

Governance Arrangements for Wessex Madrasah Sub-Committee

Summary

The Madrasah structure should be such that it is facilitative in approach and inclusive in style. We have worked with the present structure since March 2007 and it has resulted in a positive development of the madrasah. The role of the Principal has been removed and accountability and responsibility of the teaching is given to the Heads of Department . In light of the arrival of the Resident alim, the governance arrangements need to be revisited.

1.0 Vision of Wessex Madrasah

The Madrasah, by providing Islamic education in a spiritual and moral environment, aims to train its students in becoming sincere God-fearing Muslims, who are, in their actions, thoughts and speech, followers of the Holy Prophet (s) and his Immaculate progeny (s)

2.0 Governance Structure

The Madrasah Sub-Committee shall comprise of eleven individuals. These are the following:

1. Head of Quran Study
2. Head of Quran recitation
3. Head of Akhlaq/Tareekh
4. Head of Fiqh/ Aqaid
5. Head of Qamar
6. Head of Hilal
7. Head of GCSE Islamic Studies
8. Head of AS Level Islamic Studies
9. Resident alim
10. President of Wessex Jamaat or his/her deputy
11. Secretary of Wessex Jamaat or his/her deputy

The Madrasah Sub-Committee shall comprise of a Convenor whose responsibility will be as follows:

1. Organise eight weekly meetings by requesting agenda items from members of the Sub Committee and preparing minutes
2. Organise the timetable for Madrasah

3. Ensure minutes of the Madrasah Sub-Committee are sent to the Executive Committee per article 6.4.3 (b) of the Wessex Jamaat Constitution
4. Responsible for the madrasah admin team

He or she shall be selected by the Madrasah Sub-Committee and on a rotational basis for duration of 12 months from January to December

The Convenor shall be one of the individuals from the Madrasah Sub-Committee excluding the Resident alim, President of Wessex Jamaat or his/her deputy and Secretary of Wessex Jamaat or his/her deputy.

3.0 Accountability

The Madrasah Sub-Committee shall be accountable to the Executive Committee for delivering Islamic education to the students on roll under the guidance of the Resident Alim.

Fiscal and other procedural protocols are devolved to the EC. All proceedings of the sub-committee shall be reported back to the Executive Committee by the Convenor through the minutes.

4.0 Quorum

Six people form a quorum as long as there is one Wessex Jamaat Committee member, the Resident alim and four heads of the departments. An individual holding two simultaneous positions shall be considered as one for the purpose of quorum.

5.0 Role of the Madrasah Sub-Committee

- To afford effective and efficient running of madrasah.
- To ensure training programmes are in place to up skill the teachers accordingly.
- To receive evaluation reports on attendance (teachers, students and parents) and curriculum development
- To ensure statutory standards applicable to madrasah are met
- To ensure external/self regulation standards are adhered to
- To receive feedback from parents
- To provide the Executive Committee with an Annual Report to the general body

6.0 Curriculum Development

The curriculum development is the responsibility of the Head of the Department. This shall be done in consultation with the Resident alim.

7.0 Resident Alim

The role is to:

- a. Spiritually advise and guide the Madrasah Sub-Committee
- b. Devise workshop programmes for madrasah that raises spirituality within the children
- c. Support the heads of department and teachers as and when required
- d. Receive parent feedback and share the same with the Madrasah Sub-Committee
- e. Regularly meet with the head and teachers of departments
- f. Ensure on-going supervision, support with content and processes and peer feedback to the teachers in their department in conjunction with the head of the department

8.0 Heads of Departments

The role is to:

- a. Coordinate the teaching of the subject
- b. Facilitate and follow through on external evaluation of content and processes of the subject area
- c. Ensure teachers are available to teach their specific subject/class
- d. Ensure all teachers teaching the subject are trained in the subject content and processes
- e. Provide on-going supervision, support with content and processes and peer feedback to the teachers in their department in conjunction with the resident alim
- f. Communicate outcomes of madrasah committee meetings
- g. Undertake headship and associated duties as and when required
- h. Promote recruitment of Jamaat members to serve as teachers/assist in madrasah operation tasks
- i. Support madrasah operations
- j. Ensure all teachers in the department are CRB checked
- k. Lead on a workshop as and when required
- l. Ensure that etiquettes of Islam (akhlaq) is observed
- m. Prepare SOW and share with resident alim and then with subject teachers

- n. Ensure Health and Safety arrangements are in place

9.0 Members of Wessex Jamaat Executive Committee

The role is to:

- a. Ensure action is taken on all evaluations of content and processes of the subject area
- b. Ensure financial resources are available to the heads
- c. Undertake CRB checks for all teachers
- d. Set fees for madrasah and ensure its timely collection
- e. Be a critical friend to the Madrasah Committee
- f. Receive parent feedback and share the same with the Madrasah Committee.
- g. Ensure compliance to all statutory requirements

10.0 Admin staff

- a. Undertake photocopying from all teachers
- b. Ensuring that the register is kept up to date
- c. Keep the timing and ring the bell to indicate end of lesson
- d. Stock keeping (ie regularly checking the contents of the cupboard) and requesting to the Convenor any stock that needs replenishing
- e. Break time snack and supervision in the kitchen
- f. Helping to prepare activity resources if given enough time
- g. Keeping the Tool Box ready for all teachers prior to commencement of lessons and then taking it back at the end-ensuring that the contents match the inventory
- h. Creating a resource system for teachers and students to be able to borrow.

11.0 Discipline and Complaints

The first step is to have this dealt by the teacher of the department. If unresolved, it would be escalated to the head of the department. If unresolved, it would be escalated to the Convenor. If still unresolved, it would be jointly dealt with by the member of the Executive and the Resident Alim. Decision undertaken by both shall be binding to all parties.

Approved by the Madrasah Sub Committee

29 Rajab 1431 AH
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