

This is the Grant-specific document 2006-2009

Scottish Executive's Grant to Mamie Martin Fund

2006-2009

Memorandum of Understanding between Synod of Livingstonia CCAP and Mamie Martin Fund

Mamie Martin Fund has secured a three-year grant from the Scottish Executive's International Development Fund to:

- encourage development of educational links between Malawi and Scotland
- expand support of Girls Secondary Education in 5 CCAP secondary schools
- facilitate the building of Teachers' housing at some of these schools

There is a partnership between Synod of Livingstonia CCAP and Mamie Martin Fund to administer the grant.

Obligations and responsibilities

In the long-term administration of the Mamie Martin Fund our respective responsibilities are:

CCAP

Operational:

- In conjunction with the Head Teachers of the CCAP secondary schools (KAGSS, LIVSS, EGSS, ROLASS and BAGSS) and the MMF Malawi worker, and in accordance with set guidelines, to identify and select girls who are in need of support from MMF
- To return annual pupil monitoring forms to MMF
- In conjunction with the Head Teachers of the 5 CCAP secondary schools to facilitate the work of the Teacher and school exchanges (visits, etc)
- Identify and supervise the Malawi Administrator in conjunction with MMF Scotland

Financial:

- To acknowledge the receipt of any funds transferred by MMF
- To monitor the spending of any such funds
- Though Head Teachers of the 5 CCAP secondary schools, and with the assistance of the MMF Malawi worker to oversee the procurement and building of any new infrastructure
- To ensure timely audits and share such information with MMF Scotland

MMF

Operational:

- To design and facilitate projects relevant to the needs of the 5 CCAP secondary schools.
- To set up the schools partnership project.
- In conjunction with the Head Teachers of the 5 Scottish schools to facilitate the work of the Teacher and school exchanges (visits, etc)

- To monitor and evaluate the work of the partnership

Financial:

- To procure funding. Current funders are: the Scottish Executive, private donors.
- To provide project funding in a timely and accurate manner.

The following are the component parts of the whole that is the partnership. Detailed are the aspects of their work that are relevant to the administration of both the Scottish Executive's International Development Fund grant and the core work of MMF.

1. CCAP Synod of Livingstonia Education Board

2. CCAP Secondary Schools There are five secondary schools run by the CCAP Synod of Livingstonia. They are, from North to South: Karonga Girls Secondary School; Livingstonia Secondary School; Ekwendeni Girls Secondary School; Robert Laws Secondary School; Bandawe Girls Secondary School. The Head Teachers attend the Mzuzu Committee Meetings. There is an excellent system for identifying girls who are in need of support from MMF.

3. The Local Committee

- is a subcommittee of the CCAP's Education Board.
- is made up of the Head Teachers of the 5 Secondary Schools, the Deputy Education Secretary of Livingstonia Synod, the Synod's accountant. Mr Mulaga attends as MMF representative.
- receives requests from the 5 head teachers and puts them on the Mzuzu Local Committee's next agenda.
- decides which project[s] get the go-ahead
- ensures that the minutes of the meetings give enough detail to allow **MMF Scotland** to calculate whether they can finance it 100 per cent or seek help or stage payments as and when they have the money.
- Administration and attendance expenses are paid by MMF.

4. MMF's Malawi Administrator

- is the representative and employee of MMF in Mzuzu, Malawi. In his/her role as liaison person between CCAP and MMF (s)he attends the Mzuzu committee meetings and is the main channel of communication between MMF and CCAP: in the core MMF work of supporting girls' secondary education at the 5 Livingstonia Synod secondary schools; in the administration of the Teacher Exchange project; in the Teachers' Houses building project.
- accounts for the money sent from Scotland
- takes part in the selection of pupils eligible for support by MMF
- services the Local Committee by taking and circulating minutes

- may be required to obtain answers to questions asked of MMF by the Head Teachers at Mzuzu committee meetings, thus eliminating the inevitable delay of having to wait till the next meeting of either committee
- in the event that it is requested by either committee, to seek clarification of information in their Minutes
- to help answer questions from Scottish schools in their exchange/twinning activities
- to obtain and transmit documentary evidence of likely costings for building projects
- to be a signatory of the Synod's MMF bank account

5. MMF's Scotland Administrator Ms Isabelle Uny. She and the Malawi Administrator are expected to be in regular communication via email and telephone and to have a good understanding of each other's work ethic. She gathers information and seeks clarification as requested by either committee, liaising with other Malawi-focussed organisations. Ms Uny is the information channel through which MMF communications between Mzuzu and Scotland pass. She coordinates and distributes correspondence and liaises with the Malawi Administrator in monitoring progress both in Scotland and in Malawi.

Among her duties she

- attends the MMF Scotland committee meetings and produces minutes
- Seeks out, receives and distributes (to MMF Scotland Committee, Schools involved in Teacher exchange, CCAP etc) information relevant to Girls' Malawi Education
- Prepares material which illustrates MMF's work for Press Releases
- Produces regular reports on the use of the grant for the Scottish Executive's auditors
- supports the teacher exchange project by investigating sources of funds for school pupil travel

6. MMF Management Committee

- raises money and sends it to the MMF account in Mzuzu to be used for needs specifically identified by the Local Committee
- attends to the governance of the Fund.

It is mainly made up of people who have a connection with Jack and Mamie Martin or with Malawi: family; friends; people who have worked in Malawi.

The committee is elected at the Annual General Meeting, held in the Autumn.

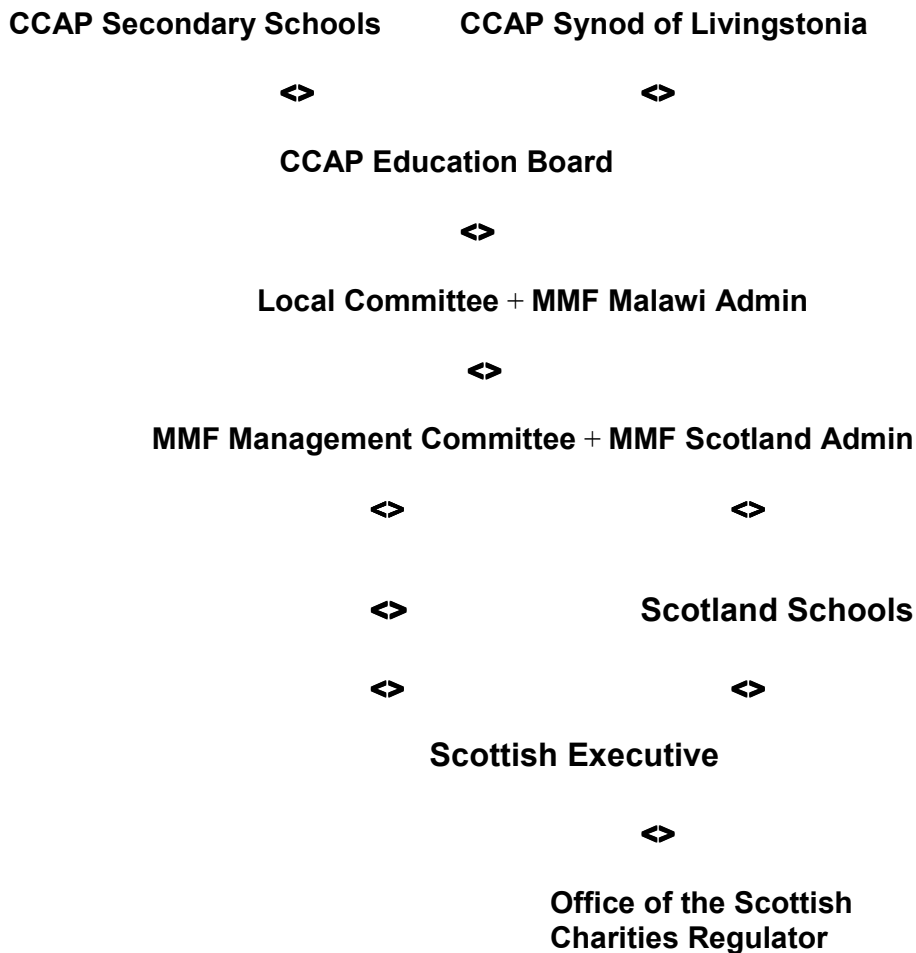
The Office Bearers and other members of this committee are responsible for keeping account of the Scottish Executive's Grant. They are legally **Trustees** of the Mamie Martin Fund and as such are responsible for ensuring that the fund is used for the purpose its donors expect. As a registered charity (**SC 021483**) they are strictly regulated. They have two employees, administrators: one in Scotland and one in Malawi. Apart from these all committee work is voluntary.

7. Scottish Secondary Schools Five Secondary Schools will have been identified who are willing to become involved in "twinning" arrangements with the five CCAP secondary schools. They are (from North to South): Kinross High School; Falkirk High School; Balfron High School; Williamwood High School: the fifth is to be confirmed.

The degree of exchange will vary in its depth and intensity according to the “personality” of each school. MMF’s funding is limited to one Teacher from each of the 10 schools travelling to visit their partner school for a month. It is anticipated that some schools in Scotland will take the opportunity to organise a Pupil Exchange project alongside this Teacher exchange but that is not part of MMF’s involvement.

8. Scottish Executive International Development Fund made the grant to MMF and requires regular updates of project progress and proof of budget prudence.

9. The Office of the Scottish Charities Regulator (OSCR) scrutinises the finances of every charity registered in Scotland. MMF Scotland has to present audited Annual Accounts to OSCR.



On behalf of Mamie Martin Fund, I declare that I have read and accept the relationships described in this document:

William Sinclair, Convenor Mamie Martin Fund

On behalf of Mamie Martin Fund, I declare that I have read and accept the relationships described in this document:

Rev Maxwell Banda, Education Secretary, CCAP Synod of Livingstonia

In signing this Partnership Agreement, MMF and the CCAP Livingstonia demonstrate their commitment to co-operation in the advancement of girls' education in Northern Malawi. The MMF/ CCAP goal is that of long-term development gains for Malawi in line with the Millennium Development Goals.