in a manner consistent with the schools special Christian character.
2. Serve our school and our community to the best of my ability and be honest, reliable, trustworthy, loyal and fair.
3. Give high priority to meetings and make every endeavour to attend and be punctual.
4. Be prepared to participate in meetings by reading and familiarising myself with all relevant material.
5. Contribute to the orderly proceeding of the meeting by accepting discussion, debate, dissent and decision making according to this policy and the direction of the Chair.
6. Ensure that I do not act independently of the Committee and its decisions including ensuring that I do not canvas opinions nor attempt to sway opinion of committee members or others on any matter outside of Committee meetings.

Affirmation – I hereby affirm that I have read and am in full agreement with and will abide by the Objects (Section 3), the Basis (Section 4) and the Statement of Faith (Section 11) of the constitution of Peria Christian Education, and the code of conduct contained in this policy.

Signed..... (Date)

Name.....

Responsibilities of Elected Officers Policy

(Adopted 16th May 2013)

The PCE constitution requires that a Chairman, Deputy Chairman, and Secretary be elected by the Proprietor Board from its own membership (clause 6.7.1) and also a Treasurer (clause 6.7.6(c)). This policy records the responsibilities of those office holders.

Chair's Responsibilities:

The Chair is responsible for ensuring that the work of the Proprietor Board gets done and for overseeing the activities of the other Members of the Board.

Therefore the Chair shall ensure that:

1. The Proprietor Board carries out its duties according to the PCE constitution, integration agreement and adopted policies and procedures.
2. A close and cordial working relationship is maintained between the PB and the School Board.
3. The Deputy Chair is involved in the carrying out of the Chair's responsibilities.

Deputy Chair's Responsibilities:

The Deputy Chair is responsible to the Chair and shall assist the Chair in the carrying out of the Chair's responsibilities.

Secretarial Responsibilities:

The PCE constitution requires it to "Cause to be kept a record of all meetings of the Association, [and] of the Proprietor Board. Such records shall be entered into a minute book" (Clause 6.7.6 (h)). Therefore the PCEPB has adopted the following secretarial responsibilities.

The Proprietor Board Secretary is responsible to the PB through the Chairman. Other functional relationships include with other Proprietor Boards, members of the Association, the School Board and the Parent Body.

Duties: The Secretary shall ensure that the following duties are carried out.

1. **Communications:** On a weekly basis, receive and check all incoming communications addressed to the Secretary. Bring all current or urgent matters to the attention of the PB Chair or the relevant person. (I.e Treasurer).
2. **Meetings:** One week prior to each meeting of the PB, post copies of the communications in the relevant meeting folder. Where communications require a decision or response, include brief details of the requirement.
3. Ensure that a full and accurate record (minutes) of meetings is taken and kept.
4. Following each Proprietor Board meeting, ensure the meeting minutes are tidy and in order, and ensure that a copy is distributed to each Board member within 5 days following the meeting.
5. Following each Proprietor Board meeting and/or as required by the Chairman, prepare any correspondence or other responses required. Where necessary have the documents signed and ensure that they are despatched in a timely manner.
6. Following each Proprietor Board meeting ensure that a copy of the agenda, a signed copy of confirmed minutes and copies of all other relevant records are neatly filed.
7. **PCE Membership:** Keep a full, accurate and up to date schedule of PCE members.
8. Receive and action applications for membership, changes of members details and resignations from members of PCE.
9. At least once per year, and if possible 3 months prior to each AGM, contact PCE members who no longer have children at MCS, reminding them of their membership, thanking them for their ongoing interest and providing a means of resignation if they feel it is time to move on.
10. **PB Membership:** Keep a full, accurate and up to date schedule of Proprietor Board Members, showing terms and retirement dates.

Treasurer Responsibilities:

The PCEPB constitution requires it to “Receive and manage Attendance Dues according to approved accounting practice” (Clause 6.7.5 (d)). Therefore the PCEPB has adopted the following treasurer responsibilities.

These responsibilities shall be read in conjunction with and are subject to Section 8 of the constitution.

The Proprietor Board Treasurer is responsible to the PCEPB through the Chairman. Other functional relationships include with other Proprietor Board members, members of the Association, the School Board and the Parent Body.

Duties: The Treasurer shall ensure that the requirements of Section 8 of the constitution, and in addition the following duties, are carried out.

Accounting

1. Keep a proper, detailed, current and regularly reconciled account of all moneys received and distributed through a board approved financial management system.

Payment of Accounts

1. Ensure that all accounts and expenses incurred by the Association or the Proprietor Board are paid in a timely manner.
2. Payment of such accounts and expenses may be authorised by any two of up to four authorised Trustees. (Clause 6.3 (c and d))

Financial Reporting

1. As required by the Board or at least at the last meeting of each financial year, present to the Proprietor Board for approval an annual cash flow budget for the following year. Such budget to include planned income and expenditure, as well as allowances for contingencies.
2. To present to the Proprietor Board Monthly financial reports and the approved cashflow budget updated with monthly actuals.
3. To present to the Proprietor Board from time to time, other financial projections or financial reports as may be required by the Proprietor Board.
4. As soon as practical following the end of each financial year, present to the Proprietor Board a reviewed annual financial report for the previous financial year.

Audit

1. Ensure that all financial records are kept filed in a neat and tidy manner.
2. Ensure that records specifically required for annual audit are filed for easy access at audit time.
3. Arrange for annual audit and liaise with the Auditor and CATAS to ensure a prompt and timely audit is carried out.
4. Receive, have signed off and properly file the audited annual performance report.

Special Character Review Coordinator Responsibilities

(Adopted 15th May 2014)

The Proprietor Board wishes to *ensure that a regular and full review is carried out and reported to the Committee, of the ways and means by which the schools special Christian Character is evidenced in all that it does, and the affect that this has on all involved with the school.*

The responsibility of ensuring that the review is actually carried out lies with the whole Board.

The management of this process shall be carried out by the Special Character Review Coordinator who shall be appointed by the Proprietor Board and who, in the carrying out of the above, shall ensure that -

- any review is carried out using documents and templates approved by the Proprietor Board from time to time.
- any review documentation and templates, especially computer files, are kept safe and secure at all times. If computer files, that up to date back ups are taken and kept safely and securely.
- any review documentation and templates are updated from time to time as required by the Proprietor Board.
- an up to date review schedule of dates and reviewers approved by the Proprietor Board is kept. Such schedule to record at least the date the review is to be carried out and reported on and the person who is to carry out the review.

Fundraising Sources Policy

(Adopted 3rd May 2012)

At a normal meeting of the Proprietor Board held Thursday 3rd May 2012, a decision was made in response to a question from the Kid on The Rock Foundation regarding possible sources of funding.

It was decided as a matter of policy that it would be inappropriate for funds to be raised from questionable sources including gambling, alcohol sales, raffles and games of chance.

Friends and Founders Day Policy

(Adopted 29th November 2012)

Purpose

The purpose of the “Friends and Founders Day” is to honour God’s continued faithfulness to the school, the dedication and foresight of the schools founders and the ongoing commitment of present day Friends of the school.

Definitions

Friends of the School: Friends are those people whose names are recorded on the school’s list of Friends. This will include members of the PCE and those people who support the school’s core purpose and core values but who do not eligible or do not wish to join the PCE.

Founders: Founders will have contributed in some significant way to the original establishment of the school or it’s ongoing growth and development but are no longer actively involved in that process. This will not only involve the “firsts”, but also subsequent contributors such as members of the PCEPB and the SB, people who have served on relative committees, (for instance building committees) and people who have given significant time and/or resources to the growth and development of the school.

Event date

The Friends and Founders Day will be held on the second Tuesday of the second term in each year.

Organisational Guidelines

The PCEPB shall appoint an organising committee. Each annual organising committee should be free to organise the day however they see fit under direction from the PCEPB and always subject to this policy document and in consultation with the SB and the school Principal.

Where practical each event during a day should provide opportunities to both praise God for his provisioning of the school and to petition Him for our future growth and development.

Each day should included elements of the past (what has been achieved), present (what we are achieving now) and the future (what we want to achieve).

Suggested possible activities:

- Prayer breakfast (May include invited participants. For instance leaders and Pastors of local churches)
- Special school assembly (perhaps with invited dignitaries)
- After school dinner or BBQ
- Special morning or afternoon teas or lunches with invited dignitaries
- An evening concert
- Displays of children’s talents, abilities or work.

Conflict Resolution Policy

(Revised and adopted 30 July 2020)

Conflict Resolution.

"If your brother sins against you, go to him and show him his fault. But do it privately, just between yourselves. If he listens to you, you have won your brother back. But if he will not listen to you, take one or two other persons with you, so that 'every accusation may be upheld by the testimony of two or more witnesses,' as the scripture says. Matthew 18:15-16

Personal Response.

Remember this, my dear friends! Everyone must be quick to listen, but slow to speak and slow to become angry. James 1:19

Be kind to one another, tender hearted, forgiving one another, even as God for Christ's sake has forgiven you. Ephesians 4:32

Rational:

A Goal of Peria Christian Education Inc is to be the first choice for parents of the Christian community. Peria Christian Education Inc is constantly striving to improve what it does and feedback is an important part of that. Complaints are an opportunity to resolve any issues that may stand in the way of the Peria Christian Educational Group achieving its goals. Therefore all who may have a complaint about any part of the groups life should be encouraged to bring those complaints forward.

Policy Application and Purpose:

Use of this policy and attached procedures will lead to the resolution of complaints or conflicts about or between members of Peria Christian Education Inc, or its Board while carrying out the normal business of the Educational Group.

Employment related matters will be dealt with by the employing entity.

Entities within the Educational Group may develop their own policies and procedures to resolve conflicts or complaints regarding their Boards, or they may refer any complaints or conflicts to this policy and these procedures, which it is intended will provide a clear and Biblical path through which all conflicts can be quickly, properly and fairly dealt with.

1 Policy

All complaints will be responded to:

- 1.2 In a fair, consistent, confidential and timely manner.
- 1.2 In accordance with the Biblical principles noted above.
- 1.3 In accordance with the relevant employment contracts, legislation, codes of conduct, Deeds of agreement and Constitutions.

and the process will:

- 1.4 Include the substantiation of complaints.
- 1.5 Lead to the resolution of complaints
- 1.6 Aim to lead to the reconciliation of all those concerned.

Procedures

1. **In the first instance** the complainant is encouraged to discuss the conflict with the person concerned. If the conflict cannot be resolved then a second meeting should be arranged between both parties with each bringing a support person. Members of the Proprietor Board, except elected officers, are available to act as support people.
2. **Role of Support People** - The support people should work with both parties in an attempt to resolve the conflict and begin a process to reconcile the parties. The Chair or elected officers of the Proprietor Board should not act as a support person.
3. **If the conflict remains unresolved** then the complainant is encouraged to bring the details of the conflict to the Chair of the Proprietor Board, or, if the conflict involves the Chair, the Deputy Chair or one of the elected officers. In order to invoke the Proprietor Boards "Procedures for the Hearing of Complaints" (Annexure 1), any complaint must be received in writing.
4. **Upon receiving any such complaint**, the officer concerned must advise the Proprietor Board the details of the complaint and invoke the Proprietor Boards "Procedures for the Hearing of Complaints" (Annexure 1). The officer should also attempt to meet with the parties concerned with a view to resolving the conflict and beginning the reconciliation process.

Procedure for the Hearing of Complaints

1. Letter of complaint received and Complaints Resolution Committee formed.

- a. If a normal meeting of the Proprietor Board is not scheduled within 21 days of receipt of the complaint, the Chairperson convenes a special meeting of the Proprietor Board within 21 days to consider the complaint.
- b. The letter of complaint is tabled and any person with a conflict of interest withdraws.
- c. A Complaints Resolution Committee is appointed from the remaining Proprietor Board members, which may include all of those remaining.
- d. If the complaint is regarding individuals or the Board of another entity within the Educational Group (not the Proprietor Board), then the Proprietor Board may at its discretion include individuals from that Board.
- e. Authority is delegated to the Complaints Resolution Committee to both hear the complaint and either come to a resolution or bring a recommendation to the Proprietor Board for resolution.
- f. The Complaints Resolution Committee elects a chairperson whose responsibility is to convene and chair a meeting at which all relevant information is presented and parties (if any) are heard. Such meeting to be within 21 days of the appointment of the Complaints Resolution Committee.

2. Complaint heard.

- a. The Complaints Resolution Committee meets at the appointed time and hears all relevant information. Invited parties may be heard or answer questions.
- b. The Complaints Resolution Committee considers all evidence and information and comes to a resolution, or if required, a recommendation to be taken to the Proprietor Board for confirmation.
- c. If a recommendation is to be taken to a full Proprietor Board for resolution, then such a recommendation shall be considered by the Proprietor Board and resolution made within 21 days of the complaint hearing.

3. Resolution published. Complaints Resolution Committee disbanded

- a. The Proprietor Boards resolution shall be communicated to the parties to the complaint within 7 days of resolution. At the discretion of Complaints Resolution Committee, This may be either public or private depending on the nature of the complaint.
- b. The Complaints Resolution Committee is disbanded.

4. Appeal for reconsideration of decision

- a. Any of the parties to the complaint may request the Proprietor Board reconsider its decision. However normally for such a reconsideration to take place, new information that would have been relevant to the Proprietor Board deliberations must be produced.
- b. Such request must be made to the Chairperson of the Complaints Resolution Committee within 21 days of the resolution being published.
- c. The decision to reconsider is made by the Chairperson of the Proprietor Board, or if the complaint is about them then the Officer who received the complaint, based on any recommendation of the Chairperson of the Complaints Resolution Committee.
- d. Any such reconsideration shall be considered under this procedure for the hearing of complaints.

Peria Christian Education Inc Special Character Clarification Policy

(Adopted 6th November 2014)

(Reviewed and adopted 16 November 2023)

Basis:

Clause 15 of the deed of agreement between the Peria Christian Education (The Association) and the Crown dated May 1998 headed “Special Character Agreement” declares – *That the school shall, at all times in the future, be conducted and operated so as to maintain and preserve the school’s Special Character and these presents (within the deed of agreement) shall be interpreted so as to maintain and preserve the Special Character of the school.*

Clause 16 headed “Special Character Definition” sub-clause i) *Matamata Christian School is a Christian Primary School established by and for parents choosing an education for their children based on a sound Biblical foundation and on the beliefs, values and lifestyle as reflected in the Holy Bible.* And sub-clause ii) *The Special Character of the School is determined by the Christian beliefs and values held by Peria Christian Education Incorporated governed by an elected Proprietor,* empowers the Association Proprietor Board to define the Special Christian Character of the School

Clause 11 of the Constitution of the Association contains the Statement of Faith (Appendix 1 to this policy) upon which the Associations beliefs and values are based.

Clause 12 of the Constitution empowers the Association Proprietor Board to decide on the interpretation of any clauses contained in the Constitution.

Policy purpose

This policy is intended to provide clarity regarding the Special Christian Character of Matamata Christian School.

Definitions:

Marriage:

Marriage is Biblically defined as being between one man and one woman (Gen 2:24, 1 Cor 7:2-16, Eph 5:23-33, Matt 19:5-6). It is recognised as being one person united to a person of the opposite sex as husband and wife in a covenantal, consensual and contractual relationship recognised in law.

Gender:

The Bible is clear that in the beginning God created mankind as male and female (Gen 1:27) and this portrayal is based on, amongst other things, the physical ability of the male and female together to procreate (Gen 1:28). As gender is God given (Psalm 139: 13-16) and there is nothing in scripture to indicate any difference between the anatomical and any other type of identity, the term “gender” is limited to the two separate and distinct sexes, male and female.

Inclusiveness:

That no one is ever discriminated against on the basis of outward characteristics such as race or ethnicity (Gen 1:26, Acts 17:26), biological gender (Gen 1:27-28, Gal 3:28), age (1 Tim 4:12), Ps 92:14) or disability (1 Sam 16:7) – for God looks at the heart (John 7:24), nor personal preferences such as location of residence or political, denominational or doctrinal views, however, as per the special character of the school, such views and beliefs must not conflict with the statement of attestation to meet enrolment and employment criteria.

Other lifestyles and belief systems:

Matamata Christian School provides Christian education on the basis of Biblical tenets. These have practical implications for the kind of lifestyle practices, and types of relationships that a Christian would consider as God-honouring. It is recognised that society accepts other belief systems and lifestyle practices that may differ from this position. Matamata Christian School teaches that Christians are expected to show Biblical love to everyone. 1 Cor: 13, but must also honour God with the way they live. We believe Christians must always be prepared to share their faith, but must do this with gentleness and respect. 1 Peter 3:15

Creation:-

At MCS it is believed and taught that a plain contextual reading of Genesis 1 and 2 is that about 6000 years ago, in six normal length 24 hour days, God completed His *very good* creation, and on the seventh day He rested (Genesis 1:1 - 2:1. Exodus 20:8-11). MCS acknowledges that others may hold different views of Genesis 1 and 2, however belief in any particular view is **NOT** a prerequisite for enrolment.

The fall:

Through Adams disobedience, (Genesis 2:17, 3:6), sin and death entered the world, (Romans 5:12), and God pronounced a curse on the world, changing it completely, (Genesis 3:16-19, Romans 8:20-22). However God graciously promised to one day send a redeemer who would save His people from the curse of sin, Genesis 3:15).

Redemption through Christ:

The promised Redeemer, Jesus Christ, stepped into the world 2000 years ago and led a perfect life. He came to save the world from sin, (John 3:16 – 17), by dying on a cross and rising three days later - paying the death penalty for those who receive His free gift of eternal life, (Romans 6:23)

Policy:

The basis of the Associations beliefs and values shall always be the Statement of Faith contained in the constitution of the Association (Appendix 1 to this policy).

The definitions and clarifications contained in this policy shall constitute sacredly held values and beliefs, and shall add clarity to the above mentioned statement of faith.

Special Character Clarification Policy Appendix 1 Page 1 of 2

Peria Christian Education Inc

Statement of Faith

Holy Scripture and Education

By faith we confess the books of the Old and New Testaments to be the divinely inspired, inerrant Word of God (2 Tim. 3: 16,17), the only absolute rule for all faith and conduct, and therefore also for the education of our children at home and at school.

Christian Parents and Education

As believing parents we have Christ's comforting assurance for our children that theirs is the Kingdom of Heaven and that He will bless them when we bring them to Him (Mark 10: 13-16). Expecting the fulfilment of His promise and obeying the command of His apostle, we endeavour to "bring our children up "in the discipline and instruction of the Lord" (Eph.6:4) :

Since the responsibility for this task has been placed on our shoulders as parents, we gladly accept responsibility for that part of the education which takes place outside our homes in the school. We consider the establishment of Christian Schools, which are to assist us in the work of Christian nurture and education, to be our duty and God-given privilege.

Christian Schools

As Christ is the Saviour and Lord of the whole human life (Matt. 28:18_ Eph. 1:20-22 Co. 1: 16, 17), we understand by a Christian School such an educational institution as one in which not only is Christ honoured by prayer and study of the Bible, but in which all subjects are taught by the light of God's revelation in Jesus Christ contained in the Old and New Testaments.

For such a Christian School, we, as parents, claim all freedom in the field of education as long as this education takes place in obedience to the requirements of God's Word and in adherence to legitimate governmental standards and provisions.

God and Creation

All things were created by God so that "what is seen was not made out of what was visible" (Hebrews 11:3). God created them in, through and for Christ, (Col. 1:15-17), by His word and Spirit, (Gen. 1; Psa, 33:6), to the glorification of His Holy Name (psa. 8; Psa, 19:1-4; Rom. 11:36). It is also by God's hand, power and care that all created things are preserved and controlled (Psa; 99; Matt. 6:24f; Acts 17:24f). In order to understand world, man and history, we must see them in their relationship to God as the Bible speaks of them.

The Bible and Sciences.

Creation as well as Scripture has been brought forth by the one God of Truth. Therefore, any seeming discrepancy between the Bible and Science can only be due to human error either in science or in the interpretation of Scripture. Science is truly scientific when both nature and Scripture are taken seriously.

Man.

Man was created in the image of God to enjoy true communion with his Creator (Gen. 1 :26f; Acts 17:26f), Man was instructed to exercise dominion over the world in strict and loving obedience to God, to interpret all reality in accordance with His design and law and to reflect in his person and works the excellence of his Maker (Gen. 1:28f; Psa. 8:4f; Rom. 1:20).

Sin.

By disobeying God's law and forsaking his office, man estranged himself from God and his neighbour and brought God's curse upon himself and upon all creation (Gen. 3:16-19; Rom. 8:19f). He also became blind to life's true meaning and purpose, misused his knowledge and abilities, adhered to man-centred philosophies, and made himself false gods of his own imagination and desires (Rom. 1: 18f).

Christ.

Jesus Christ, the second Person of the Holy Trinity, is God incarnate, the Word became flesh (John 1:1-14). Laying down His life for His sheep (John 10:10-15), He paid the penalty of sin for them, being a ransom for all who truly believe in Him (Matt. 20:28; Rom. 5:6f; 1 Tim. 2:5-6).

Risen from the dead in His physical body (Luke 24:36-43), and having ascended to the throne of Heaven, He is the King of the Universe (Matt. 28:28, 1 Pet. 3:22). By His Word and Spirit He rules in grace over all true believers. Redeeming their life in its entirety, renewing them after His image and restoring them to fellowship with God and their fellow men, He seeks to make them obedient to God's will in all spheres of life (Rom. 8: 1-17).

The Holy Spirit.

The Holy Spirit, the third Person of the Holy Trinity (2 COL 13: 13), the divine source of all created life (Gen. 1 :2; Psa. 104:30), is also the source of Faith in Christ, the true, spiritual knowledge and of a new sanctified life in grateful obedience to God's will (John 3:3f; 1 Cor. 2:9f; 12:3; Eph. 3:14t).

Since, therefore, the fruit of all Christian education depends on the gracious operations of the Holy Spirit, both parents and teachers are to perform their task with constant prayer that the Spirit may enable them to be good instruments in His hands for bringing the children up in the discipline and instruction of the Lord, and that He may so bless their work that the children come to know the Lord Jesus Christ as their personal Saviour and Lord, whom to follow and serve in all spheres of life as their greatest privilege and joy.

Basis:

Clause 19 i) of the deed of agreement between Peria Christian Education Inc, (the Association), and the Crown, dated May 1998 gives preference of enrolment to children of parents who have established a “particular or general connection” with the special Christian character of the school and gives the School Board (The Board) authority to decide the existence and sufficiency of the connection, but subject to the approval of the Association.

Clause 19 ii) provides that, subject to places being available, the Board may accept enrolment of children of parents who do not have preference of enrolment up to the number agreed between the Crown and the Board from time to time.

Definitions:

Clause 2.4 of the constitution of the Association defines child and children to include “an adopted child, a fostered child, or such other child as is residing with a member (*of the Association*) and dependant upon them”.

For the purpose of this policy the terms parent or parents shall be taken as either singular or plural and shall include caregivers.

Preference children:

Preference children are children whose parent/s or caregiver/s have proven the existence and sufficiency of their “particular or general” connection with the Special Christian Character of the school by providing a verified statement declaring their agreement with and acceptance of the Peria Christian Education Inc statement of faith and Special Character Definition Policy. **See “Enrolment Policy” below.**

Non preference children:

Non preference children are those children who are not preference children.

Policy purpose

1. To define the existence and sufficiency of the “particular or general connection” with the special Christian character of the school required for preference of enrolment.
2. To define, subject to preference of enrolment, a further priority of enrolment for children at the school.

Enrolment Policy

The existence and sufficiency of the “particular or general” connection of parents of the school shall be determined by the parents declaration of agreement with and acceptance of the Association’s statement of faith and Special Character Definition Policy by completing the arrestation section of **Form 1** for preference applications, available on the “Pre Enrolment Process” page [on the school website here](#).

The attestation must be verified on **Form 3**, for Christian Character Referees, which is also available on the “Pre Enrolment Process” page, [also on the school website here](#). Such verification may be provided by a Pastor, Elder or leader in a Christian Church whose doctrine is in agreement with the Statement of Faith contained in the constitution of PCE, or a close relative or friend of the applicant. Should none of the above be available, then the Principal or Deputy Principal, or other responsible office holder at the school, may sign following an interview with the applicants.

Intakes:

Until enrolments reach 95%, applications for enrolment will be open throughout the year. When enrolments reach 95%, applications for enrolment will only be accepted during the enrolment periods decided by the Board from time to time.

Enrolment priority:

First priority group for enrolment shall be **preference children** whose parents are members of Peria Christian Education inc (the Association).

Second priority group for enrolment shall be **preference children** whose parents **are not** members of the Association.

Third priority group for enrolment shall be **non preference children**, (children whose parents are not included in either the first priority group or second priority group for enrolment), subject to non preference places being available up to the number agreed between the Crown and the Association.

For each of the priority groups above in turn, further priority shall be allocated according to the following criteria:

1. Children who have siblings at the school.
2. Children of teachers at the school.
3. Children who are siblings of or children of past students.
4. Children with parents who are ministers or pastors in local mainstream Christian Churches.
5. Children who have previously attended a school or preschool with a Special Christian Character.
6. Children of parents who work (paid or unpaid) for local Christian ministries.
7. Children who live close enough to walk to the school or a bus route delivering students to the school.
8. Children drawn by lot.

Friends of the school listing:

All parents of the school shall be on the "Friends of the School" contact list and may receive irregular newsletters and emails from PCE. (Note: This will require an email address for each "Friend" and that Peria Christian Education Inc members are automatically "Friends").

Basis:

Clause 9.2 of the Constitution of the Association (The Constitution) refers to teaching staff of integrated schools and states -

1. The Principal and all members of the teaching staff are expected to declare their unconditional acceptance of the educational and doctrinal principles as set forth in clauses 3 Objects, 4 Basis and 11 Statement of Faith herein (of the PCE constitution). They are expected to be scripturally sound in their teaching and lead a sanctified life.
2. The Principal and all teaching staff are expected to be members of the Association.
3. It shall be a condition of appointment of the principal and all members of the teaching staff that they shall recognise and accept a responsibility to maintain and preserve the Special Christian Character of the integrated school/s.

Clause 15 of the deed of agreement between the Association and the Crown dated May 1998 headed “Special Character Agreement” declares – *That the school shall, at all times in the future, be conducted and operated so as to maintain and preserve the school’s Special Character and these presents (within the deed of agreement) shall be interpreted so as to maintain and preserve the Special Character of the school.*

Clause 16 headed “Special Character Definition” sub-clause ii) *The Special Character of the School is determined by the Christian beliefs and values held by the Peria Christian Education Incorporated governed by an elected Proprietor (The Proprietor Board)*, empowers the Association Proprietor Board to clarify the Special Christian Character of the School.

Also refer to the Special Character Clarification Policy on pages 23 to 25 of this manual

Biblical equality is appropriately captured in the following scriptures: Galatians 3:28 There is neither Jew nor Greek, there is neither slave nor free, there is no male and female, for you are all one in Christ Jesus. Romans 2:11 For God shows no partiality. Genesis 1:27 So God created man in his own image, in the image of God He created him, male and female He created them.

Policy purpose:

1. To ensure that the employment process and employment relationships reflect the Biblical guidelines set out above.
2. To ensure that within employment, there is no conflict with the Schools Special Christian Character.
3. To ensure biblical equality in employment.
4. To ensure employment contract and provisions are met.

Policy:

- 1 Prior to being offered any teaching position at Matamata Christian School, and thereafter annually prior to the end of any school year, the applicant shall confirm in writing or by email their acceptance of both the Statement of Faith and definition of “Special Character” of Peria Christian Education Inc and confirm their eligibility for membership of the Association,
- 2 That any current and prospective employee is never discriminated against on the basis of outward characteristics such as race or ethnicity (Gen 1:26, Acts 17:26), biological gender (Gen 1:27-28, Gal 3:28), age (1 Tim 4:12), Ps 92:14) or disability (1 Sam 16:7) – for God looks at the heart (John 7:24), nor personal preferences such as location of residence or political or denominational views, so long as they aren’t held in conflict with the Special Christian Character of the school.
- 3 The school will run an annual appraisal process for all staff involved in the teaching of students at the school.
- 4 Classroom Release Time (CRT), as specified in the Teachers’ Collective Contract, will be provided to all teachers employed for 0.8 or more.



Peria Christian Education Membership Application Policy

(Adopted 6th November 2014)

Definitions of terminology:

Clause 2.4 of the constitution of the Peria Christian Education (The Association) defines child and children to include “an adopted child, a fostered child, or such other child as is residing with a member (*of the MCS Association*) and dependant upon them”.

For the purpose of this policy the terms parent or parents shall be taken as either singular or plural and shall include care givers.

Basis:

Association Membership:

Clause 5.1.2 of the constitution states – *The responsibility of admitting applicants to membership of the Association resides with the Association Proprietor Board.*

Clause 5.2 of the Constitution of The Association states that eligibility for membership shall be open to such persons over the age of eighteen years who:

1. are interested in furthering the Objects of the Association,
2. must be members and regular attenders of a Church whose doctrine is in agreement with the Statement of Faith of this constitution,
3. declare their agreement with the Objects of the Association,
4. agree with and accept the statement of faith,
5. agree to abide by this constitution,
6. indicate clearly their acceptance of Christ personally as Saviour and Lord, and
7. give evidence to the satisfaction of the Board of Trustees or it’s delegated representatives that they are leading lives compatible with Christian Principles.

Clause 5.3 of the constitution states that full membership shall be open to any person or persons or any body corporate who believe in it’s basic principles, who wish to foster the objects of the Association and who, before admission as members, subscribe in writing to the principles as set out in paragraph 5.2 and to the Statement of faith (Section 11) and annually thereafter, be prepared to re-affirm their commitment.

Also refer to the Special Character Clarification Policy on pages 23 to 25 of this manual

Policy purpose

This policy is intended to ensure the availability of the information required for the Proprietor Board to consider applications for membership of the Association.

Membership Application Policy

Application for membership is made during the pre enrolment process while completing the arrestation section of **Form 1** for preference applications, available on the “Pre Enrolment Process” page [on the school website here](#).

All parents of the school shall be on the “Friends of the School” contact list. (Note: This will require an email address for each “Friend” and that Association members are automatically “Friends”).

Section Three – Support and Resources

Online Resource:

The Proprietor Board maintains resources online within the Google Drives environment. Proprietor Board Members are provided access to the historic, present and future meeting documents including financial reports, minutes etc.

Also available are founding and research documents such as the Constitution, Integration agreement, Strategic Plan and others that may be added from time to time.

Other Support Contact Details:

Association of Integrated Schools Aotearoa NZ (AISNZ) <https://www.aisnz.org.nz/>

AISNZ serves approximately 83 non-Catholic State Integrated Schools all over New Zealand through support, networking and advocacy.

NZ Association of Christian Schools (NZACS) <https://www.nzacs.nz/>

NZACS has 64 member schools and 8 member organisations. It aims to further the interests of Christian member Schools by providing high quality support, professional development based on a Christian worldview and effective leadership development.

NZ Catholic Education Office (NZCEO) <https://www.nzceo.org.nz/>

NZCEO is the office of the NZ Council of Proprietors of Catholic Integrated Schools, assisting them in their mission of providing Catholic education. Amongst it's other responsibilities, it acts as the Secretariat for the Association of Proprietors of Integrated Schools (APIS)

Association of Proprietors of Integrated School (APIS) <https://www.apis.org.nz/>

APIS, which represents proprietors of all New Zealand's Integrated Schools, brings together the Catholic and non-Catholic groupings. The Government recognises APIS as the official negotiating body for matters affecting Integrated Schools in general.

Contact person is CEO Dr Kevin shore

p.ferris@nzceo.org.nz

Ph 04 496 1739

Fax 04 496 1734

P O Box 12307, Wellington, 6144

History of the Integration Act (PSCIA, 1975) 10 Mins <https://www.youtube.com/watch?v=a3lVYJbFkqE>

Ministry of Education

<http://www.minedu.govt.nz/>

Resolve consulting Limited

<http://www.resolveconsulting.net/>

Training Tasks Check List

Training Task	Tick when completed
Trainee has met with the Mentor and discussed Section One	
Trainee has met with the first trainer and discussed Section Two	
Trainee has met with the second trainer and discussed Section Three	
Trainee has read through this Operation and Training Manual	
Trainee has read the Community Governance Framework handbook	
Trainee has accessed the online resource web site	
Trainee has read the PCE Constitution	
Trainee has read the Integration Deed of Agreement and Supplementary Deed's of Agreement	
Trainee has read and is familiar with the meetings policy	
Trainee has read and is familiar with the responsibilities of elected officers	
Trainee has signed the affirmation	
Mentor has had a final discussion with the trainee and signed off as complete this check list	

PERIA CHRISTIAN EDUCATION PROPRIETOR BOARD

Additions, Deletions and Amendments to Operations and Training Manual – To be Approved

1. Conflicts Resolution Policy reviewed, updated and adopted 30 July 2020
2. Pages 4 & 5 updated elected officers 19 October 2020
3. Pages 27 to 32 reviewed and revised Enrolment Policy 12 November 2020
4. Page 24 Christian Character Definition Policy reviewed and confirmed 23 June 2022
5. Page 27 Enrolment Policy reviewed and confirmed 23 June 2022
6. Page 33 Equal opportunities in Employment Policy reviewed and confirmed 23 June 2022
7. Pages 4 & 5 Updated list of trustees 12/12/2022
8. Pages 9 & 10 Updated structure diagram and descriptions 06/01/2023
9. Page (Front page) updated graphics 06/01/2023
10. Page 12 Updated strategic plan dates to 2023 – 2026+
11. Page 14 Added to the meetings policy details of the designated Proprietor Board School Board seats
12. Pages 4&5 Updated elected officers 16 June 2024
13. Pages 4 & 5 added new Trustees 08/05/2025
14. Updated strategic plan links and other links to the school website 08/05/2025