



P.O. Box HM 2704
Hamilton HM KX

THE BERKELEY INSTITUTE
GOVERNING BODY
HAMILTON, BERMUDA

Name of Public Authority:
The Governing Body of The Berkeley Institute – Capitation Account

Introduction:

The purpose of the Public Information Act (the “Act”) is to –

- i) give the public the right to obtain access to information held by public authorities to the greatest extent possible, subject to exceptions that are in the public interest of and for the protection of the rights of others;
- ii) increase transparency, and eliminate unnecessary secrecy, with regard to information held by public authorities;
- iii) increase the accountability of public authorities;
- iv) inform the public about the activities of public authorities, including the manner in which they make decisions; and have more information placed in the public domain as a matter of routine.

The purpose of the Information Statement is to provide information to give the public sufficient information about the public authority to help them to make requests and share as to what information is already publicly available.

This information statement and the scope of the public authority relates to the Capitation Account and the related activities of the Governing Body of The Berkeley Institute (the “Governing Body” or the “Board of Governors”).

Section A: Structure, Organization and Legislation [s5(1)a]

The Governing Body

The Governing Body shall be comprised of up to nine members. The current Governing Body is comprised of the following persons:

Mr. Craig Bridgewater, Chairman
Mr. Kyle Masters, Deputy Chairman
Mr. William Usher, Treasurer
Mr. Scott Pearman
Mr. Nadir Wade
Mr. Sean Tucker
Mrs. Garita Coddington
Mrs. Rhonda Woods Smith

In attendance at meetings of the Governing Body are the following:

Ms. Keisha Douglas, Principal
Mr. Desmond Greyson, Business Manager
Mr. Gary L. Phillips, Secretary
Dr. June Hill (ex-officio, Berkeley Educational Society)
Mr Andre Carr (ex-officio, Parents Teachers Students Association)

Governing Legislation and other documents:

- The Berkeley Institute Act, 1933 as amended in 1979
- Constitution of the Berkeley Educational Society
- The Berkeley Institute Student Handbook
- Education Act, 1996
- Education Rules, 2006
- Policy and Procedures Manual for Principals
- BUT Policy and Procedures Manual for Teachers
- Collective Bargaining Agreement – Bermuda Union of Teachers (BUT)
- Agreement with Bermuda Public Services Union (BPSU)
- Management Agreement between the Ministry of Education and The Governing Body of the Berkeley Institute on behalf of the Berkeley Educational Society
- The Berkeley Institute (Ridgeway) License Agreement – Ministry of Public Works, Education and the Berkeley Board of Governors
- Core Values – Adopted by the Board of Governors, May 2002
- Strategic Plan

Section B: 1) Functions, powers and duties of the Authority [s5(1)b]

Under The Berkeley Institute Act, 1933 as amended in 1979, the general administration and management of The Berkeley Institute (the “School”) for educational purposes and the control of its finances is vested in the Governing Body

The primary functions of the Governing Body are:

- i) To operate and manage an aided school within the public educational system in accordance with its Core Values and Strategic Plan as revised from time to time.
- ii) To provide services to those students who have completed Middle School in Bermuda or its equivalent thereof;
- iii) To appoint the Principal, faculty and support staff;
- iv) To evaluate the performance of the Principal, faculty and support staff
- v) To determine and advise the Ministry of Education on the appropriate staffing levels and the skill sets required to realize the Board’s goals and objectives and the certification programmes as determined by the Ministry of Education from time to time
- vi) Retain, as an aided school, final authority for the administration of the Terms and Conditions of Employment of all teaching, and support staff;
- vii) Manage and administer the financial affairs of the School by dispersing the operating capitation grant in accordance with the approved budget which shall include contingencies to introduce programmes that will enhance the learning capabilities of the students;
- viii) Respect, maintain and preserve the physical plant facilities at the Ridgeway campus (allowing for wear and tear)

Section B: 2) Obligations under PATI Act [s5(1)b]

- To provide an information statement for the public and promulgate it **[s5]**
- To provide other information to the public so that the public needs only to have minimum resort to the use of the Act to obtain information **[s6]**. This includes:
 - General information, e.g. activities of the Board of Governors
 - Log of all information requests and their outcome
 - Quarterly expenditure (upon request) **[s6(5)]**
- To respond to information requests in a timely manner **[s12-16]**
- To track information requests, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner **[s9]**
- To amend personal information held by the Board of Governors that is wrong or misleading following a written request by the person to whom the information relates **[s19]**
- To conduct an internal review if formally requested **[part 5]**
- To give evidence for review by the Information Commissioner **[part6, 47(4)]** or for judicial review **[s49]** , if required
- To provide an annual written report to the Information Commissioner of the status of information requests **[s58(3)]**.
- To do anything else as required under the PATI Act and subsequent Regulations **[s59,60]** including:
 - Fees for Requests for Information
 - Management and Maintenance of records
 - Procedures for administering the Act
- To train staff and make arrangements so as to facilitate compliance with the Act **[s61]**
- To designate one of its officers to be the person to whom requests are directed **[s62]**

Section C: Services and Programmes [s5(1)c]

In order that the Board of Governors might be appropriately resourced to manage its mandate as an aided school operating within the public education system and to implement its Strategic Plan, the following standing committees have been established with the noted mandates:

- i) **Executive & Governance –**
 - + Liaison with The Ministry of Education
 - + Evaluation of Governors
 - + Strategic Planning
 - + Selection and evaluation of Principal and key senior personnel

- ii) **Programme Excellence**
 - + Curriculum oversight in consultation with the Principal and the Ministry of Education

- iii) **Human Resources**
 - + Union negotiations for support personnel
 - + Oversight of human resource policies
 - + Overview of evaluation processes

- iv) **Property and Facilities**
 - + Managing the ongoing maintenance of the Ridgeway Campus

- v) **Finance & Audit**
 - + Management of the Capitation Grant Fund
 - + Oversight of the Capitation Grant financial statement audit including liaising with the Office of the Auditor General

- vi) **Governance Committee**
 - + Oversight of the governance of the Board

Section D: Records and Documents held [s5(1)d]

- Minutes of the meetings of the Board of Governors as it relates to the Capitation Grant and the related supporting documentation and reports
- Audited financial statements
- General correspondence
- Strategic planning documents

Section E: Administration (all public access) manuals [s5(1)e]

- See Governing legislation and other documents

Section F: Decision-Making documents [s5(1)f]

- See Governing legislation and other documents

Section G: The Information Officer [s5(1)g]

Mr. Gary L. Phillips Secretary to
the Board of Governors Email:

gphillips@logic.bm

Telephone: 1 441 236 2219

Section H: Any other Information [s5(1)h]

Requests should be made in writing and presented to:

Ms. Beverly-Dawn Knights
Administrative Assistant to the Principal
The Berkeley Institute
26 Berkeley Road
Pembroke HM 09
Tel: (441) 292-4752 ext. 3193
Fax: (441) 295-5646
Email: bknight@berkeley.bm

Section I: Any Other Information to be Provided [s5(1)i]

None

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act:

Date Information Statement was updated: February 2023

Location of Information Statement:

- The Berkeley Institute Administration Office Yes
- The Bermuda National Library Yes
- The Bermuda Archives Yes
- Available electronically Yes
- Berkeley Institute website (www.berkeleybda.com) Yes
- Have you published a notice in the Gazette indicating the places where the information statement is available for the public? Yes
- With the Information Commissioner Yes

Craig I. V. Bridgewater
Chairman
Governing Body of The Berkeley Institute

Gary L. Phillips
Information Officer

January 31, 2023