



Management charter 2020

Stichting Haagsche Schoolvereniging

Preamble

This management statute regulates the mandate of tasks and powers of the board to the directors of the Stichting Haagsche Schoolvereniging

These regulations were adopted by the board on March 10, 2020 after consultation and with the consent of the joint participation council.



Article 1. Definitions.

In these regulations the following definitions apply:

thefoundation: The	Hague School Association Foundation
board: It	board of the Foundation
director: The official who is in accordance with the Primary Education Act	charged with the management of one or more school(s) falling under the foundation.
management team: It management	team of directors and location leaders that provide day-to-day gives to the schools.
determine: It	making a competent decision.
approve: It	agree to an established decision. In cases where approval is required, a decision only takes effect internally and externally after approval has been obtained.
mandate: Authorization	by the board to the directors in name and exercising duties and powers under the responsibility of the board. The authority of the board to issue instructions and, if necessary, to exercise the authority itself remains unaffected.
strategicpolicy plan: It	strategic framework policy plan of the Foundation dat is a guiding / assessment framework for the (implementation) plans per school for the various policy areas.
school plan: The four-year plan that each school draws up as its own	elaboration of the strategic policy plan.

Article 2. The board.

1. The following powers are reserved to the board:

- a) Appointing, suspending and dismissing staff;
- b) Determining the remuneration and terms of employment of the members of the management team, with due observance of the applicable collective labor agreement;



- c) Adopting and amending the articles of association, the internal regulations and the management statute;
- d) Establishing the multi-year strategic policy plan;
- e) Adopting and possibly amending the (long-term) budget and the annual accounts;
- f) Establishing (school) policy plans and approving financial reports;
- g) Entering into loan agreements, representing the foundation in court, disposing of the foundation's goods and forming funds;
- h) Application for bankruptcy of the foundation and suspension of payments;
- i) Closing, merging, taking over or splitting off one or more schools and/or buildings falling under the foundation.
- j) Entering into or breaking off a long-term cooperation with or participation in another legal entity and entering into new activities;
- k) Establishing a new legal entity, as well as adopting the articles of association of a new legal entity;
- i) The appointment of the chartered accountant;
- j) The adoption of the annual report/management report;
- h) providing security (such as guarantees and mortgages), insofar as this contributes to the objective;
- g) Renting, renting, manufacturing, exploiting, managing immovable property, as well as disposing of immovable property, insofar as this contributes to the objective of the foundation or legal entities that the foundation manages and/or administers.
- j) Monitor and evaluate the identity policy and mission statement.
- k) Representing the Foundation in external contacts
- l) Conducting consultations with the GMR
- m) Conducting performance interviews and assessment interviews with the directors
- n) Establishing the ARBO policy
- o) Establishing a housing and maintenance plan.
- p) Determine the school holidays.
- q) developing and supervising the implementation of quality assurance policy and promoting educational cooperation between schools of the foundation.



- r) Ensuring an annual evaluation of the educational policy, including the educational results of the schools.

Article 3. The directors.

1. A director is attached to each school that falls under the board.
2. Contrary to the first paragraph, primary school HSV has two directors, namely one director for the international department and one director for the Dutch department, who manage their department and seek coordination thereon.
3. The principal manages the school and the development of the school.
4. A director reports to the Board at least once a quarter on the state of affairs in the school in question and on the implementation of the policy plans, and otherwise as soon as, in the opinion of the Board, the urgent interests of the school make this necessary.
5. A director is responsible for the preparation of the annual report of the school in question.
6. The director has the following duties under this management statute:
 - o Makes a contribution to the formulation of policy in all matters that are important to the Foundation as a whole, including through input into management consultations with the Board;
 - o Is charged with the realization of the basis and objective of the foundation in daily school practice;
 - o Represents and promotes the interests of the school to the Board and to the directors of the other schools;
 - o Exercises the powers mandated to him/her within the frameworks applicable to the Foundation and with due observance of the instructions issued by the Board;
 - o Maintains contacts and consults with the participation council of the school;
 - o Maintains external contacts of the school and represents the school in external consultations.

With regard to the organization of the school

- o The director determines the working method and the division of tasks within the school;
- o The director determines the organization and consultation structure within the school;



- o The director is responsible for monitoring and promoting the quality of education at the school;
- o The director draws up the school guide and the school plan;
- o Within the established policy and with due observance of the law, the director is charged with the registration and deregistration of students;
- o The principal is responsible for proper school administration.

With regard to educational policy:

- o Within the established policy, the director is responsible for initiating, formulating and evaluating the educational policy of the school;
- o The director gives substance to appropriate education at the school;
- o The director conducts class visits, encourages team building and promotes peer consultation;
- o Within the established frameworks, the director is charged with the development and implementation of the ICT policy at the school.

With regard to the staff:

- o The director draws up the school formation plan within the established budget and the management formation plan;
- o The director is responsible for the implementation of the personnel policy at the school within the frameworks and principles of the personnel policy of the Foundation and the CAO PO, both for teaching and education support staff;
- o The director coaches and guides the staff at his school;
- o The director is responsible for personnel care for the staff of his school;
- o The director conducts progress, performance and assessment interviews with the staff of the school and supervises the preparation and implementation of personal development plans;
- o The director draws up the task policy for the school and ensures that a work division plan is drawn up;
- o The director draws up the (multi-year) refresher course plan for the school;
- o The director is authorized to make replacement appointments with due observance of the established procedure;



- o The director passes on sick and recovery reports in accordance with the established procedure;
- o The director passes on changes with regard to personnel in accordance with the procedure established for this purpose;
- o The director intervenes, after consultation with the Board, in the event of dysfunction of and conflicts with members of staff.

With regard to student policy:

- o A director makes a proposal on the policy regarding the admission and expulsion of pupils from the school in question, which policy is adopted by the board. Policies may vary by school.
- o A director is charged with the implementation of the established policy on the admission and expulsion of pupils from the school in question and takes the relevant decisions on behalf of the Board.
- o A director establishes regulations of the school in question and informs the Board thereof,
- o Within the established policy, a director can decide to establish, maintain or abolish facilities for the benefit of the students of the school in question.

With regard to the financial policy:

- o The director provides the building blocks for the budget of his or her school or department for the following school year;
- o The director is authorized to incur expenses up to the amounts in the established school budget.

With regard to management:

- o The director is responsible for the day-to-day management of the accommodation and is authorized to have minor repairs carried out for this purpose, within an amount to be determined by the board.

Article 4. Management consultation.

1. In accordance with a meeting schedule to be drawn up annually and furthermore as often as deemed necessary, the board consults jointly with the directors on all matters that are important to more than one school or to the foundation as a whole. In consultation with the



directors lay down rules regarding the preparation, agenda setting and reporting of this management meeting.

2. The board consults with the entire management team (all directors and site managers) once every two months in accordance with a meeting schedule to be drawn up annually.
3. Decisions in the consultations referred to under 1 and 2 are in principle taken on the basis of consensus. If no consensus can be reached, a decision will be taken by a simple majority of votes. If the votes are tied, the vote of the board is decisive.

Article 5. Suspension and annulment of decisions.

Decisions of the director can be annulled by the board because of conflict with any applicable regulations and/or because of possible damage to the interests of the schools or the foundation.

Article 6. Personnel Committee

The personnel committee is a monthly meeting in which the directors, the HR advisor and the board discuss current developments in personnel policy.

Article 7. Change management statute.

1. The board is authorized to amend this charter, after consultation with the directors.
2. Adoption and amendment of this statute is subject to participation in accordance with the provisions of the regulations of the joint participation council that apply to the foundation.

Article 8. Evaluation and final provisions.

1. After entry into force, this charter will be evaluated every two years by the board after consultation with the directors and the GMR.
2. In matters that are not regulated in this management statute, the board decides.