



## **BAY PRIMARY SCHOOL – SGB POLICIES POLICY: SGB CONSTITUTION**

### **MISSION STATEMENT**

To provide excellent education within a caring, inclusive, multicultural environment that addresses the full development of young children in a democratic South Africa.

### **GOVERNANCE AND PROFESSIONAL MANAGEMENT**

- Subject to the Act, the governance of the school is vested in its governing body: provided that the governing body or a member thereof, in his or her capacity as a member, not interfere with the professional functions of the school or of an educator in the performance of its or his or her duties.
- The governing body stands in a position of trust towards the school.
- Subject to the Act and this Constitution, the professional management of the school must be undertaken by the Principal under the authority of the Head of Department.

### **OBJECTIVES OF THE SCHOOL**

- To provide the best possible education to learners.
- To admit learners, subject to the provisions of Section 5 of the Act, and provide for their educational needs without any form of discrimination.
- To allow no form of racial, cultural, religious or sexual orientation discrimination at the school.
- To allow no discrimination in the execution of the Language Policy of the school, subject to the provisions of Section 6 of the Act.
- To allow religious observances at the school to be conducted on an equitable basis and attendance at them by learners and staff to be free and voluntary, subject to the provisions of Section 7 of the Act.
- To use the school finances and assets of the school only in accordance with the provisions of Section 37 of the Act.
- To function financially in such a way that the school fulfils its commitments.
- To serve the community by preparing learner in such a way that they will take their place in the community as well-educated and balanced people.
- To provide the opportunity to the staff of the school to grow professionally, to obtain work fulfilment and to deliver education of the highest quality.
- To make a contribution to the promotion of sport and culture at the school.

## **FUNCTIONS AND ALLOCATION OF FUNCTIONS OF THE GOVERNING BODY**

- The Governing Body performs the functions that fall within its powers and that are necessary for the welfare of the school, subject to the provisions of Sections 20 and 21 of the Act.
- The Governing Body uses the school funds and assets of the school in accordance with the provisions of Section 37 of the Act.
- The Governing Body must provide services and facilities in the interest of the learners and of education.
- The Governing Body must appoint auditors, in accordance with the provisions of section 43 of the Act, to audit the financial records and statements of the school.
- The Governing Body must adopt a code of conduct for the learners and play a part in the formulation of all school policies.
- The Governing Body must suspend and or recommend the expulsion of learners in accordance with the provisions of Section 9 of the Act.
- The Governing Body must see to it that school fees are levied and may enforce the payment thereof.
- The Governing Body drafts the mission and value statement of the school.

## **LIABILITIES OF MEMBERS OF THE GOVERNING BODY**

A member of the governing body is not liable for any debt, damage or loss incurred by the school unless he or she acted without authorization, with malicious intent or negligently and can, therefore, be held responsible for such, debt, damage or loss.

## **COMPOSITION OF THE GOVERNING BODY**

Educator The SGB consists of: 5 elected members from the parent body, 2 educators, 1 non educator and the Principal. The Governing Body of the school is composed in accordance with the provisions of measure 2 of the measures.

## **TERMS OF OFFICE OF MEMBERS OF THE GOVERNING BODY**

3 years.

## **QUORUM**

At least one or more than half of the members of the SGB, composed in accordance with the provision of measure 2(1) of the measures, shall constitute a quorum.

## **ELECTION OF OFFICE BEARERS OF THE GOVERNING BODY**

Subject to the provision of the measures, the SGB elects from its ranks, at the first meeting office bearers who will include at least a chairperson, a treasurer and a secretary.

## **TERMS OF OFFICE OF OFFICE BEARERS**

- 3 years from the date of their election.
- An office bearer may be re-elected after the expiry of his/her term of office.

## **APOLOGIES FOR ABSENCE OF MEMBERS OF THE GOVERNING BODY**

The SGB accepts leave of absence of a member or members for a period determined by the Governing Body.

## **CO-OPTED MEMBERS OF THE GOVERNING BODY**

- A casual vacancy occurs and is filled in accordance with the provisions of the measures.
- A maximum of 6 members may be co-opted.

## **COMMITTEES**

- The Governing Body may, in accordance with the provisions of Section 20 of the Act, appoint one or more committees to advise it and, subject to the instructions of the Governing Body, to perform such functions as the Governing Body may determine.
- The Governing Body may alter or invalidate any decision of a committee contemplated in the above bullet.

## **MEETINGS**

- The Governing Body shall meet at least once a term. Bay SGB meets twice a term.
- The Governing Body shall meet with learners, parents, educators and other staff at the school, respectively, at least once a year.
- The Governing Body shall render a report on its activities to parents, educators, learners and other staff of the school at least once a year and circulate an annual financial report to the parents.
- Meetings of the Governing Body are held in accordance with the provisions of the measures.
- Each member of the Governing Body has one vote. At the conclusion of voting, the chairperson shall, in addition to his or her deliberate vote, have a casting vote.
- A member must withdraw from a meeting for the duration of the discussion and decision making on any issue in which the member has a personal interest.

## **MINUTES OF PROCEEDINGS OF MEETINGS**

The minutes of the meetings of the Governing Body shall be dealt with in accordance with the provisions of the measures.

## **BANK ACCOUNT**

- The SGB must open and maintain a banking account.
- Subject to paragraph 21.1, all money received by the school, including school fees and voluntary contributions, must be paid into the school fund.

## **CLOSING OF THE FINANCIAL YEAR**

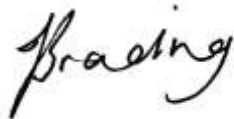
The financial year commences on the first day of January and ends on the last day in December. The records and statements of the school must be audited subsequently, in accordance with the provision of Section 43 of the Act.

## **SUBMISSION OF FINANCIAL STATEMENTS**

The Governing Body must submit, to the Head of Department, within six months after the end of each financial year, a copy of the annual, audited financial statements.

## **AMENDMENT OF THE CONSTITUTION**

- A decision to amend the Constitution requires a two-thirds majority of the total membership of the Governing Body, after all members have been informed of the proposed amendments at least two months in advance.
- If too few members are present at the meeting convened for this purpose, a second meeting must be called, exclusively for this purpose, at least two weeks after the first meeting.



**SIGNED:**

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**CHAIRPERSON OF THE GOVERNING BODY**

**DATED:**

\_\_\_\_\_ **09.01.2019** \_\_\_\_\_