



Western Australia Kannada Sangha (WAKS)

Board Charter for Kannada Shaale





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Version Control

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Name of the School: Kannada Shaale

1. Board Governance Charter

1.1 The Shaale

Western Australia Kannada Sangha (inc.), an incorporated not-for-profit organisation, incorporated in 2009, runs several Kannada language schools in Perth. Each of these schools is called Kannada Shaale. This entity (Kannada Shaale) observes and serves all the objectives and ethos of WAKS constitution in addition to the following: -

1.2 Objectives & Ethos

- a) Kannada Shaale shall be an educational organisation. Its primary objective shall be to provide its students with opportunities to develop basic and advanced skills in the Kannada language.
- b) Kannada Shaale shall be operated without the purpose of gain for its current financial members, and any profits or other gains to the organisation shall be used in promoting its objectives.
- c) Kannada Shaale shall also endeavour to expose students to the Karnataka Culture and Heritage and also promote better understanding between various educational and cultural groups.

2. Kannada Shaale Organisation & Reporting Structure

Note:

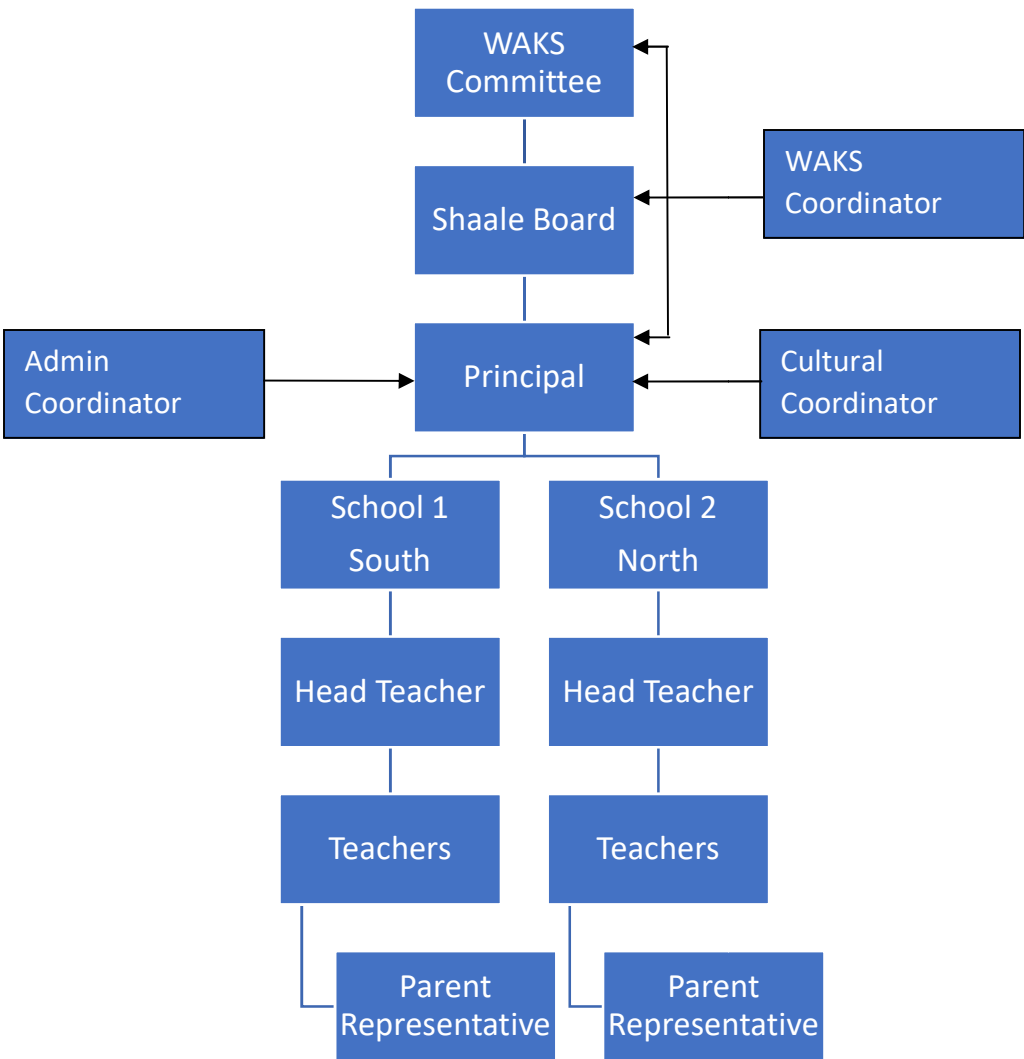
- a) The Board will approve the teacher-to-student ratio every year as per OMI requirements.
- b) Board approval will be required to assign any resource shown above as optional.

3. The Board of Management

The Kannada Shaale Management Board is a Sub-committee of WAKS under rule 50 of the WAKS constitution. **“Board”** will comprise key current financial members elected by the WAKS committee and nominated current financial members from the Shaale operations and community. The term of appointment will be for 2 years (same as the WAKS management committee) and preferably Shaale board will change alternative years to WAKS committee. The “Board” has the ultimate responsibility for all matters relating to the running of Kannada Shaale.



4. Kannada Shaale Organisational Chart





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It is recommended that the Board members attend all Board meetings. The Principal is expected to facilitate all Board meetings chaired by the President. The “Board” shall have a minimum of 5 current financial members at any given time.

The current financial members of the Board shall comprise the following:

Management Representatives

1. President-WAKS
2. Treasurer -WAKS
3. Coordinator -WAKS
4. Shaale Principal
5. Head Teacher from each Shaale
6. One Parent Representative of a current student from each Shaale

Shaale Administration

1. Principal
2. Administrative Coordinator
3. Cultural Coordinator
4. Head Teacher from each Shaale
5. Parent volunteer from each Shaale

Note:

a) WAKS President to nominate, with the consent of WAKS committee, a current financial member of the association with relevant educational experience to the Kannada Shaale as a Principal. The term as Principal will be 2 years.

b) WAKS President to nominate, with the consent of WAKS committee and Principal, a current financial member of the association with required knowledge and qualification in Kannada to the Kannada Shaale as a Teacher. This appointment is subject to review and renewal as required.

c) Any person on the Board having a pecuniary interest in Kannada Shaale shall declare his/her interests and will not have voting rights.

d) A current financial member from WAKS Committee can be invited to attend the Board meeting as an Observer, subject to WAKS President’s approval.

e) A Teacher or A Parent from Kannada Shaale can be invited to attend the Board meeting as an Observer, subject to Board’s approval.

f) The Observers will not have any voting rights.

5. Role of Board of management

The role of the Kannada Shaale Board is to perform all relevant duties to the promotion of Kannada education in WA. Key responsibilities include but are not limited to the following:

- To meet at every Quarter and report to the WAKS Committee.



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- Adapt to the distinctive characteristics of an academic environment and act so as to exemplify and reinforce the institution's core values and ethos.
- Oversee all aspects of the Shaale (i.e. Kannada Shaale), including its control and accountability systems, and approve the expenditure and capital budgets
- Ensure a strategic approach to the Shaale's future by setting major goals, policy frameworks and strategies
- Set the tone and the ethical standards of the Shaale and monitor adherence to them
- Review plans and budgets for Shaale
- All material expenditure outside the budget needs to be approved by WAKS committee.
- Be attentive to the matter of succession
- Establish sub-committees where appropriate
- Review and monitor adherence to systems of risk management, governance compliance and legal compliance
- Monitor organisational performance
- Conduct an annual review of the Board's own performance (i.e. Board Appraisal)
- Financial reports must be submitted to the WAKS committee before every year's WAKS AGM.
- Conduct an annual review of the Shaale's progress in meeting its objectives
- Maintain the solvency of the Shaale.
- Board meetings are to be organised by the Principal and chaired by President.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia.

5.1 Board members' Code of Conduct

Board members are expected to comply with the spirit, as well as the letter, of the law and with the principles of this Charter. Board members will ensure that in fulfilling their duties they:

- Act for the benefit of the Shaale;
- Act with skill, care and diligence;
- Demonstrate commercial reasonableness in their decisions;
- Discharge their duties in good faith and honestly;
- Do not allow personal interests to conflict with those of the Shaale;
- Do not allow the interests of their associates to conflict with those of the Shaale;
- Do not engage in conduct likely to discredit the Shaale;
- Do not make improper use of information gained as a Board member;
- Undertake diligent analysis of all proposals placed before the Board; and
- Use the powers of their office for a proper purpose.

5.2 Role of Principal

The Principal is responsible for the ongoing management of the Shaale in accordance with the strategy, policies and programs approved by the Board. He/she shall manage the Shaale to achieve the goals agreed upon and endorsed by the Board at all times having regard to the Key Values and Shaale ethos.

Key responsibilities include but are not limited to the following:



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- Providing overall guidance and direction to all Kannada Shaale branches
- Oversee and maintain the overall administration
- Ensure curriculums and teaching standards are maintained
- Review the syllabus and keep it in accordance to Australian syllabus for Kannada
- Maintain communication with all stakeholders
- Report to Management committee during the monthly meetings
- Liaison with the governing /funding Bodies. Grant application under OMI's CLP. Keeping the Shaale "Grant ready"
- Administer the budget.
- Check student enrolment.
- Check renewals, approve teachers' leave
- Liaise with the parents and encourage their involvement
- To develop the Kannada Shaale curriculum, syllabus upgrading and maintaining teaching standards
- Check weekly all teachers' lesson plans and advice as per requirement.
- Organise meetings and workshops
- Professional development of Teachers.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia.
- Need to promote Kannada Shaale.

5.3 Role of Administrative Coordinator

- Assist in all day-to-day Kannada Shaale matters.
- Carry out the task of Fee collection & reconciliation.
- Look after Insurance, Facility Booking and other related admin task.
- Prepare Payment request forms for honorarium and Expense reimbursements.
- Kannada Shaale promotion
- Assist Head Teachers / Teachers on a need basis.
- Assist the Principal in liaison with the governing /funding Bodies—grant application under OMI's CLP.
- Organise stationary, books and other items for Shaale.

5.4 Role of Cultural Coordinator

- As Cultural coordinator, actively promote and maintain the Karnataka Heritage and Cultural philosophies and practices and the identity of the Kannada Shaale.
- Be responsible for the planning, organisation and coordination of cultural events in consultation with the Principal, teachers and WAKS committee.
- Provide assistance with technology implementation, costumes and props.

5.5 Role of Parent Representative

- Manage the requirements of Kannada Shaale parents and represent them at the committee Board.
 - Report to the Principal and Kannada Shaale committee related to requirements, conflicts and concerns.
 - Prepare surveys and collect feedback from the parents and community.
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- Assist in events and activities to support Kannada Shaale.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia.

5.6 Role of Head Teacher

All the relevant duties relating to functioning of the centre. Key responsibilities include but not limited to following:

- Perform the role of Teacher as required.
- Facilitate team throughout the process (ensure critical elements are in place, minutes taken, action plan created)
- Attend all trainings/ meetings with their Shaale based teams.
- Familiarise with the Shaale wide process, policies and procedures.
- Identify and rectify all issues related to teachers, parents and students and report to the higher authority.
- Manage and facilitate the requirements and resources for Kannada Shaale. (teachers, students and parents)
- Plan all the events and programs of Kannada Shaale and take initiative steps for smooth execution.
- Organise teachers and parents meeting whenever required.
- Report to the Principal and the coordinator related to requirements, staff management, conflicts and concerns.
- Communicate with the stakeholders for the centre.
- Assist the teachers and volunteers on a need basis.
- Manage the administration task of the centre.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia

5.7 Role of the Teachers

They are required to perform the following duties, including, but not limited to:

- Facilitate learning in class through functional lesson plans and use adequate, age appropriate and updated instructional material.
- Set up the classroom and keep a safe environment for the children all the time.
- Exercise duty of care towards children and the venue.
- Monitor, evaluate and maintain student progress and undertake activities to improve performance indicators
- Maintain student records.
- Counsel and guide students wherever the child requires.
- Attend teachers meeting and professional development programs
- Plan and organise for the Shaale events and rehearsals.
- Maintain a harmonious relationship with fellow teachers, other personnel, parents, and stakeholders.
- Communicate with the parents on a regular basis related to child performances, behaviour and concerns.
- Delegate the work to the parent volunteers.



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- Report class issues, concerns or emergencies that must be discussed with the Principal or the administrator.
- Work harmoniously with the team
- Maintain communication with parents regarding matters mentioned above
- Work within the framework of the Kannada Shaale overall rules and Branch rules
- Work within the syllabus and curriculum requirements
- Prepare lesson plans according to the overall syllabus, outcomes expected and term planning for the relevant centre by the Head Teacher.
- Report to the Head Teacher.
- Work as a team and seek help where needed from fellow teachers and parents
- Allocate sufficient & appropriate tasks to assistant teachers for optimum utilisation of resources
- Provide the assistant Teacher with enough opportunity with a view to developing them as main teachers in due course.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia

5.8 Role of Relief Teacher

- Take classes whenever a requirement or emergency occurs.
- Take classes according to the lesson plan made by the lead Teacher.
- Make lesson plans according to class level in case of the main Teacher goes on long leave
- Duty of care to Supervise and ensure the safety and wellbeing of the children at all times and also venue.
- Discuss and report class issues, concerns or emergencies with the coordinator or administrator.
- Attend workshops and conferences when it is required.
- Attend activities and rehearsals for the assigned class.
- Class management, behaviour or special concerns need to report to the Head Teacher or the administrator.

5.9 Role of WAKS Coordinator

- Single Point of Contact between the Shaale Board, Shaale Principal and WAKS Committee.
- Note down any Shaale issues, concerns or emergencies and discuss with the WAKS committee before taking any appropriate actions.
- Attend workshops and conferences if required by WAKS & Shaale Committee
- Regular communication should happen between Shaale Board, Shaale Principal and WAKS Committee.
- Attend all trainings/ meetings which are allocated by OMI and Community languages of Western Australia

6. Board Meetings

The Board must meet at least 4 times per year. The meeting is critical as it is the main opportunity for Board Current financial members to:

- Obtain and exchange information with the Principal and other management who may be present;



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- Obtain and exchange information with each other; and
- Make decisions



7. Eligibility for Kannada Shaale Board

1. Principal

Should be current financial member of WAKS.

Should have relevant educational experience.

Should have served at least 1 term as a head teacher.

Willing to get working with children's card.

2. Head Teacher

Should be current financial member of WAKS.

Should have relevant educational experience.

Should have served at least 1 term as a teacher.

Willing to get working with children's card

3. Teacher

Should be current financial member of WAKS.

Should have relevant education.

Willing to get working with children's card

4. Cultural Coordinator

Should be current financial member of WAKS.

Should have relevant education.

5. Administrative Coordinator

Should be current financial member of WAKS.

Should have relevant education.