

**NA LAW E VAUCA NA VEIKORONIVULI NI LOTU KEI NA
KOMITI NI VULI
REGULATIONS OF CHURCH SCHOOLS AND EDUCATION
(BOARD) OF GOVERNORS**

1. NA VEIKORONIVULI/SCHOOLS

a) **Qasenivuli Liu:** Ena digitaka na Bose ko Viti na qasenivuli liu ena paraimiri kei na sekenidiri ni noda Lotu me vaka e vakatura mai na Komiti ni Vuli.

Principals and Headteachers: The Conference shall endorse the appointment of principals and headteachers of our schools at the recommendation of the Education Committee.

b) **Qaseni Liu Vakatawa:** Me nona i tvi na Komiti ni Cakacaka Levu me lesia na Qasenivuli Liu Vakatawa ka vakaturi mai vua na Qasenivuli Liu ni yali ko koya ena nona gade.

Acting Principals: Standing Committee shall appoint acting principals on the recommendation of the principal when the latter is absent on leave.

c) **Cakacaka Vakarisito:** Me rad au dikeva na veibose vakavulatolu na cakacaka vakarisito ka dau caka ena noda veikoronivuli.

Christian Witness: The Christian Education for our schools be assessed by the respective quarterly meetings.

d) **Ai Tukutuku:** Me dau vakau na i tukutuku vakayabaki ni veikoronivuli ki na nodra dui Bose Vakavulatolu kei na Komiti ni Vuli, ka me qai muri ki na vei Bose Vakayabaki ni Wasewase.

Reports: Annual school reports shall be sent to the quarterly meeting concerned and to the Education Committee Board as well as to Annual Divisional Meetings.

2. KOMITI NI VULI/EDUCATION BOARD

a) **Lewe ni Komiti:** Me sa vakaoqo na lewe ni Komiti ni Vuli:

Membership: The membership of the Education Board shall consist of:

- Na Qase levu (ena vuku ni nona i tutu)

The President (Ex-officio)

- Na Vunivola Levu.

General Secretary.

- Na Vukevuke ni Vunivola Levu.

Assistant General Secretary.

- Na Vunivola ni Vuli

Secretary/Secretaries for Education.

- Na Vunivola ni vuli ni lewenivanua.

Secretary for Non-Formal Education.

Executive Officer Administration.

Ministry of Education Rep.

- Na Qasenivuli Liu ni 5 na koronivuli ni Lotu Wesele ena i vakategedegede e cake (secondary)

Principals of 5 Methodist Secondary schools.

- Na Qasenivuli liu ni 5 na koronivuli ni Lotu Wesele ena i vakataedegede e ra (primary)

Headteachers of 5 Methodist Primary Schools.

- E lewe 6 na Manidia ni koronivuli.

6 School Managers Inclusive of T/Q Indian Divison. 66

- 3 Lay Members of the Church

b) Na i Tavi: E nona i tavi na Komiti ni Vuli me:-

Duties: The Education Board shall:

i) Vakasalataka na Bose ko Viti ena veika me baleta na vuli.

Advise the Standing Committee and Conference on matters relating to Methodist Education.

ii) Vakayacora ka vakatetea na i naki ni Bose ko Viti ena veika me baleta na vuli.

Promote and implement the policy of the Conference in educational matters.

iii) Vakadikeva ka tukuna yani ki na bose ko Vit na nodra lewa me baleta na kena nanumi me tauyavutaki se taurivaki e dua na koronivuli vou ni Lotu.

Scrutinise and report to Standing Committee and Conference on all proposals for establishing and opening a new church schools.

iv) *Inform Board of Governors of Methodist Schools or educational institution any phase of educational policy of church.*

v) *Cakacaka vata kei ira na veisoqosoqo ni veimatalotu tale eso ena veika e rawa me“da veivukei kina.*

Co-operate with other Christian churches' education department on matters of common interest.

vi) *Lewa, ena vuku ni Bose ko Viti, na veika me baleta na nodra lesi se nodra sivo na qasenivuli ena veikoronivuli ni Lotu.*

Act for the Conference in all matters relating to the appointment, transfer or dismissal of teachers in the church schools.

vii) *Act for the Conference/Standing Committee on all matters relating to MOE or NGO financial assistance to church schools.*

3. VUNIVOLA NI VULI/SECRETARY FOR EDUCATION

a) *Na Bose ko Viti ena dau digitakak e dua e ganita me taura na i tutu vaka Vunivola ni Vuli. Me vakaoqo na nona i tavi:-*

The Conference/Standing Committee shall appoint a Secretary for Education whose duties shall be:-

i) *To act for the Standing Committee or Conference on all matters relating to education with the MOE.*

ii) *To prepare the Agenda for Education committee Meeting.*

iii) *To convene Education Committee Meetings.*

iv) *To ensure an accurate record of proceeding of the Education Committee Meetings are kept and necessary onward correspondences are sent.*

v) *To receive all inward correspondences and present it to the Education Committee. To ensure the resolutions of the Education Committee Meetings are promptly implemented.*

vi) *To prepare the Education Department report to the Annual Divisional Meetings.*

vii) *To respond to all educational matters raised before, during and after Conference.*

b. Na i tutu ni Vunivola ni Vuli me taura e du aka ganita ka me digitaki mai na Bose ko Viti.

The Conference shall be appointing the Secretary for Education, a capable person who is spiritually and educationally matured.

c. Na i tutu oqo me vakasamataki kina e dua me cakacaka tudei.

This is a fulltime appointment. 67

4. School Financial Audit Report

All schools' Financial Audited Report for the past year shall be submitted to the Secretary for Education and Ministry of Education by the end of February annually.

5. SUB-DIVISION COMMITTEES

a) **Nona i Tavi:** Me i tavi ni komiti oqo me semata ka vakatetea na i naki ni Lotu ena kena veikoronivuli mai na Yasayasa Vakara ka me dau tukutuku yani ki na Komiti ni Vuli me na dau vakaduavatataka na vei i tavi e tu me qaravi.

Duties: This committee shall promote and co-ordinate the Church's Education policy in its schools in areas and report thereon to the Methodist Education Committee. A co-ordinator shall be appointed by the Conference at the recommendation of the Methodist Education Committee.

b) **Lewe ni Komiti:** Ko ira na Qasenivuli Liu kei ira na i Liuliu ni Komiti ni veikoronivuli ni Lotu mai na Yasayasa Vakara, kei na Vunivola ni vuli.

Members of the Committee: Principals, headteachers and chairman of schools Board of Governors of Methodist Church schools in the concerned Districts, and the Secretaries for Education (Formal and Non-Formal).

6. KOMITI NI VEIKORONIVULI YADUA/SCHOOL BOARD OF GOVERNORS.

A Yavu ni Vakaturewa kei na Lawa: / Constitution and Regulations

a) Me sa yaca n Koronivuli ko.....

The name of the school shall be.....

b) A i naki ni koronivuli sa i koya na nodra dau veivakatavulici ena i tuvatuva vakarisito vei ira na gone, era out vakarisito se sega, ena i taba yabaki...ki na..

The primary object of the school shall be to give instruction in a Christian setting to children, both Christian and non-christian, between the ages of.....and.....

c) Me cicivaki na koronivuli ena veiqaravi ni Komiti. Ena nona i tavi nai liuliu ni Komiti me raica na nodra i votavota na qasenivuli kei na veika me baleta na veikavakailavo ni koronivuli. Ena tiki ni veiqaravi kece ka okati kina na vale, i yaya kei na i lavo, ena cakacaka kina ko koya ena veitokoni kei nai vakasala ni komiti ki na Bose ko Viti.

The management of the school shall be vested in the Board of Governors. The manager shall be responsible for the payment of Non-Government teachers' salaries and other expenses of the school. In all such matters including the maintenance, equipment and finance control with thorough consultation with, School Board of Governors.

d) The School Manager's shall be elected annually at the March Quarterly Meeting every year. The encumberent may serve for the maximum of 5 years subjected to annual review by the Board of Governors. He shall be responsible for the school audited report for current year.

e) Me vakaturi cake na yacadra na komiti ki na Bose ko Viti mai na Bose Vakayabaki ni Wasewase ka tiko kina na koronivuli ko ya, ka" rana veiqaravi ga ena loma ni yabaki du aka tarava na Bose ko Viti ko ya. Ena qai vakaturi yaca na Bose ko Viti ena vuku ni liulu ni Komiti. Na Bose ko Viti ga se Komiti ni Cakacaka Levu ena tu vua na kaukauwa me veisautaka na lewe ni komiti.

The Board of Governors shall be nominated to the Conference of the Methodist Church in Fiji by the Annual Divisional Meetings in the Division where the school is situated. It shall be endorsed by the Conference and shall serve for the ensuing year. The manager shall be named by Conference on Education Committee. Only Conference or Standing Committee may change membership of the Board of Governors. 68

f) Era na lewe ni komiti na Liuliu ni Komiti, Liuliu ni Vuli, kei na lewe tini tale, ka me ra na okati kina na mata mai na: qasenivuli, tubutubu, bose vulatolu, soqosoqo ni marama vakalotu.

The School Board of Governors shall consist of the manager, the head teacher and least ten othermembers, among whom the following should be represented: Principal, 2 parents, 3 members' quarterly meeting, Tuirara Levu, 2 members of the women's fellowship and co-opted members.

g) Nai curucuru ni yabaki vakavuli ka tarava ena vakatulewa kina na komiti ni bera ni cava na i katolu ni wasewase ni vuli.

The school fees payabale for the following year should be decided by the Board of Governors during the third term and submitted to MOE for approval.

h) Ke lailai saran a gauna ni bose ni komiti, ia me vakadua ena dua nai wasewase ni vuli. Na vei bose tale eso me na qai kaciva nai Liuliu ni Komiti se ena nodrau gagadre e lewe rua na lewe ni komiti ke gadrevi vaka kina. Me na vakatakila navunivola ni bose ni gadrevi me caka na bose ni vo e 7 na siga me qai vakayacori na bose vei ira na lewe ni komiti.

The Committee shall meet at least once each term. All meetings shall be called by the manager as he thinks necessary or at the request of two members of the Board of Governors. The secretary of the Board of Governors shall give at least 7 days notice of meeting and shall notify each member of the committee.

i) Na yabaki vakalotu ena tekivu ena matai (1) ni janueri ka na qaravi vakayabaki na vakaduavatataki ni tukutuku vakailavo. Me na vakatakilai ki na komiti ena veiwase ni vuli e dua nai tukutuku matata ni veika vakailavo kei na veiqaravi tale eso ni koronivuli. Ena qai vakau cake o ya ki na komiti ni vuli. Na esitimetri ni yabaki me vakadonuya na komiti ni vuli ena i matai ni bose ni yabaki.

The financial year shall begin on 1st January and all accounts shall be audited annually. A balance sheet and a financial report on the previous school term's transactions should be made to the Board of Governors each term. This will then be forwarded to the Education Committee. The Management shall prepare the Schools Budget. The Budget for the following year are to be

submitted to the School of Governors for approval at its last Board of Governors meeting for the year.

j) Ena nona i tavi na komiti me qarauna na bula vakailavo ka raica me kakua ni leqa vakailavo na koronivuli.

The Board of Governors shall be responsible for the financial welfare of the school and shall see that there is sufficient money for the school to function properly.

k) Me raica na komiti na kena muri vakavinaka na vakarau e gadreva na Komiti ni Vuli ni Lotu Wesele e viti kei Rotuma ena vei koronivuli.

The Board of Governor shall ensure that the policy of the Education Board of the Methodist Church in Fiji is carried out in all our schools.

l) Na Vunivola (digitaki mai na komiti) e sa na nona i tavi me maroroya nai tukutuku kece sara ni veibose. Me na wilika nai tukutuku ni bose sa oti ena vei tekivu ni bose kece ka vakadeitaki, me qai toqa kina na yacana ko Liuliu ni Bose. Me dua nai lavelave ni tukutuku ni bose, ka okati talega kina nai tukutuku ni lavo me vakau vua na Vunivola ni vuli ni oti na veibose yadua.

The Secretary (appointed by the Board of Governors) shall keep a full record of all meetings. Minutes shall be read at the beginning of the next meeting and shall be confirmed, and signed by the chairman. Copies of the minutes, including statements of accounts shall be sent to the Secretary for Education after each meeting. 69

m) E rawa vua na Vunivola ni Vuli me Volavola ka taroga vei iratou na Komiti ni Koronivuli, me vakau mai vua na nodratou tukutuku ni Bose.

The Secretary for Education shall have authority to write to school committees asking for minutes, to be sent or any other documents.

n) E tu vei rau na Vunivola ni Vuli kei na Vunivola ni Cakacaka Levu na kaukauwa me rau taroga nai vola tukutuku ni lavo, vakataroga na vei vakamacale eso, e vakavure vakasama ka soli i vakaro ke gadrevi me vaka kina.

The General Secretary and the Secretary for Education shall have authority to call for account books, asking for explanations, make suggestions and give warnings should they think necessary.

o) Me soli vakasala na komiti ni veiliutaki ena vuku ni lesilesi ni tutu ni veiliustaki mai na Komiti ni Vuli, ia nai otioti ni vakatulewa me nona na Komiti ni Vuli.

The Board of Governors in consultation with Secretary for Education be consulted on all appointment of post of responsibilities holders in our Schools by the Education Committee but the final recommendation and decision are to be made by the Methodist Church Conference