

Management charter Stichting Het Rijnlands Lyceum

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Positive advice; GMR VO (June 19, 2023 and GMR PO (June 21, 2023)

MANAGEMENT CHARTER OF STICHTING HET RIJNLANDS LYCEUMⁱ

Preface

The mission of our Stichting, the pledges to our students and the strategic policy are expressed in the Strategic Plan of our Stichting. The Strategic Plan thus gives direction to the actions of everyone within the Stichting and at the same time indicates the frameworks within which we operate. This management charter lays down the formal distribution of the responsibilities and powers of the executive board and management bodies of the schools. Under the Primary Education Act (WPO) (Article 31) and the Secondary Education Act 2020 (WVO 2020) (Article 7.6), a school executive board is legally obliged to have a management charter. The management charter is determined by the executive board following consultation with the management bodies, advice obtained from the joint participation councils and approval from the Supervisory Board.

Wherever reference is made in this management charter to 'he/him', this also refers to 'she/her'.

Article 1. Definitions.

1.1 This management charter uses the following definitions:

- (a) the "**Executive Board**":
the Executive Board of the Stichting, as referred to in Article 6 of the Articles of Association;
- (b) a "**school**":
an educational institution or school that comes under the Stichting as referred to in education legislation;
- (c) The "**Supervisory Board**":
the Supervisory Board of the Stichting, as referred to in Article 10 of the Articles of Association;
- (d) a "**Principal**":
a principal/director of an educational institution/secondary school with a department for prevocational secondary education (VMBO)/higher level general secondary education (HAVO)/pre-university education (VWO) or international/European secondary education;
- (e) a "**Director**":
a director/principal of an educational institution/primary school, or international/European primary education;
- (f) a "**Staff manager**":
the Director of Operations and the Head of HR working at the Central Services Office (CSB) of the Stichting
- (g) the "**Directieberaad**":
the periodic consultation of the Executive Board with principals, directors and staff managers.
- (h) "**Articles of Association**":

- the articles of association of the Stichting;
- (i) the “**Stichting**”:
Stichting Het Rijnlands Lyceum, with its registered office in Wassenaar.
 - (j) “**BRIN**”
Registration number for institutions. Is allocated to all educational institutions by the Ministry of Education, Culture and Science.
- 1.2 References to articles refer to articles in this management charter, unless stated otherwise.

Article 2. Status and period of operation.

- 2.1 The management charter governs the relationship between the Executive Board, the Principals and the Directors. It contains stipulations regarding the duties and powers for which a Principal or Director has been given a mandate by the Executive Board.
- 2.2 A Principal/Director is in turn authorised to give a mandate for the duties and powers for which he has been mandated to another person working within the school concerned who belongs to the school management, but in any case with the exception of decisions regarding appointment, remuneration, extension of the appointment, dismissal and formal disciplinary measures with regard to the staff of the school, and in any case with the exception of incurring expenses or entering into obligations for the benefit of the school in question exceeding € 1,500.00 per expense/obligation.
- 2.3 The Principal/Director may instruct a facilities or administrative assistant to make a purchase on his behalf up to an amount of € 1,500.00. The Principal/Director may authorise teaching staff, on the basis of a predetermined budget (as part of the regular budget) and subsequent accountability, to incur expenses or enter into obligations in the field of educational resources or educational activities, with due observance of the mandate granted by the Executive Board to the Principal/Director.
- 2.4 The Principal/Director must inform the Executive Board of the names of the persons to whom the above-mentioned mandate, as referred to in Article 2.3 and instruction and authorisation, as referred to in Article 2.4, has been issued, for processing in the appropriate authorisation tables.
- 2.5 The management charter is established on each occasion for a period of four years.

Article 3. Competent authority.

The Executive Board manages the Stichting and, as a representative of the Stichting, exercises authority over the school, with due observance of the law, the Articles of Association and the regulations established on the basis thereof.

Article 4. Duties and responsibilities of the Executive Board.

- 4.1 Subject to restrictions in the Articles of Association and the law, the Executive Board is responsible for managing the Stichting and the schools, which means, among other things, that it is responsible for the implementation of the objectives of the Stichting, the strategy, the policy and the financial position of the Stichting.

- 4.2 Without prejudice to the provisions of the law, the Articles of Association and the regulations of the Executive Board and the Supervisory Board, the Executive Board has the following duties:
- adopting and amending this management charter and other regulations and instructions relating to management;
 - adopting and managing the annual activity plan, the budget of the Stichting and the (financial) annual report, including the financial statements of the Stichting;
 - establishing the strategic policy plan and the long-term budget;
 - establishing the school plan.
 - taking decisions with regard to mergers, intensive cooperation, demergers, reorganisation and changes to the basis and objective of an educational institution;
 - appointing, suspending and dismissing a Principal/Director and the establishing his terms and conditions of employment;
 - establishing the organisational model and the job organisation structure of a school;
 - ensuring compliance with terms and conditions of employment agreements (collective labour agreements) and personnel policy at the Stichting level;
 - managing buildings and infrastructure at the Stichting level, including final responsibility for maintenance, major renovations, extensions and (replacement) new buildings.
- And is also responsible for:
- the Central Services Office;
 - consulting with the joint participation councils at the Stichting level (Joint Participation Councils for primary and secondary education).
- 4.3 The Executive Board integrates the various school budgets into a Stichting budget and can, if necessary, make changes to the budgets of the schools and the Stichting.
- 4.4 The Executive Board may only mandate others for its management tasks and powers arising from the law, the Articles of Association and the regulations of the Executive Board and the Supervisory Board.

Article 5. Duties and powers of Principals/Directors.

- 5.1 A Principal/Director operates within the law and, under the responsibility of the Executive Board, is in charge of a school, performs duties and has powers within his mandate. A Principal/Director is responsible for the preparation and implementation of the policy of the school concerned and the coordination of the day-to-day operations, including compliance with the regulations as established to ensure good educational practice.
- 5.2 In addition to and with the Executive Board, a Principal/Director is responsible for monitoring and implementing the basis and objectives of the school concerned.
- 5.3 A Principal/Director arranges correspondence with regard to school matters and is authorised to sign for those matters and affairs for which he has obtained a mandate from the Executive Board for the determination and implementation thereof.
- 5.4 A Principal/Director is responsible for:

- the development and implementation of the school policy, as laid down in the school plan, the annual plan and the management agreements;
 - taking care of day-to-day business;
 - the management and maintenance of the school building, based on a predetermined long-term maintenance plan;
 - drawing up the school plan;
 - drawing up the annual plan;
 - drawing up the school annual budget that reflects the way in which people and resources are deployed to achieve the set objectives;
 - drawing up the staffing plan;
 - managing and allocating the finances and the school budget;
 - keeping the student records within the established frameworks
 - ensuring the quality of education;
 - representation in participation councils at school level, in accordance with the participation statute, the regulations and other frameworks;
 - conducting personnel policy within the frameworks determined by the executive board;
 - taking care of the systematic professional development of staff;
 - taking care of the school's positioning in the market.
- 5.5 The Principals/Directors are obliged to maintain an organisation chart and job descriptions within the policy frameworks established by the Executive Board.
- 5.6 The Principals/Directors hold structural consultation with their school management.
- 5.7 Each Principal/Director contributes to the preparation and implementation of the Stichting policy.
- 5.8 At the beginning of each school year, the Executive Board, the Principals and the Directors discuss the individual management objectives for the school year in question, after which they are recorded in management agreements that are determined by the executive board.
- 5.9 If the Principal/Director wishes to accept a paid or unpaid ancillary position that may affect his position as Principal/Director or at the school, he must submit this in advance to the Executive Board for approval.

Article 6. Directieberaad.

- 6.1 The Executive Board holds periodic consultations with the Principals, Directors and staff managers in the Directieberaad.
- 6.2 The function of the Directieberaad is to prepare policy. The consultation in the Directieberaad contributes to a broad balancing of interests and thus promotes the quality of decision-making.

Article 7. Reporting.

- 7.1 Once a quarter, the Central Services Office provides the Executive Board with an operating overview in relation to the budget, with insight being provided per school and for the Stichting as a whole and this includes analyses and advice.
- 7.2 A Principal/Director contributes to the aforementioned reporting and thereby reports on the state of affairs in the school in question with regard to finances, staffing, accommodation, ICT and education, and otherwise in the case of specific events as soon as necessitated by the urgent interest of the school or the Stichting.

- 7.3 A Principal/Director is responsible for other reports, including the annual school report, education reports and completion of management agreements.

Article 8. General duties of the Central Services Office.

- 8.1 The Central Services Office performs the following activities for the Stichting and the schools:
- keeping the personnel records
 - keeping the payroll records
 - providing personnel advice
 - keeping the financial records
 - providing financial advice
 - the central procurement of those goods and services that are subject to European tendering in terms of nature and volume or can yield economies of scale in terms of volume and price for the (majority of) schools
 - supporting the preparation of the Long-Term Maintenance Plan and responsible for the implementation of major renovations, extensions and (replacement) new buildings
 - the management and advice in the field of ICT at Stichting level
 - preparatory policy making in various areas
 - and any other activities to be decided upon.
- 8.2 The Principal/Director and staff manager annually discuss the nature and quality of the services and any adjustments to the service agreement between the school and the central services office, within the policy frameworks established by the Executive Board.

Article 9. Advocacy and representation.

- 9.1 The Executive Board represents the Stichting judicially and extrajudicially and maintains the ensuing external contacts at Stichting level.
- 9.2 The consultation, as prescribed by legislation and regulations, with central government and educational staff and with the joint participation councils (primary and secondary education) is conducted by the Executive Board. Consultation with the participation council at school level is conducted by the Principal/Director of the school in question.
- 9.3 In consultation with the Executive Board, a Principal/Director or staff manager represents the interests of the school in question or Stichting with third parties.
- 9.4 A Principal/Director may, in appropriate cases, appoint another person working within the school who represents the school in question in extrajudicial matters to replace himself.
- 9.5 A Principal/Director or staff manager may represent the school in question and Stichting before a legal institution, including a complaints or disputes committee, if and insofar as he is legally authorised to do so by the Executive Board.

Article 10. Education policy.

- 10.1 A Principal/Director pursues the education policy of the school in question within the framework of the strategic policy plan, the school plan and the

management agreements established by the Executive Board, evaluates the results annually and reports annually to the Executive Board. Changes to the educational offering will be submitted to the Executive Board for approval in advance.

- 10.2 A Principal/Director may set up and cancel projects within the established policy frameworks at the school in question.
- 10.3 A Principal establishes the examination regulations of the school in question and informs the Executive Board thereof.
- 10.4 A Principal is responsible for sending the annual report of the examination board to the Executive Board.

Article 11. Student policy.

- 11.1 A Principal/Director makes a proposal on the policy regarding the admission, suspension and removal of students from the school in question, which policy is adopted by the Executive Board. This policy can differ from school to school.
- 11.2 A Principal/Director is in charge of the execution of the set policy regarding admission, suspension and removal of students from the school in question, and makes decisions to that effect.
- 11.3 A Principal/Director establishes the students' statute of the school in question and informs the Executive Board thereof.
- 11.4 Within the established policy, a Principal/Director may decide to establish, maintain or discontinue facilities for the benefit of the students of the school in question.

Article 12. Personnel policy.

- 12.1 A Principal/Director is responsible for the integral personnel policy of the school in question within the frameworks established by the Executive Board.
- 12.2 A Principal/Director will promote the expertise of the staff of the school in question.
- 12.3 Under the responsibility of the Executive Board, and within the frameworks established by the Executive Board, a Principal/Director takes decisions regarding appointment, remuneration, dismissal and formal disciplinary measures with regard to all staff members of the school in question.
- 12.4 A Principal/Director is authorised to enter into employer obligations within the framework of the established staffing plan and the other frameworks established by the Executive Board.

Article 13. Quality policy and innovation.

- 13.1 A Principal/Director is responsible for the development, recording, implementation, evaluation and adjustment of quality assurance within the school, within the policy frameworks of the Executive Board and legislation and regulations.
- 13.2 A Principal/Director stimulates targeted renewal of the content and organisation of education for the school in question, and to this end takes initiatives and maintains contacts with other educational organisations.

Article 14. Accommodation and management.

- 14.1 A Principal/Director, with due observance of the mandate given to him and established policy frameworks, takes care of the buildings and movable

property of the school in question and draws up a long-term maintenance plan for this purpose. He is supported in this by, among others, the Central Services Office.

- 14.2 When drawing up the budget, the implementation plans for maintenance and investments are determined separately.

Article 15. Organisation.

- 15.1 A Principal/Director draws up the annual staffing plan within the established financial policy frameworks.
- 15.2 The Director of a primary school formulates his staffing plan at least on the basis of the long-term staffing policy that is based on the long-term budget and that is updated annually. After obtaining the approval of the staff section of the Joint Participation Council for Primary Education, the Executive Board adopts the management staffing plan for Primary Education before 1 May.
- 15.3 In the case of a reorganisation at a school, the Principal/Director of that school will, together with others or by himself, draw up a reorganisation plan. This proposal will be submitted to the Executive Board for assessment and final approval. The Principal/Director in question is in charge of the implementation of the reorganisation plan.

Article 16. Finances.

- 16.1 Each year, in consultation with the Principals and the Directors, the Executive Board draws up a policy document containing a timetable for the budget debate. A Principal/Director is responsible for drawing up a draft school budget and submits it to the relevant participation council for advice, including the intentions for the level of school fees at IGBO (internationally oriented primary education) and IGVO (internationally oriented secondary education) schools. The parent section of the participation council has right of consent regarding the amount and the spending of the voluntary parent contributions.
- The Executive Board subsequently draws up and adopts a budget at Stichting level, after it has been submitted for advice to the Joint Participation Councils (primary and secondary education) and after obtaining approval from the Supervisory Board.
- 16.2 A Principal/Director is authorised to incur expenses or obligations for the benefit of the school concerned up to the amounts in the approved budget with a maximum of € 15,000.00 per expense/obligation, with the exception of any structural expenses/obligations arising from the adopted budget.
- 16.3 A Principal/Director may use a business debit card to incur expenses for the benefit of the school with due observance of the mandate granted to the Principal/Director. Upon receipt of the debit card, the recipient agrees to the established procedure for the use of these bank cards. This procedure also states that the use of petty cash is/will be replaced by the use of (a) debit card(s).
- 16.4 Entering into long-term obligations, even if funds have already been reserved for this within the budget, is possible if this is in line with the mandate, and also complies with the procurement procedure.
- 16.5 Registration for personal participation of the Principal/Director in foreign conferences, personal training in the Netherlands and abroad, visiting a foreign institution only takes place after obtaining the permission of the Executive

- Board. Business trips abroad without prior written permission are not covered by the Stichting's insurance and travel and accommodation expenses are not eligible for reimbursement.
- 16.6 The Principal/Director in turn grants permission to members of staff to participate in foreign conferences and to visit a foreign institution. Business trips abroad for which the Principal/Director has not given prior written permission are not covered by the Stichting's insurance and travel and accommodation expenses are not eligible for reimbursement.
- 16.7 The Executive Board is responsible for the preparation of the financial statements and the annual financial report of the Stichting and submits them to the Supervisory Board for approval and to the joint participation councils (primary and secondary education) for information. The Principal/Director is obliged to provide the information that is required for the preparation of the financial statements.
- 16.8 The basic register (BRIN) revenue, school fees (including European contributions) and parental contributions are included in the school budget without re-allocation.

Article 17. Information and communication technology

- 17.1 The purchase of hardware for an amount exceeding € 15,000.00 only takes place on the basis of investment plans and replacement plans approved in advance in writing by the Executive Board.
- 17.2 For the purchase of ICT hardware, system software, entering into obligations with regard to the management of ICT, the provision of ICT equipment on loan and mobile telephones to members of staff, the Principal/Director is bound by the ICT guidelines established by the Executive Board.

Article 18. Suspension and annulment of decisions.

- 18.1 Decisions of a Principal/Director that are not subject to the approval of the Executive Board may be wholly or partially annulled by the Executive Board by reasoned decision due to violation of any applicable regulations and/or due to possible harm to the interests of the educational institution.
- 18.2 The Executive Board can fully or partially suspend a decision of a Principal/Director that it deems eligible for annulment.

Article 19. Amendments, other stipulations.

- 19.1 The management charter is established by the Executive Board, after consultation with the Principals/Directors and after having obtained advice from the joint participation council. The resolution to lay down the management charter requires the prior approval of the Supervisory Board. The management charter will become effective on the day following the day on which the Chairman of the Executive Board has passed that resolution.
- 19.2 Three months prior to the date of expiration of this management charter the Executive Board and the Principals/Directors will consider whether amendment of the management charter is required and/or desirable. If the management charter is not amended, it will be re-adopted by the Executive Board for a period of four years after advice from the joint participation councils (primary and secondary education).

19.3 Interim amendments of this management charter, or its withdrawal, will be drafted by the Executive Board in consultation with the Principals and Directors. The joint participation council will give advice on the intended amendments/withdrawal.

A decision to amend and/or withdraw requires the prior approval of the Supervisory Board, and becomes effective on the day following the day on which the Executive Board has passed the resolution to do so.

19.4 The Executive Board will decide in cases not provided for in this management charter.

Thus adopted by the Chairman of the Executive Board on 31 August 2023 in Leidschendam - Voorburg following consultation with the Principals and Directors, advice being obtained from the joint participation councils (primary and secondary education) and after approval being obtained from the Supervisory Board.

A. Kastelein, MBA

Chairman of the Executive Board

ⁱ In case of differences in interpretation between the English and Dutch version of this Charter, the original Dutch version shall prevail.