

Zambia and Malawi Community Partnership - Ngoli Scholarship Management Committee Terms of Reference

Version 0.4 – September 2020

1. Aim – To build the Ngoli Scholarship Programme into a self-sustaining programme, run and financed by past scholarship students for the benefit of future scholarship students.
2. Membership of Management Committee:
 - a. Kate and Mick James
 - b. John and Alison Greener
 - c. Samuel Songolo – Due to graduate as a teacher later in 2020
 - d. Sula Chilekwa – Due to graduate as a nurse later in 2020
 - e. Victor Mubanga – Due to graduate as a nurse later in 2020
3. Additional scholarship students, once they are in their final year of studies, will be invited to join the Committee.
4. A draft quarterly update report, with proposed actions, will be prepared by an agreed member of the committee and circulated to the rest of the committee. Members will provide comments which will be collated and a final version produced. The Chair of ZMCP will sign-off the final version.
5. Building Sustainability
 - a. All scholarship students are asked to commit to paying 5% of their salary, once they are earning, into the scholarship programme every year (using the ZSF Zambian bank account).
 - b. ZMCP will continue to provide the difference between the amount of funds this generates and the required amount to cover the outgoings for the existing students in the programme.
 - c. The programme will continue to be administered via the partnership with Zambia Scholarship Fund and their employees based in Kasama.
 - d. For the intake of further students, the committee must decide each year whether the programme has sufficient funds, and likelihood of future funds, to sustain taking on more students. **This is largely reliant on the full participation of the scholarship students who are in employment fulfilling the commitment they made to pay 5% of their salary each year into the programme.**
6. Criteria for Continuation on the Programme
 - a. A student in the Scholarship Programme is only awarded a scholarship for one year at a time. In order to continue the support of the programme for the next year they must:
 - i. Maintain contact with ZMCP at least quarterly and provide an update of their educational progress (via email, WhatsApp or photos of letters via ZSF or Ngoli staff).
 - ii. Provide evidence of their end of year exam results.
 - iii. Provide evidence of where their exam results place them compared with the rest of the students in their year group/on their course.
 - iv. Attain the minimum criteria to continue on the Scholarship Programme for the next year.
 - b. Minimum criteria to continue on the Scholarship Programme:
 - i. Ngoli High School - Progression from G10 to G11 and G11 to G12 – Evidence that their end of year exams position them in the top 20% of their year group.
 - ii. Kasama Girls and Mungwi Tech High Schools - Progression from G10 to G11 and G11 to G12 – Evidence that their end of year exams place them in the top 75% of their year group (i.e. not in the bottom 25%).
 - iii. Progression from G12 to further education:
 1. Vocational Courses – Achieve School Certificate [Pass 6 subjects (incl. English) with a credit in at least one of them or Pass 5 subjects (incl. English) with a credit in at least two of them]

2. Nursing College – minimum G12 results – Grade 4 or better in Maths, Grade 5 or better in English, plus Grade 4 or better in one science subject (biology, physics, chemistry or science). Applicants need an overall of at least 2 merits and at least 4 credits. N.B. These minimum criteria for the scholarship are intentionally higher than the entry requirement of the institutions (five Credits or higher, including English, Maths and any Science) as the Committee aims to select above averagely strong students.
 3. University Teaching qualification - minimum G12 results – Grade 3 or better in Maths, Grade 3 or better in English, plus Grade 4 or better in one science subject. Applicants need an overall of at least 3 merits and at least 4 credits. N.B. As above, these criteria are intentionally above the minimum requirement of the institutions (six Credits or higher).
 4. University Medical School – minimum G12 results – 6 Distinctions or Merits including English, Maths and one science.
- iv. Progression from one year to the next on a college or university course – Evidence that their end of year exams position them in the top 75% of their course year group (i.e. not in the bottom 25%).
 - v. Resit/Repeat of year policy - ZMCP policy is **not** to fund re-sits or repeats of years. Students who do not meet the criteria for continuation on the programme, laid out above, will have to leave the program. In exceptional circumstances (such as death of a family member or significant illness) the Committee may consider an application.

7. Funding for Scholarship Students:

- a. For students funded in G10 to G12 at Ngoli High School:
 - i. ZMCP to provide - School Fees
 - ii. Parents/Carers to provide – Uniform, equipment such as pencils etc.
- b. For students funded in G10 to G12 at Kasama Girls or Mungwi Tech
 - i. School Fees, Accommodation and Basic Food, Travel expenses, equipment such as maths sets
 - ii. Parents/Carers to provide – Uniform, equipment such as pencils
- c. For students funded at college or university
 - i. Fees, Accommodation, Basic Food, Travel, Laptop (and maintenance within reason), Fee for Medical and Project Allowance for Research where applicable.
 - ii. Parents/Carers to provide – books, pencils, clothes, personal items
- d. Exceptional additional expenses at the Committee’s discretion e.g. reading glasses, data allowance for online participation in studies.

8. Calendar of Actions

Jan	<p>Prepare a draft annual Funds Transfer from ZMCP to ZSF</p> <p>For exams undertaken in November (results due by end Jan):</p> <p style="padding-left: 40px;">Request G9 and G12 results from Ngoli for all students at the school</p> <p style="padding-left: 40px;">Request G12 summary results from Kasama and Mungwi for all students</p> <p style="padding-left: 40px;">Request G12 results from Ngoli, Kasama and Mungwi for all high school students in the Scholarship Programme</p> <p style="padding-left: 40px;">Request G9 and G12 results from Ngoli for any student selected to enter the Programme dependent on their exam results</p> <p>Request end of year college/university exam results for any student in the Scholarship Programme</p> <p>Determine whether each student has met the criteria to continue on the Scholarship Programme and inform ZSF and the students of decision</p>
Feb	Finalise Funds Transfer to ZSF for all students confirmed as having met the criteria to continue.

	Transfer funds to ZSF to be paid to schools, colleges and universities (N.B. for some universities this will include funds for the academic year already started in the previous September)
March to June	Maintain contact with all scholarship students
July and August	Request end of year exam results for university students in the Scholarship Programme (only some Unis – others work on calendar years) Determine whether each student has met the criteria to continue on the Scholarship Programme and inform ZSF and the students of decision
Sept to December	Undertake any agreed selection of G9 or G12 students for the next year's intake (inform school and pupils several weeks in advance and provide information regarding the process and what is offered by the scholarship). Encourage High School and College students in the Scholarship Programme to work hard for their exams in November

9. Selection of Further Students to Join the Programme:

- a. The number of students, whether from G9 or G12 and where they will be funded to go, will be agreed by the Committee on the basis of evidence of success of the selection process from previous years and agreement that there are sufficient funds to take on further commitment.
- b. N.B. For the 2020 intake, the selection was of one G9 to be funded to stay on at Ngoli for G10 to G12; one G9 to be funded to go to High School in Kasama/Mungwi for G10 to G12 and one G12 to be funded to go to college. The aim of this selection was to provide Ngoli High School with one set of fees and an incentive to improve the teaching standards such that pupils can continue at Ngoli High School and attain strong exam results to go to college rather than needing to go to Kasama/Mungwi for Grade 10 to 12. The aim was also for Ngoli School to demonstrate the building of the science block supported an improvement in science exam results, as agreed with the school in summer 2019. **The early success of this selection policy cannot be assessed until the 2019 results have been received.**
- c. For selection of G9s:
 - i. If one or more members of the Management Committee are able to visit Ngoli for face-to-face selection (and assuming this is before the G9 results are available as there is only a small window in January between results being available and the start of the next school year) the school will be asked to identify five 'vulnerable but viable' pupils for every one place to be selected. These five pupils must be two of one gender and three of the other.
 - ii. A selection committee will be formed from the visiting Management Committee members, a teacher from the school and a member of the Parent Teachers Association.
 - iii. The pupils will be given a task to undertake (such as to prepare and deliver a presentation on a particular topic) and the three who deliver the task the best, as deemed by the Selection Committee, will be identified (two of one gender and one of the other).
 - iv. Once the exam results are available, of the three identified, the one selected for the scholarship will be the one who has the best (highest) exam school result score. For gender balance, see e) below.
 - v. In addition, the minimum attainment for selection is a combined score of 80 from the English and Maths exams (e.g. a score of 35 in English and 56 in Maths would qualify).
 - vi. If no committee member visits the school during the school year, the school will be asked to make a selection and must confirm the exam result score of the pupil chosen and their 'vulnerability' status.

- d. For selection of G12s:
- i. Ideally this selection process will take place after G12 exam results are available (by end January) and before applications must be made to Universities (April to September) or Colleges (September to November).
 - ii. If one or more members of the Management Committee are able to visit Ngoli for face-to-face selection in this time window, the school will be asked to identify three 'vulnerable but viable' pupils for every one place to be selected. These must include at least one pupil of each gender and be those who have the best exam result average score of their best five subjects (N.B. best is lowest score). In addition, the minimum for selection is a score of 4 or better (i.e. 4, 3, 2 or 1) for English, Maths and **one** of Science, Biology, Physics or Chemistry.
 - iii. A selection committee will be formed from the visiting Management Committee members, a teacher from the school and a member of the Parent Teachers Association.
 - iv. The students will be given a task to undertake (such as to prepare and deliver a presentation on a particular topic) and the one who delivers the task the best as deemed by the Selection Committee will be identified.
 - v. If no Committee member visits the school in the required time window, the school will be asked to make a selection and must confirm the exam result score of the pupil chosen and their 'vulnerability' status.
- e. Ngoli Scholarship Management Committee would like to see a gender balance in the selection of students for scholarships. If two or more students are being selected across G9 and G12, to attain a gender balance, one of the places, at the discretion of the Committee, will be awarded to a pupil of the otherwise unrepresented gender on the basis of the best score for that gender not the best overall score.