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1.0 School Legal Status

1.000 Legal Status of the School

The name of the school is the International School of Tanganyika Limited (IST), also referred to as “the School” throughout this manual.

The School was incorporated on 23rd August 1963 under the Tanzanian Companies Act as a not for profit company limited by guarantee. The School’s registered office is situated along United Nations Road, Upanga, P.O. Box 2651, Dar es Salaam. In addition, the School is registered with the Ministry of Education for operating Pre-KG to Grade 12 classes under Article 26 (3) of the Education Act.

The School falls under the legal jurisdiction of the laws, rules and regulations of Tanzania.

DATE OF ADOPTION: February 06, 2020

1.001 Tax Status of the School

The School is exempt from the payment of Income Tax (Corporation Tax) by virtue of being approved as a Charitable Organisation under Section 131 of Income Tax Act, Cap 332.

DATE OF ADOPTION: February 06, 2020

1.002 Ownership

Ownership of the School rests with the members of the Company. Membership of the Company is limited to the Board of Governors who are elected and appointed to represent the interests of the IST school community.

Through the Annual General Meeting or through a correctly constituted Extraordinary General Meeting, the Company members have the highest authority in the School. Correctly notified Special Resolutions passed at this meeting are binding on the Board, as long as they do not require actions that would be illegal or would be contrary to the Articles of Association of the School or the governance duties of the Board.

No portion of the School’s surplus is distributable to members in any form.

DATE OF ADOPTION: December 08, 2021

1.003 Governance

The School is governed by the Board of Directors, referred to as “the Board” throughout this manual. The Board is the legal representation of the International School of Tanganyika and governs the School in accordance with the applicable local laws, Memorandum and Articles of Association and School Policy adopted by the Board.

The Board delegates the implementation of School Policy and the responsibility for the day-to-day management, operation and administration of the School to the Director. Each employee of the school through the chain of command is accountable to the Director.

The Board exercises authority only as a collective group and only through action at a duly convened, official meeting. Individual Board members have no authority to act in the name of the Board or School.

DATE OF ADOPTION: December 08, 2021

1.004 Articles of Association

The Articles of Association form the governing regulations for the School. Any amendments to the Articles of Association must be approved by the members of the Company in a properly constituted General Meeting. All other policies and procedures of the School are subordinate to the School's Articles of Association.

DATE OF ADOPTION: February 06, 2020

1.1 School Strategy

1.100 Guiding Statements

Guiding Statements

The guiding statements of the School are the Mission, Vision and Values. The Mission is a statement of the purpose of the School: it defines what the School does, for whom the School does it and what, in the end, the School wants to be remembered for.

The Vision is a statement that describes the School's desired future: it is an image of what the School wants to achieve over time.

The School's Values are the School's core beliefs: principles that shape the culture and climate of the School. The guiding statements shall drive all decision-making, planning, action and review at all levels of School life.

Mission

Challenging, inspiring and supporting all our students to fulfil their potential and improve the world.

Vision

IST will be a global leader in the education of internationally-mobile young people.

All students, regardless of their starting point, will think critically, achieve academically and develop the wisdom to make good choices. They will show curiosity and creativity in addressing authentic problems, local and global.

They will pursue their varied passions with enthusiasm, developing resilience, perseverance and confidence. Understanding the diversity of people and cultures, they will act kindly, fairly and responsibly.

All members of the IST community will work together to fulfil this Vision.

Values

All members of the IST community are:

Responsible: We act responsibly, positively and constructively, towards ourselves and other people. We learn from our mistakes and accept the consequences of our actions.

Inquiring: We show curiosity, perseverance and open-mindedness in seeking to understand and solve problems. We persevere in the face of difficulties and we embrace the learning that comes through failure as well as the joy of success.

Compassionate: We empathise with others and act with care and kindness and courage. In our interactions, we behave with patience, generosity and integrity.

Balanced: We believe in a broad education for our students, seeing the value for young people of participation in a varied curriculum.

Diverse: We treasure the diversity within the IST community, using the rich opportunities for deeper understanding that come from our differences

DATE OF ADOPTION: February 06, 2020

Review of Guiding Statements

The Mission, Vision and Values statements of the School shall be reviewed at least every ten years, but the Board may decide by majority vote that an earlier review is required

DATE OF ADOPTION: February 06, 2020

1.101 Strategic Planning**Strategic Plan**

The strategic plan sets forth what the Board believes that the School must accomplish the next three to five years in order to fulfil its Mission as effectively as possible.

The Board shall ensure that there is a current strategic plan in place with corresponding strategic goals. The strategic plan shall be developed by the Director with active involvement of the Board. The strategic plan must be approved in the open session of a Regular Board Meeting.

DATE OF ADOPTION: February 06, 2020

1.2 School Schedules**1.200 School Year**

Each school year shall normally have 180 teaching days. In addition to that, the School calendar shall contain eight scheduled in-service days.

Each year no later than the November Board meeting the Director shall submit to the Board a School calendar listing the days of required attendance for staff and students for the following school year as well as holidays and vacation periods. In preparing the School calendar, the Director shall consult with School Leadership and Teachers.

The Board shall approve the School calendar for the ensuing school year no later than December 1st. Once the School calendar has been approved, any further changes must be approved by the Board.

DATE OF ADOPTION: February 06, 2020

1.201 School Day

Any change in the length or the start and end times of the school day requires approval by the Board.

DATE OF ADOPTION: February 06, 2020

1.3 General Meetings**1.300 Annual and Extra-Ordinary General Meetings****Annual General Meetings**

An Annual General Meeting shall be held once in every calendar year, not being more than fifteen months after the holding of the preceding Annual General Meeting. The Board shall determine the time and the place of the Annual General Meeting in accordance with the Articles of Association and School Policy.

Agenda

The AGM agenda should be as follows:

- 1 Approval of Minutes
- 2 Matters Arising
- 3 Election of Directors
- 4 Chairman's Report
- 5 Treasurer's Report
- 6 Auditor's Report
- 7 Results of Voting
- 8 Appointment of Auditors
- 9 Any motion of which due notice has been given
- 10 Any Other Business

Extra-Ordinary General Meetings

The Board may convene an Extra-Ordinary General Meeting whenever it thinks fit. The Board shall determine the time and the place of this meeting in accordance with the Articles of Association and School Policy.

On request of members of the IST Parent Community, the Board must convene an Extra-Ordinary General Meeting provided that the members of the Parent Community represent not less than one-tenth of the total number of IST parents at the said date. The requisition shall state the objects of the meeting, and must be signed by the requisitionists and deposited at the registered office of the Company.

If the Board does not within twenty-one days from the date of the deposit of the requisition proceed duly to convene a meeting, the requisitionists, or any of them representing more than one-half of the total voting rights of all of them, may themselves convene a meeting, but any meeting so convened shall not be held after the expiration of three months from the said date.

All policies on Annual General Meetings also apply to Extra-Ordinary General Meetings. Guidelines for the conduct of Annual General Meeting and Extra-Ordinary Meetings are articulated in the Articles of Association.

DATE OF ADOPTION: December 08, 2021

1.4 Inter-Organisational Relations

1.400 Accrediting Agencies

The School shall seek the highest status of accreditation by an internationally-recognised accrediting agency. The School will do so in order to evaluate and improve its teaching and learning, governance and leadership, school culture, and operational systems. Amendments to the accrediting bodies used by the school need to be approved by the Board.

In seeking such accreditation, the Director shall ensure the School reflects upon its practices and performance honestly and fully and that all due processes are followed. The Director shall keep the Board informed about the report, the visit of the evaluation team and the report back from the accreditation organisation.

DATE OF ADOPTION: February 06, 2020

1.401 Educational Partnerships

The Board encourages the School's membership of professional organisations that benefit student learning, provide opportunities for our students and teachers to connect with others throughout the world, and contribute to the intention of the School to become a global leader in the education of internationally-mobile

young people. The Board also encourages the establishment of relationships with other schools, both in the host country and in other countries, as long as these are mutually beneficial.

DATE OF ADOPTION: February 06, 2020

1.5 Host Country

1.500 Host Country Relations

The School aims to maintain excellent relations with government authorities and agencies.

DATE OF ADOPTION: February 06, 2020

1.6 Environmental Sustainability

1.600 Environmental Impact

The School recognizes its activities' impact upon the environment and shall continuously commit to improving its environmental performance. Therefore the School shall consider the environmental impacts of its decisions and actions.

The School shall encourage student initiatives that further enhance good environmental practices.

DATE OF ADOPTION: February 06, 2020