

PARTNERSHIP AGREEMENT BETWEEN CCAP LIVINGSTONIA AND THE MAMIE MARTIN FUND

2 Partnership parties:

MMF is a registered Scottish Charity ([SC 021483](#)) set up in 1993 by the family and friends of Mamie Martin to advance the education of girls in Malawi

CCAP is the Church of Central Africa Presbyterian. It has been involved in relief work and community for over a century.

3 Vision

In signing this Partnership Agreement, MMF and the CCAP Synod of Livingstonia demonstrate their commitment to co-operation in the advancement of girls' education in Northern Malawi.

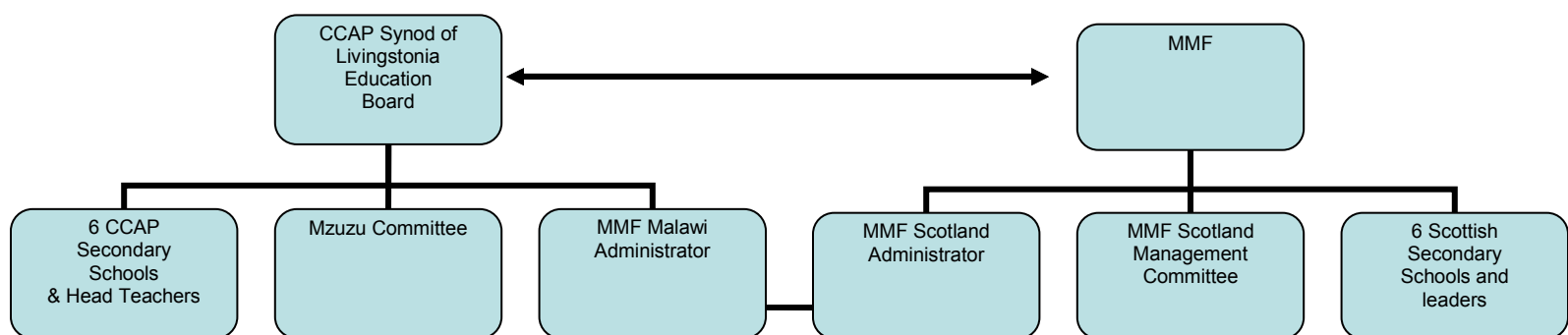
The MMF/ CCAP vision is that of long-term development gains for Malawi in line with the Millennium Development Goals.

4 Values and principles

Both the CCAP and the MMF are working to ensure:

- That no girl who has secured a place in secondary school should have to forfeit it because of poverty.
- That no girl can be discriminated against on grounds of religion or race
- That in partnership CCAP and MMF can achieve this goal
- That by working together they will foster better understanding and cooperation between Scotland and Malawi
- That all work is undertaken in a spirit of mutual trust and respect

5 Partnership structure



6 CCAP:

- **The Local Mzuzu Committee** is a subcommittee of the CCAP's Education Board. It is made up of the Head Teachers of the 6 Secondary Schools, the Deputy Education Secretary of Livingstonia Synod, the Synod's accountant and the MMF Malawi Administrator.

- **There are six secondary schools run by the CCAP Synod of Livingstonia.** They are, from North to South: Karonga Girls Secondary School (KAGSS); Livingstonia Secondary School (LIVSS); Ekwendeni Girls Secondary School (EGSS); Elangeni Secondary School (ELASS); Robert Laws Secondary School (ROLASS); Bandawe Girls Secondary School (BAGSS).

7 **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 Local 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 6 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 Local Committee meetings, thus reducing the delay of having to wait till the next meeting of either committee
- helps answer questions from Scottish schools in their exchange/twinning activities
- obtains and transmits documentary evidence of likely costings for building projects
- acts as a signatory of the Synod's MMF bank account

8 MMF Management 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 of each calendar year. The Office Bearers and other members of this committee are legally **Trustees** of the Mamie Martin Fund and as such are responsible for ensuring that funds are used for the purpose its donors expect. As a registered charity the Fund is strictly regulated. They have two employees, administrators: one in Scotland and one in Malawi. Apart from these all committee work is voluntary.

9 **MMF's Scotland Administrator**

- will be in regular communication with the Malawi Administrator via email and telephone and each will have a good understanding of the other's work ethic. (S)he gathers information and seeks clarification as requested by either committee, liaising with other Malawi-focussed organisations. (S)he is the information channel through which MMF communications pass between Malawi and

Scotland. (S)he coordinates and distributes correspondence and liaises with the Malawi Administrator in monitoring progress both in Scotland and in Malawi.

Among his/her duties (s)he

- 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.

10 MMF/ CCAP agreed goals/ activities

- a) To offer direct financial support to girls most at risk of giving up their education because of poverty in the 6 CCAP secondary schools, so that their education is completed
- b) To support the building of infrastructure- such as materials, teachers' houses, hostels and classrooms- in the 6 CCAP secondary schools to enhance the quality of education provision
- c) To encourage development of educational links between Malawi and Scotland

11 Obligations and responsibilities

In order to achieve the above goals, the two parties' responsibilities are:

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| CCAP |
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Operational:

- In conjunction with the Head Teachers of the 6 CCAP secondary schools and the MMF Malawi Administrator, 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 6 CCAP secondary schools to facilitate the work of school exchanges (visits, etc)
- In conjunction with MMF Scotland to support and supervise the MMF Malawi Administrator

Financial:

- To acknowledge the receipt of any funds transferred by MMF
- To monitor the spending of any such funds

- Through Head Teachers of the 6 CCAP secondary schools, and with the assistance of the MMF Malawi Administrator to oversee the procurement and building of any new infrastructure
- To ensure timely audits and share such information with MMF Scotland

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| MMF |
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Operational:

- To continue to carry out its core activities so that no girl who has secured a place in one of the 6 CCAP secondary schools should have to forfeit it because of poverty
- To design and facilitate projects relevant to the needs of the CCAP schools.
- To set up the schools partnership project.
- To monitor and evaluate the work of the partnership
- To provide funding for the running of MMF Malawi office
- In conjunction with CCAP to support and supervise the MMF Malawi Administrator

Financial:

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

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| <p>On behalf of Mamie Martin Fund, I declare that I have read and accept the above partnership agreement</p> |
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| <p>William Sinclair, Convenor Mamie Martin Fund</p> |
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| <p>On behalf of the CCAP, I declare that I have read and accept the above partnership agreement</p> |
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| <p>Rev Maxwell Banda, Education Secretary, CCAP Synod of Livingstonia</p> |
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