



KARIBUNI CHILDREN & METHODIST CHURCH IN KENYA, CONFERENCE OFFICE

**POLICY ON ROLES AND RESPONSIBILITIES AND
PROJECT BOARD GOVERNANCE**

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Next review date : no later than March 2021

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BACKGROUND

Karibuni Children (KC) is a UK based charity registered with the UK Charities Commission. Its focus is to transform young Kenyan lives. KC was founded in 1995 and currently donates circa KSH 32m per annum across 13 projects in Kenya. Of these 13, 6 are currently classified as major projects where KC is actively involved in reviewing the annual project budget so as to agree the level of support. The other 7 are minor projects where KC simply makes a more modest contribution towards project activities.

Whilst KC is keen to empower local Project Management Boards / Committees (Boards) to take ownership for the running and success of the project, as a UK charity registered with the UK Charities Commission, strong governance is a critical element of appraisal when KC trustees decide which projects to support and the level of funding supplied.

This policy document, which has been approved by the Presiding Bishop, has been prepared jointly by the Methodist Church in Kenya, Conference Office and the trustees of Karibuni Children to document best practice that exists consistently across the most successful projects supported by Karibuni Children. As such it is expected that this policy will be adopted by all major KC sponsored projects, with a target date for implementation of 31st July 2020 where projects do not currently meet this policy. Compliance with this policy will be a key consideration when deciding which projects to support and the allocation of funds for 2021.

This document should be read in conjunction with the relevant Social Worker Job Description.

It is intended that this policy will be reviewed, updated and communicated to all major projects by KC and MCK on an annual basis each March.

COMMUNICATION

Another foundation of the most successful Karibuni projects is clear and transparent communication between all key stakeholders. Where this document identifies the need for communication between specific stakeholders, it is still expected that all such communications will be copied to the established distribution lists, unless the matter is of an exceptionally confidential or sensitive nature.

KEY ROLES COVERED BY THIS DOCUMENT

- Methodist Church in Kenya, Conference Office (MCK)
- Karibuni Children (KC)
- Karibuni Children Representative in Kenya (KC REP)
- Chair of Project Board / Management Committee (Chair)
- Project Board / Management Committee (Board)
- Project Manager / Senior Social Worker (Social Worker)
- Minister of local Methodist Church (Minister)
- Superintendent of relevant Methodist Church Circuit (Super)
- Head Teacher (where relevant to project) (Head Teacher)

KEY ROLES AND RESPONSIBILITIES OF EACH ROLE

Methodist Church in Kenya, Conference Office (MCK)

- Has overall responsibility for MCK Projects
- Controls distribution of funding to individual projects on behalf of KC on a termly basis.
- Funding to be distributed in line with instructions received from KC and should be subject to termly reporting by each project prior to funds being released.
- Signs off on membership of Project Boards / Management Committees
- Must be involved in the recruitment of the project Social Worker.
- Must be consulted on any matter concerning the performance of the Social Worker.
- An open invitation should exist for a representative of MCK to attend project board / Management Committee meetings.

Karibuni Children (KC)

- Makes decisions as to which projects to support and allocates funding based upon agreed budgets
- Ensures compliance with UK Charity Commission requirements.
- Raises funds within the UK to support agreed Kenyan projects.
- Agrees relevant policies with MCK for KC partner projects.
- Representative Trustees attend 1 board meeting in Kenya of the major projects each calendar year in order to check on progress
- Must be consulted on any matter concerning the appointment or performance of the Social Worker.

Karibuni Children Representative in Kenya (KC REP)

- Must be involved in the recruitment and selection of the Social Worker and any member of the Social Worker team.
- Must be consulted on any matter concerning the performance of the Social Worker.
- Should be 1st point of contact for Project Board Chair, Social Worker or Head Teacher for any emergency issue impacting KC sponsored children. The KC REP will update KC on any such issues as considered appropriate.
- An open invitation should exist for the KC REP to attend project board meetings.

Chair of Project Board / Management Committee (Chair)

- The Chair should be a lay person, and ideally not the Chair or Trustee of the local Church Management Committee.
- Appointment may be made by Synod Bishop, subject to approval by Presiding Bishop.
- Chairs the local Board, meeting a minimum of 4 times each year, although bi-monthly or monthly meetings are encouraged.
- Recruits board members (subject to sign off by MCK Conference Office) to ensure a strong mix of complementary skills.
- Ensures effective governance of the project.
- Must be involved in the recruitment of the project Social Worker.
- Should be the report line for the project Social Worker and should provide regular performance feedback, in consultation with KC REP.
- Should attend the project on a regular basis, holding meetings at the project site
- Should visit a selection of family homes with Social Worker at least once each year.
- Must be involved in the selection of KC sponsored children.

Project Board / Management Committee (Board)

- Board membership should include Church and Parent or Alumni representatives. Other members should be drawn from a variety of backgrounds and should be selected for what experience / skills they can offer such as Education, Finance, Law, Business and / or Administration, Human Resources and Children's Officer. Such members do not have to be members of the Methodist Church. The Head Teacher and Social Worker should be full voting members of the Board.
- Board members must live within a reasonable distance from the project, enabling them to fulfil their responsibilities.
- Ensures effective governance of the project, in line with this policy.
- Development of Strategic Plan for the project.
- Development of standard operating procedures covering safety of children, staff conduct and finance.
- Monitors financial performance of project and ensures that the project operates on a sound financial footing.
- Approves the annual budget and ensures timely preparation and sign off of the annual audited accounts.
- Monitors educational performance of school and compliance with Government education policies as required.
- Ensures compliance with all KC and MCK policies, including Roles & Responsibilities, Procurement, Child Safeguarding.
- All or some members must be involved in the identification and selection of KC sponsored children
- Responsible for identifying and securing additional income and funding streams outside of KC to strengthen the viability, sustainability and independence of the project. Committee should set annual targets for external fundraising.
- Members should attend meetings on a regular basis (minimum of 3 per annum) and visit the project site at other times.

Project Manager / Senior Social Worker (Social Worker)

- Must report to the Chair
- Must be a full, voting Board member.
- Leads the identification and selection process of all new sponsored children to ensure that the 'poorest of the poor' criterion is met, irrespective of ability and faith.
- Makes proposals to KC where there is a case for support for any child / student falling outside KC Education Policy.
- Primary point of liaison with KC for all KC sponsored children and families. Provides counselling to children and parents or guardians.
- Regularly visits families and follows up on any issues impacting child attendance or performance.
- In conjunction with Head Teacher, responsible for ensuring safeguarding of children and identifying and escalating any safeguarding issues.
- Follows and maintains contact with students through all stages of their education, keeping inventories or records for each individual child.
- Encourages students to join KC Alumni and support the project post-graduation
- Reports to MCK on actual spend against budget on a Termly basis
- Prepares annual budget for KC funding in conjunction with Board Treasurer.
- Depending on time available, may be involved in the development of fundraising proposals in conjunction with Board

Minister of local Methodist Church (Minister)

- Acts as Project Patron, providing Spiritual Guidance to the Project and families of KC children
- Provides liaison with the local Methodist Church
- Ex Officio member of Board
- Should not Chair the Board
- Should be a non-voting member of the Board.

Superintendent of relevant Methodist Church Circuit (Super)

- Provides guidance and support to the local Minister
- Provides Spiritual Guidance to the Project and families of KC children
- Represents and provides liaison with the local Methodist Church circuit.
- Should not Chair the Programme Board
- Attends the Board meetings as a voting member

Head Teacher (where relevant to project) (Head Teacher)

- Must be a full, voting Board Member
- Responsible for the quality of education provided by the school
- Responsible for the academic and administrative running of the school, including maintenance of school buildings. Where applicable, works in partnership with the Social Worker in the running of the wider project.
- Responsible for recruitment and training and development of teaching staff
- Responsible for monitoring performance of teachers and carrying out performance assessments
- Responsible for ensuring compliance with Government Education Policies as appropriate.
- Responsible for identifying resources required to ensure effective education.
- Responsible for ensuring safeguarding of children and identifying and escalating any safeguarding issues.
- Responsible for Health & Safety within the school

**Policy agreed on behalf of
Methodist Church in
Kenya**

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Karibuni Children**

**Bishop Joseph Ntombura
Presiding
Bishop**

**John Cotton
Chairman of Trustees**