

Partnership Agreement

between

**The Church of Central Africa
Presbyterian Synod of Livingstonia
Education Department**



and

The Mamie Martin Fund (SCIO number SCO21483).

Agreed and signed on 19th January 2016, this replaces the original partnership agreement signed in 2008.

1. Partnership parties:

- **MMF** (Mamie Martin Fund) was set up as a Scottish Charity in 1993 by the family of Mamie Martin and their friends to advance the education of girls in Malawi. In February 2014 it became a Scottish Charitable Incorporated Organisation (SCIO).
- **The Education Department** is the Education Department of the Church of Central Africa Presbyterian Synod of Livingstonia, Malawi. It has been involved in education and community for over a century.

2. Vision

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

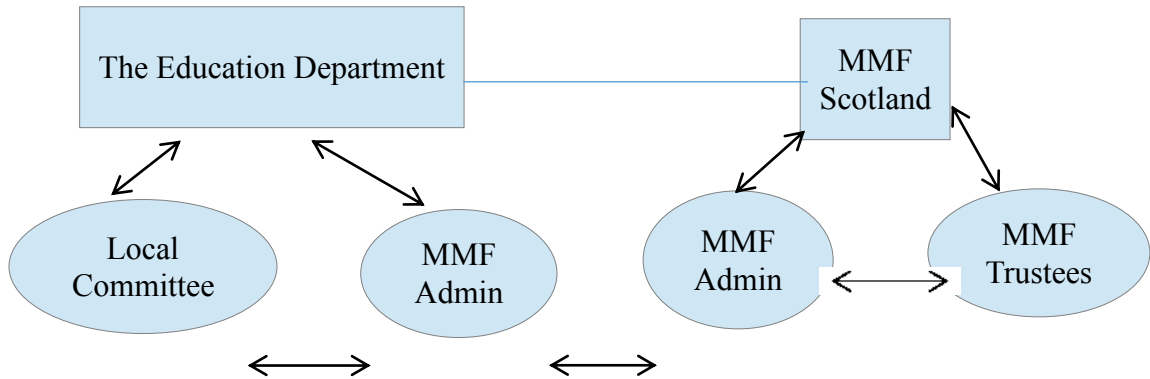
3. Values and principles

Both the CCAP and the MMF are working within their financial limitations 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.

4. Diagram of Partnership structure



5. The Education Department

- **The Local Committee** in Mzuzu is made up of the Head Teachers of the Secondary Schools with MMF-supported pupils, the Education Secretary of the Synod of Livingstonia, the Education Department's accountant and the MMF Malawi Administrator.
- Of the secondary schools run by the Education, the ones in which MMF supports girls at present are: Karonga Girls Secondary School (KAGSS); Elangeni Secondary School (ELASS); Bandawe Girls Secondary School (BAGSS); Ekwendeni Girls Secondary School (EGSS).
- **MMF Malawi Administrator**
- is the representative and employee of MMF in Mzuzu, Malawi. In his/her role as liaison person between The Education Department and MMF
- (s)he attends the Local Committee meetings and is the main channel of communication between MMF Trustees and The Education Department in the core MMF work of supporting girls' secondary education at the Synod of Livingstonia Education Department secondary schools

- 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
- acts as a signatory of the Education Department's MMF bank account.

6. The Mamie Martin Fund

⌘ **The Trustees** (in Scotland) attend to the governance of the Fund. They are elected at the Annual General Meeting, held in the Autumn of each calendar year and are mainly people who have a connection with Jack and Mamie Martin or with Malawi: family; friends; people who have worked in Malawi. The Trustees of the Mamie Martin Fund are legally and morally responsible for ensuring that the money raised is used for the charity's constituted purpose. As a Scottish Charitable Incorporated Organisation MMF is strictly regulated. They have two employees, administrators: one in Scotland and one in Malawi. All other work done is voluntary.

⌘ **MMF Scotland Administrator**

- is in regular communication with the Malawi Administrator via email and telephone. Each has a good understanding of the other's work ethic
- gathers information and seeks clarification as requested by either committee, liaising with other Malawi-focussed organisations
- is the information channel through which MMF communications pass between Malawi and Scotland
- coordinates and distributes correspondence and liaises with the Malawi Administrator in monitoring progress both in Scotland and in Malawi
- attends the MMF Scotland Trustee meetings and produces minutes
- seeks out, receives and distributes (to MMF Scotland Trustees, the Education Department etc) information relevant to Girls' Malawi Education

- prepares material which illustrates MMF's work for Press Releases, newsletters, website etc
- liaises with Scotland Malawi Partnership, NIDOS etc
- researches and prepares applications to grant awarding bodies
- produces regular reports for Regulators and funders.

7. MMF/ The Education Department agreed goals/ activities

- To offer direct financial support to girls most at risk of giving up their education because of poverty in the agreed Education Department secondary schools so that their education is completed.
- To encourage development of educational links between Malawi and Scotland.

8. Obligations and Responsibilities

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

THE EDUCATION DEPARTMENT

Operational:

- In conjunction with the Head Teachers of the agreed Education Department secondary schools and the MMF Malawi Administrator identify and select girls who are in need of support from MMF. The agreed criteria for selection of beneficiaries is set out in Appendix 1. Appendix 1 is dated and may be revised with the agreement of both parties in the event of changed circumstances making a revision of criteria helpful to the achievement of our agreed goals.
- To return annual pupil monitoring forms to MMF
- 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
- To ensure timely audits and share such information with MMF Scotland.

- **MMF**

Operational:

