



# PRETORIA BOYS HIGH SCHOOL

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## CONSTITUTION

### 1. Name of the School

This constitution applies to Pretoria Boys High School, which is referred to in the constitution as “the School”.

### 2. Status of the School

The School is a juristic person with full legal capacity in terms of the South African Schools Act, 84 of 1996.

### 3. Mission of the School

3.1 The mission of the School is to pursue and maintain excellence in all spheres of school life, academic, athletic and cultural, within the South African community.

3.2 It is the aim of the School to produce gentlemen who are independent thinkers with physical and moral courage, who are articulate, well-mannered and respectful, educated in the widest sense of the word, sensitive to the needs of others and dedicated to the service of others and the community as a whole.

### 4. Philosophy of the School

The mission of the School is founded upon the following philosophy:

4.1 We believe in the value of a holistic education in which pupils are exposed to and encouraged to participate in the widest range of intellectual, cultural and sporting pursuits, so as to produce a balanced and rounded individual.

4.2 We believe in the worth, dignity and unique character of the individual.

4.3 We strive to respect the past yet remain relevant for the future.

4.4 We strive to provide quality, structured, disciplined, intellectual education and training and encourage creativity limited only by the ability of the student.

4.5 We strive to create an environment of mutual respect and understanding, to ensure that all feel accepted, safe and happy.

4.6 We believe that the academic staff of the School should be proficient in the teaching of their subjects, dedicated to the physical and spiritual well-being of the pupils and committed and loyal to the profession. To this end, we believe in the recruitment, motivation and retention of staff who fulfil these criteria.

4.7 We will strive to appoint suitably qualified non-academic staff who are dedicated to the support of the school and all its programmes.

4.8 We believe in the upholding of traditional values that include good manners, fair play, sportsmanship, high moral standards, patriotism and integrity.

4.9 We believe that successful education is a partnership between the home and the School. An atmosphere of openness, mutual trust and respect must exist amongst partners - parents, pupils and staff.

**5. Language of the School**

The language of teaching and learning in the School shall be English. The full Language Policy appears as a separate document and is determined by the Governing Body.

**6. Single Gender School**

The School is an educational institution for boys.

**7. Religion at the School**

The religious ethos of the School is based on the Christian religion. However, freedom of conscience is practiced and, with the concurrence of the Headmaster, attendance at religious observances is voluntary.

**8. Admission to the School**

The admission policy of the School is determined by the Governing Body, guided by the relevant National and Provincial legislation and appears as a separate document. It is applied by the Headmaster.

**9. Discipline at the School**

9.1 The maintenance of discipline at the School is the responsibility of the Headmaster and staff, with the assistance of the Governing Body.

9.2 In the case of students at the School, discipline is applied in terms of the South African Schools Act, Act No.84 of 1996, all other relevant National and Provincial legislation, and the code of conduct approved by the Governing Body after consultation with the boys, their parents and the teachers of the School.

9.3 In the case of staff, discipline is applied in terms of the relevant National and Provincial legislation and the code of conduct approved by the Governing Body after consultation with the staff of the School.

**10. Governance of the School**

10.1 The governance of the School is vested in the Governing Body.

10.2 The Headmaster is responsible for the professional management of the School.

**11. Composition and Term of Office of the Governing Body**

11.1 The composition of the Governing Body and the terms of office of the members thereof, shall be as provided for in the relevant National and Provincial legislation.

11.2 If the Chairperson of the Parents' Association is not an elected parent member of the Governing Body, the Headmaster may nominate him or her for election as a co-opted member.

11.3 If the Chairperson of the Boarding House Committee is not an elected parent member of the Governing Body, the Headmaster may nominate him or her for election as a co-opted member.

**12. Co-option of Members of the Governing Body**

12.1 Members may from time to time be co-opted onto the Governing Body in accordance with National and Provincial legislation, save that unless otherwise specified therein, this will not preclude the school from co-opting additional parent members.

- 12.2 Nominations for co-opted members of the Governing Body may be made by any member of the Governing Body.
- 12.3 Members may be co-opted by the unanimous agreement of the members of the Governing Body present, or by secret ballot.

### **13. Election of Office Bearers of the Governing Body**

- 13.1 At its first meeting, the Governing Body, under the chairmanship of the Headmaster, shall elect a Chairperson. Under the chairmanship of the newly elected Chairperson, the members will elect the Deputy Chairperson, the Chairperson of the Finance Committee/Treasurer and the Secretary.
- 13.2 Only a parent member of the Governing Body, who is not employed by the School, may serve as Chairperson of the Governing Body.

### **14. Committees of the Governing Body**

- 14.1 The Governing Body shall establish committees, including the following:
  - a) An Executive Committee comprising four or more adult members. The Headmaster, the Chairperson, Deputy Chairperson and the Treasurer of the School Governing Body are *ex officio* members of the Executive Committee, which will be chaired by the Chairperson of the Governing Body;
  - b) A Finance Committee;
  - c) A Boarding House Committee;
  - d) A Physical Amenities/Estates Committee;
  - e) A Diversity Committee;
  - f) A Legal Committee, and
  - g) Other committees as determined by the Governing Body.
- 14.2 The Governing Body may, for good reason, appoint persons to serve on committees who are not members of the Governing Body, but a member of the Governing Body must chair each committee.
- 14.3 Subject to the provisions of the relevant National and Provincial legislation, the Governing Body may delegate any of its functions to an appropriate committee, and a committee may delegate any of its functions to a responsible member thereof.
- 14.4 Each Committee of the Governing Body shall meet at least once during the course of a term, with the Committee submitting a report of its meeting, and activities during the term, for consideration at the next Governing Body meeting.

### **15. Meetings of the Governing Body**

- 15.1 The Governing Body shall hold at least one ordinary meeting per term, at which any reports of the committees, the Parents' Association and the Representative Council of Learners must be tabled.
- 15.2 Special meetings of the Governing Body may be convened at the request of the Headmaster, the Chairperson or any other three members of the Governing Body, the latter acting jointly.
- 15.3 The Governing Body shall hold at least one special meeting, soon after its election, for the purpose of training and setting the strategic agenda for its term.
- 15.4 A quorum of the Governing Body, or of a committee of the Governing Body, shall be a majority of the members eligible to vote (and the number of eligible voting parent members must exceed the number of eligible voting school members).
- 15.5 A minimum of one week's notice must be given of ordinary meetings of the Governing Body.

- 15.6 The Governing Body must use generally accepted procedures in its meetings, unless a majority of its members specifically decide to the contrary.
- 15.7 Governors shall keep the contents of all Governing Body discussions confidential, unless the Governing Body resolves to the contrary.
- 15.8 The Governing Body must keep minutes of all its decisions, which shall be available for inspection by the Head of the Gauteng Department of Education, or a person delegated by him to do so, or a member of the parent body.
- 15.9 A member of the Governing Body must take every possible step to avoid a conflict of interest between his or her personal interests and the interests of the school, declare any potential and actual conflict and withdraw from a meeting for the duration of the discussion and decision-making on any issue in which the member has a personal interest.
- 15.10 A member of the Governing Body who is a minor, may not contract on behalf of the School or vote on resolutions that impose liabilities on third parties or on the School.

## **16. School Budget, Financial Records and Statements**

- 16.1 The Governing Body must establish a School Fund into which all money received by the School must be paid, and open a banking account.
- 16.2 Each year the Governing Body must prepare a budget that shows the estimated income and expenditure of the School for the following financial year.
- 16.3 The Governing Body must delegate signing powers to persons who may authorise payments from the School Fund in terms of the approved budget.
- 16.4 The Governing Body must keep records of the funds received and spent by the School, and of its assets, liabilities and financial transactions.
- 16.5 Within five months after the end of the financial year (which is January to December of a year), the Governing Body must draw up financial statements, which must be audited by a chartered accountant registered as a registered auditor in terms of the Auditing Professions Act, 26 of 2005, and a copy of which must be sent to the Head of the Gauteng Department of Education by 30 June of the following year.

## **17. Meetings of the Parents**

- 17.1 The Governing Body must arrange:
  - (a) Before the end of the year, an Annual General Meeting of the parents of the School at which the audited financial statements of the previous year are presented for discussion; and
  - (b) the discussion and approval of the following year's budget and school fees.
- 17.2 Special Parents' Meetings must be convened at the request of the Headmaster, the Chairperson of the Governing Body or more than five percent of the parents.
- 17.3 In the case of ordinary meetings, and subject to the relevant National and Provincial legislation, a minimum of 14 days', and in the case of special meetings, a minimum of 7 days', notice must be given to the parents.
- 17.4 Unless otherwise required in the relevant National or Provincial legislation, there shall be no quorum required for ordinary parent meetings.
- 17.5 Unless otherwise provided in relevant National or Provincial legislation:
  - (a) Only parents present at a meeting shall be entitled to vote on resolutions; and
  - (b) Voting shall be by way of show of hands, unless it is decided at the meeting to vote by way of secret ballot or in any other fashion.

**18. Meetings between the Governing Body and Other Groups**

- 18.1 The Governing Body may convene annual meetings with the students, teachers and non-teaching staff to discuss matters of mutual concern.
- 18.2 Special meetings with the groups referred to in sub clause 18.1 must be convened at the request of the Headmaster, the Chairperson of the Governing Body or a minimum of twenty-five percent of the members of the particular group.

**19. Liability of Governing Body Members**

A member of the Governing Body will not be liable for any debt, damage or loss incurred by the School unless he or she acted without authorisation or with malicious intent, in which case he or she may be held responsible for such debt, damage or loss.

**20. Amendments to the Constitution**

Amendments to the constitution must be approved by a two-thirds majority of the parents present at a meeting of which due notice has been given, in accordance with clause 17 above.