

PROVINCIAL NOTICE No. 72 of 2003

ESTABLISHMENT OF PROVINCIAL PRINCIPALS' COUNCIL

Under section 7 of the Free State School Education Act, 2000 (Act No. 2 of 2000), I, D A Kganare, Member of Executive Council responsible for Education in the Free State Province, hereby -

- (a) establish the Provincial Principals' Council; and
- (b) make the Regulations contained in the Schedule.

SCHEDULE

Definitions

1. In these Regulations any word or expression to which a meaning has been assigned in the Free State School Education Act, 2000 (Act No. 2 of 2000) shall have the meaning so assigned to it, unless the context indicates otherwise.

Composition of Provincial Principals' Council

2. The Provincial Principals' Council comprises –
- (a) four senior departmental officials without voting rights, appointed by the Head of Education;
 - (b) eight persons appointed by the Head of Education in accordance with regulation 3;
 - (c) co-opted members, without voting rights;
 - (d) after the establishment of the District Principals' Committee in terms of regulation 4, also the chairperson and the secretary of every District Principals' Committee.

Appointment and co-option of members

3. (1) The Head of Education appoint the members referred to in regulation 2(a) and (b).
- (2) The members referred to in regulation 2(a) shall not be appointed, unless the Head of Education has invited interested parties in at least one paper in circulation in the Province to nominate Principals for consideration by the Head of Education.
- (3) The Provincial Principals' Council may co-opt persons to assist with specialized ad hoc matters.

District Principals' Committees

4. (1) As soon as the members contemplated in 2(a), (b) and (c) have been appointed or co-opted, the Provincial Principals' Council must establish District Committees in every district in the Province.

(2) A District Principals' Committee comprises -

- (a) the District Manager of an education district, as ex officio member without voting rights;
 - (b) all principals of public schools within the relevant district;
 - (c) co-opted members, if necessary, without voting rights to assist with specialised ad hoc matters.
- (3) The Head of Education without voting rights must convene and preside at the meetings of the Provincial Principals' Council where the establishment of the District Principals' Committees is discussed and organized.
- (4) The Provincial Principals' Council must convene the first meeting of the Principals' Committee of every district within 60 days after the Head of Education has appointed the members of the Provincial Principals' Council referred to in regulation 2(a) and (b) and a member of the Provincial Principals' Council must preside at such meeting.
- (5) The members of the District Principals' Committees must, from amongst their members, elect at the first meeting of the Committee office bearers who must include at least a chairperson, a vice-chairperson and a secretary.
- (6) The chairperson and secretary of a District Principals' Council must be elected from the principals.
- (7) The District Manager must designate officials from the district as secretariat of his or her District Principals' Committee to support the secretary.
- (8) In the case of a vacancy in relation to a post of office bearer or after the expiration of the term of office, the relevant District Council must elect a new office bearer from its members.

Procedure for election of office bearers of Provincial Principals' Council

5. (1) Office bearers of the Provincial Principals' Council are elected on the first meeting of the Provincial Principals' Council where the members contemplated in 2(d) are present.
- (2) The Head of Education, without voting rights, must convene and preside at the meeting of the Provincial Principals' Council referred to in subregulation (1).
- (3) Members of the Provincial Principals' Council must elect at least a chairperson, vice-chairperson and a secretary.
- (4) The Head of Education must designate officials from the Department as secretariat to support the secretary.
- (5) If a vacancy occurs in relation to a post of a office bearer during the term of office of such office bearer, the Provincial Principals' Council must elect a new office bearer from its members.

Terms of office

6. (1) The term of office of members of the Provincial Principals' Council are three years.

(2) The term of office of office bearers of the Provincial Principals' Council and the District Principals' Committee is one year.

(4) A member or an office bearer of the Provincial Principals' Council and an office bearer of the District Principals' Committee may be re-elected or nominated, as the case may be, for another term of office.

Procedures for the disqualification or removal. of members and office bearers

7. (1) A member of the Provincial Principals' Council must vacate his or her office, if he or she –

- (a) resigns in writing;
- (b) does no longer belong to a category contemplated in regulation 2;
- (c) is absent from three consecutive meetings without any apologies;
- (d) is declared insolvent;
- (e) is convicted by a court of law for an offence involving dishonesty or assault,
- (f) is found guilty of misconduct; or
- (g) is declared to be of unsound mind by an order of court.

(2) A member of the District Principals' Committee must vacate his or her office, if he or she does no longer belong to a category contemplated in regulation 4(2).

Filling of vacancies

8. Casual vacancies shall be filled in accordance with regulations 2 and 4 and such members shall hold office for the unexpired term of office of his or her predecessor.

Powers and duties of the Provincial Principals' Council and the Districts' Principals' Committees

9. (1) The Provincial Principals' Council shall advise the Head of Education on –

- (a) professional conduct of educators and non-educators;
- (b) school curricula, including syllabi;
- (c) professional management of schools;
- (d) discipline of learners;
- (e) matters relating to evaluation of learners, including examinations;
- (f) any other matters necessary for the improvement and maintenance of excellence in education and training which the Council wants to bring to the attention of the Head of Education; and
- (g) all matters the referred to the Council by the Head of Education.

(2) A District Principals' Committee shall assist the Provincial Principals' Council in the exercise of its powers and functions and may bring new matters to the attention of the Provincial Principals' Council.

Meetings of the Provincial Principals' Council and a District Principals' Committee

10. (1) The Provincial Principals' Council, as well as the Districts' Principals' Committees must have at least one ordinary meeting per school terms with the condition that each quarterly meeting of the District Principals' Committees shall take place at least ten days prior to those of the Provincial Principals' Council.

(2) Written notice of at least ten school days shall be given for all meetings.

(3) The majority- of the members with voting rights of the Provincial Principals' Council or District Principals' Committee shall constitute a quorum for any meeting.

(4) If consensus cannot be reached at a meeting of the Provincial Principals' Council or District Principals' Committee, the matter must be decided by a majority vote of the voting members present.

(5) A decision taken on a meeting can only be changed or rescinded by a majority vote of two thirds of the members with voting rights.

(6) Standard meeting procedures shall apply in all meetings.

(7) The secretariats must keep minutes at all meetings.

Other Committees

11. (1) The Provincial Principals' Council may have an executive committee, as well as ad hoc committees to deal with special issues when necessary.

(2) The Provincial Principals' Council may institute an executive committee which consists of -

(a) the chairperson of the Provincial Principals' Council; and

(b) members as determined by the Provincial Principals' Council.

(3) The Provincial Principals' Council may determine the functions of the Executive Committee.

(4) The Provincial Principals' Council may not delegate all or a substantial number of its functions to the Executive Committee.

Reimbursement of members

12. Members shall be reimbursed for reasonable expenses incurred.