



FRANK MASHILE SECONDARY
P.O BOX 1228, APEL 0739
“Success Through Effort”
EMIS No: 9256 10094



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CONSTITUTION FOR SCHOOL GOVERNING BODY

1.PREAMBLE

This document serves to outline the roles and expectations from the School Governing Body and how they should conduct and behave as service delivery agents for change in a school

2.LEGISLATIVE FRAMEWORK

The School Governing Body is established under the following policy framework references

- 2.1. Constitution of the Republic of South Africa
- 2.2. South African Schools Act [SASA] Act No 84 of 1996 as Amended
- 2.3. Public Finance Management Act [PFMA]
- 2.4. Amended National Norms and Standard for School Funding

3.NAME

The name of the school Governing Structure is/shall remain Frank Mashile Governing Body. Referred to as FMSGB

4.VISION STATEMENT

Striving towards cooperative and effective communication and network towards the best and improved learner achievement in a conducive atmosphere



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5.AIMS AND OBJECTIVES

- 5.1. To provide the necessary LTSM material for effective teaching and learning
- 5.2. To provide teamwork among school educators and parents for effective service delivery
- 5.3. To strive towards the improvement of the school infrastructure for conducive learning
- 5.4. To adjudicate over and service providers to the school for a progressive school development
- 5.5. To further the interest, well-being, and the education of our children

6.RESPONSIBILITY OF THE SGB

The powers of the SGB are set out in Section 20 of the SASA Act of 1996 and a given roles and responsibility ...

- 6.1.to augment the resources supplied by the Provincial Department in order to improve the quality of education at the school
- 6.2.not to enter into any Loan or overdraft agreement to supplement the school funds without a written approval of the MEC
- 6.3.to keep minutes of all meetings they conducted, and these shall serve a great deal as a source of reference for all the initiatives and steps they may be found taking at the school.
- 6.4. maintain a school banking account for all activities and a separate bank account may be opened based on an informed and consultative network with the circuit official
- 6.5.to ensures that there is FINCOM members appointed to deal with financial school matters. This shall comprises of Principal who is an accounting officer; Deputy Chairperson; Treasurer and the Finance officer
- 6.6.to ensures that there is a Parent who is a treasurer and must chair all FINCOM meetings



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7.MEMBERSHIP

7.1.SGB Membership position shall be opened to every parent or guardian whose child is schooling at Frank Mashile

7.2. All educators attached to Frank Mashile have rights to be included by election or nominations to serve in the SGB committee

7.3.A Parent who does not have a child at our school may only be a member of the SGB through co-option to serve. This shall be on the bases of a proven expertise that would benefit the school

7.4. FMSGB shall be constituted by Elected and co-opted parent members; Learner representatives; Educator/staff representative, support staff members employed at Frank Mashile

8.COMPOSITION

FMSGB Shall be constituted by: Chairperson and Deputy; Secretary & Deputy; Treasurer; Teacher Representatives; Learner representative and the Principal

9.POWERS AND OBLIGATIONS

FMSGB Members has powers to...

9.1. promote the best interest of the school and to market the school to the outside world

9.2. strive towards the school's development and promotion of quality teaching and learning

9.3. support the teaching personnel in realizing the school's existence and its mission and vision

9.4. administer and control the school's properties including building and grounds

9.5. adjudicate over any service to be rendered and pay all school services offered by the appointed service provider

9.6. determine and support the development of extracurricular activities of the school

10.SCHOOL BANK ACCOUNT

It is the responsibility of the SGB to ensures that the School is operating its transections and payments of goods and services through a Bank account.

The account must be opened in the Name of the Institution, Frank Mashile Secondary



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11.CONTROL AND MONITORING OF SCHOOL FUNDS

The School governing body must.

- 11.1. receive at SGB meetings the latest financial report
- 11.2. inspect the supporting documents and vouchers to ensure that they are in line with all the prescripts or departmental directives
- 11.3. satisfy itself that expenditure is in accordance with the approved budget.

12.ENFORCEMENT OF PAYMENT OF SCHOOL FEES

- 12.1. The SGB may be due process of Law enforce the payment of school funds by parents who are liable to pay
- 12.2.The SGB should use the best legal route for recovering outstanding school fees but no learner should be denied his/her progress report and learner support materials because his/her parents failed to pay school fees.

13.ANNUAL BUDGET

- 13.1. The SGB must prepare a budget Each year and this should link to SIP [School Improvement Plan] and APIP [Academic Improvement Plan] which indicate estimated revenue and expenditure of the school for the following year.
- 13.2.A Three (3) Year school Development Plan should be drafted by the SGB in line with their year and term of office. This should be presented to the First Parents Meeting organised after their inception in office as members
- 13.3. The SGB should present the Budget to the general Parents meeting for consideration and approval by a majority of parents present and those with voting powers
- 13.4. The proceedings of the meeting and the number of votes obtained on each motion must be recorded in the minutes
- 13.5. Attendance register for the meeting held must be attached on the Budget report to be forwarded to the circuit office.
- 13.6. This meeting should be made public at least 30 days before the actual day for the meeting.



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14. TERM OF OFFICE

14.1. The Parent component of the SGB shall serve for THREE YEARS including the Educator staff representatives and ONE YEAR for LEARNER REPRESENTATIVES

14.2. Office bearers OR executive committee shall hold office for one year OR MORE IF THEIR SERVICE IS STILL NEEDED and fit for the position

15. AUDITING OF SCHOOL RECORDS

15.1. The SGB should appoint a person registered as an accountant and auditor in terms of the Public Accountants and Auditors Act, 1991 (Act No 80 of 1991) to Audit the records and financial statements of the school

15.2. The recommended Auditor must reflect qualities and expertise that shows that he/she is
15.2.1. qualified to perform the duties of an accounting officer in terms of section 60 of the close corporation Act 1984 (Act No 69 of 1984)

15.2.2. is able to present or issue the school with an audited financial report with six months after submission to his officer and there should be a sign of competency in reflecting all the financial transactions the school incurred and the assets and liabilities attached to the school.

16. ASSOCIATION

FMSGB May form an association or bonding with other SGB's or bodies with similar interest of developing young school going children and those with primary focus on teaching and learning

17. VACANCY AND TERMINATION OF SERVICE TO SGB MEMBERSHIP

17.1. Any Vacancy that may arise due to any unforeseen or voluntary termination of service by a member to continue to serve shall be referred to the parents meeting for replacement

17.2. The existing members shall convene a parents meeting to request for the replacement

17.3. A member who may feel like terminating shall be requested to do so in writing to the remaining members and the said letter shall be read in the parents meeting as approved for the termination of the said member

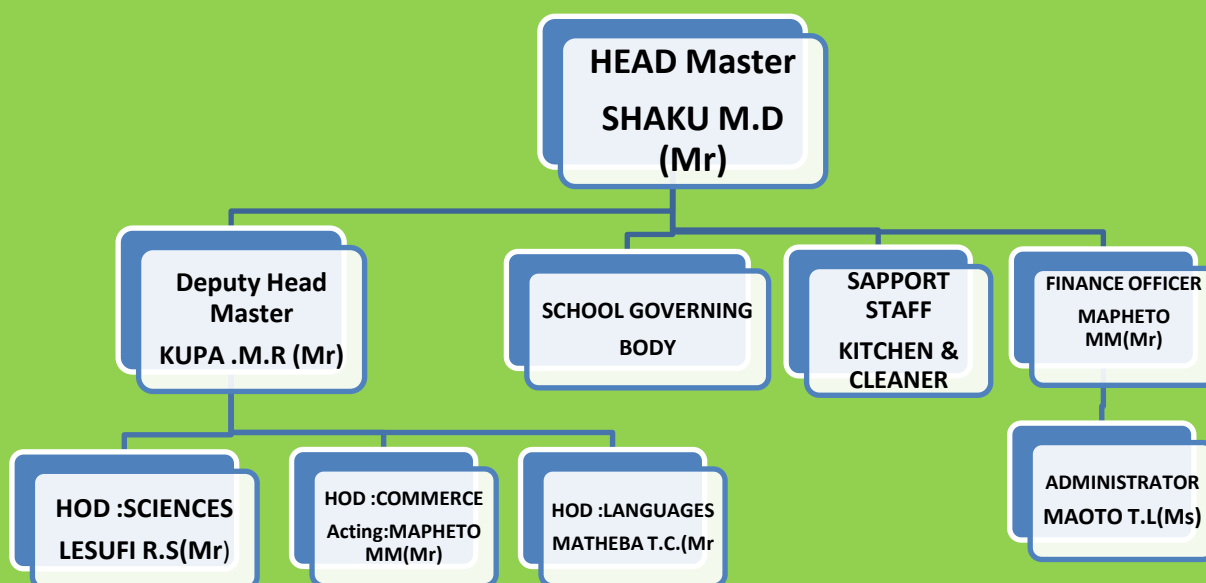


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18 ORGANOGRAM STRUCTURE FOR THE WHOLE SCHOOL



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