



**CAMPS BAY
HIGH SCHOOL**

CONSTITUTION OF THE GOVERNING BODY OF CAMPS BAY HIGH SCHOOL

1. NAME OF SCHOOL

This constitution applies to Camps Bay High School, subsequently referred to as "the school"

2. PHYSICAL ADDRESS

Lower Kloof Road, Camps Bay

3. POSTAL ADDRESS

P O Box 32159, Camps Bay, 8040

4. TELEPHONE NUMBER

021 4381507

5. EMAIL ADDRESS

admin@campsbayhigh.co.za

6. WEBSITE

www.campsbayhigh.co.za

7. MISSION STATEMENT

We believe in:

- A balanced and broad education open to all
- The value and rights of the individual
- The individual's responsibility to and for the community and natural environment

We will:

- Strive for excellence in all aspects of school life, with consideration for both individual and group potential
- Create a challenging environment that fosters critical thinking and decision making
- Foster a sense of co-operation and commitment
- Develop a relevant curriculum to meet the needs of a changing South Africa
- Encourage opportunities for self-reflection and clarification of values and attitudes

- Provide compassionate support for all school members

8. LANGUAGE

The language of learning and teaching is English

9. RELIGION

Religious observances may be conducted at the school under rules laid out in the Code of Conduct and only if such observances are conducted on an equitable basis and attendance at them by learners and members of staff is free and voluntary.

10. ADMISSION

The admission policy of the school is determined by the governing body and appears as a separate document. It is applied by the school principal.

11. DISCIPLINE

- Discipline at the school is the responsibility of the Principal and Staff, with the support of the Governing Body
- Discipline is determined by the school's code of conduct, drawn up by the Governing Body. The code of conduct appears as a separate document

12. 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, may 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.

13. OBJECTIVES OF THE SCHOOL

- To provide the best possible education to learners.
- To serve the community by preparing learners 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 allow no form of racial, cultural, religious, or sexual orientation discrimination at the school.
- To contribute towards the promotion of sport, culture and service at the school.
- To provide services and facilities in the interest of the learners and of education.

14. FUNCTION OF THE GOVERNING BODY

The Governing body must:

- Support the Principal, Educators and other staff of the school in the performance of their professional functions;
- Administer and control the school's property, and building and grounds occupied by the school
- Encourage parents, learners, educators and other staff at the school to render voluntary service to the school; and
- Recommend to the Head of Department the appointment of educators and non-educators at the school

15. ALLOCATED FUNCTIONS OF THE GOVERNING BODY

The governing body will:

- Maintain and improve the school's property, and buildings and grounds occupied by the school
- Compile and regularly update a school physical infrastructure audit;
- Determine the extra-curricular activities of the school and the choice of subject options in terms of provincial curriculum policy;
- Purchase textbooks, education material or equipment for the school;
- And pay for services to the school

16. RIGHTS, POWERS AND FUNCTIONS OF THE GOVERNING BODY

The governing body must

- draft the mission and value statement of the school.
- admit learners, subject to the provisions of Section 5 of the Act and provide for their educational needs without any form of discrimination.
- determine the language policy of the school subject to the provisions of Section 6 of the Act.
- determine the religious observances policy subject to the provisions of section 7 of the Act ensuring that observances are conducted on an equitable basis and attendance at them is free and voluntary.
- adopt a code of conduct for the learners after consultation with the learners, educators, and parents of the school subject to the provisions of section 8 of the Act.
- suspend and or recommend the expulsion of learners in accordance with the provisions of Section 9 of the Act.
- adopt a constitution for the governing body subject to the provisions of section 18 of the Act and submit it within 90 days of the election of a new governing body.
- adopt a code of conduct for the governing body subject to the provisions of section 18A.
- perform 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.
- supplement the resources of the school only in accordance with the provision of section 36 of the Act.
- use the school funds and assets of the school in accordance with the provisions of section 37, 38 and 38A of the Act.
- levy school fees and enforce payment thereof in terms of sections 39 and 41 of the Act

- keep financial records and appoint auditors, in accordance with the provisions of sections 42 and 43 of the Act, to audit the financial records and statements of the school.

17. MEMBERSHIP OF THE GOVERNING BODY

The governing body is composed of:

- a) Elected members of which there should be a member or members of the following categories:
 - Parents of learners at the school
 - Educators at the school
 - Members of staff at the school who are not educators
 - Learners in the eighth grade or higher at the school
- b) The Principal, in his or her official capacity
- c) Co-opted members

18. LIABILITY 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 authorisation, with malicious intent or negligently and can, therefore, be held responsible for such, debt, damage or loss.

19. COMPOSITION OF THE GOVERNING BODY

- The governing body consists of 7 elected members from the parent body, 2 educators, 1 non-educator, 2 learners and the principal.
- The governing body of the school is composed in accordance with the relevant provincial regulations.
- Co-opted members do not have voting rights on the governing body
- A parent who is employed at the school may not represent parents on the governing body
- The number of parent members must comprise one more than the combined total of other members with voting rights.

20. TERMS OF OFFICE OF MEMBERS OF THE GOVERNING BODY

3 years for all members from the date of election (or for the balance of term of the governing body if elected at a by-election) other than learners for whom the term is one year OR until terminated in terms of the Act, provincial regulations or the code of conduct of the school.

21. ELECTION OF OFFICE BEARERS OF THE GOVERNING BODY

Subject to the provision of the provincial regulations, the governing body elects from its ranks, at the first meeting office bearers who will include at least a chairperson, a vice-chairperson, a treasurer, and a secretary.

22. APOLOGIES FOR ABSENCE OF MEMBERS OF THE GOVERNING BODY

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

23. CO-OPTED MEMBERS OF THE GOVERNING BODY

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

24. COMMITTEES

- The Governing Body may, in accordance with the provisions of Section 30 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 SGB must formally appoint members to such committees
- The Governing Body may alter or invalidate any decision of a committee contemplated in the above bullet.
- The decision of any committee must be ratified by the governing body

25. MEETINGS

- The governing body shall meet at least once 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 regulations.
- Each member of the governing body has one vote. At the conclusion of voting, the chairperson shall in the event of a tie, in addition to his or her deliberate vote, have a casting vote, provided that a learner may not vote on any matter that imposes liabilities on a third party.
- 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.
- School governing body meetings and committee meetings shall be scheduled annually for the full year, placed on a schedule of dates, and circulated to the full membership of the governing body and its committees by the end of the preceding December and to new members upon their election.
- Such schedule shall be accepted as having given 14 days' notice of all meetings listed in the schedule.
- Confirmation of meetings shall be circulated to all members, together with an agenda and relevant preparatory documentation as may be required, at least three days prior to the meeting to give school governing body members time to prepare for the meeting.
- Attendance registers and minutes must be kept of all meetings of the school governing body, committee's annual general/budget meeting and stakeholder meetings.

- Minutes must be circulated within ten days of the meeting having taken place (and again when the final agenda for the following meeting is distributed).
- The minutes of the previous meeting must be tabled for approval at each subsequent meeting. Errors and omissions must be dealt with to the satisfaction of the meeting. Matters arising from the meeting must be addressed and progress reported on matters outstanding from the previous meeting. The chairperson must sign the approved minutes and the signed copy (pasted in a minute book) must be given to the principal for safekeeping. The school governing body secretary should keep copies of all minutes.
- Any matter to be raised with the school governing body should be referred to the principal or chairperson, with a request that it be placed on the agenda. There should be enough time to investigate the matter before the meeting. The chairperson has the right to determine whether an item may be added to the agenda at the meeting. This permission will generally be denied unless the matter is of an urgent nature that if not resolved at the meeting may result in harm to the school.
- All meeting documentation will be circulated in electronic format. School governing body members who require hard copies can request them from the school governing body secretary or other designated person.
- The principal is responsible for the safekeeping thereof.

26. BUDGET, FINANCIAL RECORDS AND STATEMENTS

- The governing body must open and maintain a banking account.
- All money received by the school, including school fees and voluntary contributions, must be paid into the school fund.
- The governing body may, with the approval of the Member of the Executive Council, open a second banking account, in which funds surplus to immediate needs may be deposited: such second bank account will be an interest-bearing account.
- Each year, the governing body must prepare a budget which shows the estimated income and expenditure for the following year.
- The budget must be presented at a meeting of parents for discussion and approval. There must be a minimum 14 days' notice period for this meeting. There is no quorum required for this meeting.
- The governing body must delegate signing powers to persons who may authorize payments from the school funds in terms of the approved budget.
- The governing body must keep records of the funds received and spent by the school, and of its asset, liabilities and financial transactions

27. SCHOOL FEES

- The governing body must take all reasonable measures within its means to supplement the resources supplied by the state in order to improve the quality of education to learners

- The governing body will set a school fee in the annual budget. Each parent is responsible for paying the required fee, unless an exemption has been granted
- The governing body will inform parents when fees are due of and the regulations for the exemption from the payment of school fees and their right to apply for full conditional or partial exemption

28. FINANCIAL YEAR

The financial year commences on the first day of January and ends on the last day in December.

29. 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.

30. ADOPTION AND AMENDMENTS TO THIS CONSTITUTION

- The Constitution of the governing body of Camps Bay High School shall be adopted by the governing body and reviewed by each incoming governing body within 90 days of its election and upon the promulgation of amendments to the Act or regulations.
- 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: _____

SIGNED_____

**CHAIRPERSON OF THE
GOVERNING BODY: WERNER THETARD**

PRINCIPAL: LOUIS MOSTERT

DATE: _____

DATE: _____

SIGNED: _____

**SECRETARY OF THE GOVERNING BODY:
SAMANTHA STEYN**

DATE: _____

POLICY REGISTER DETAILS

TITLE OF POLICY	Constitution of the Governing Body of Camps Bay High School
POLICY NUMBER	
DATE APPROVED BY SGB	
EFFECTIVE DATE	
EXPIRY DATE	This Constitution remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	Fill in the approximate date (The Constitution must be reviewed at least every three years, following the election of a new SGB, and submitted to the HOD within 90 days of the election or when the empowering legislation changes.)
AMENDMENT HISTORY	