

# **DETERMINATION OF MINIMUM REQUIREMENTS OF CONSTITUTION AND STANDING ORDERS OF GOVERNING BODIES OF PUBLIC SCHOOLS**

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I, Mary Ellen Metcalfe, Member of the Executive Council for Education, hereby give notice in terms of section 18 (1) of the South African Schools Act, 1996 (Act 84 of 1996), that I have determined the minimum requirements with which governing bodies of public schools within the Province of Gauteng must comply in their Constitution and Standing Orders, as set out in the Schedule hereto

M. E. METCALFE  
Member of the Executive Council for Education

## **SCHEDULE**

### **1 Name and address**

- (1) The Constitution will indicate clearly the name by which the governing body wishes to be known.
- (2) The Constitution will set out clearly such information as is necessary to ensure effective communication with the governing body and the school by interested parties.

### **2 Aims and objectives**

The Constitution will set out such aims and objectives as are feasible and which fall within the framework established by law.

### **3 Activities**

The Constitution will indicate which activities the governing body shall perform in the furtherance of its aims and the achievement of its objectives and which fall within the framework established by law.

### **4 Financial arrangements**

The Constitution will determine safeguards to ensure that any payment made out of the school fund is legitimate.

### **5 Procedures for meetings**

The Constitution will set out clearly the procedures for meetings of the governing body.

## **6 Amendments to the Constitution**

- (1) The constitution will stipulate that a decision to amend the Constitution shall require a two-thirds majority of the total membership of the governing body after all members have been informed of such proposed amendments in writing at least two months in advance.
- (2) The Constitution will stipulate that if too few members are present at the meeting contemplated in 6 (1), a second meeting shall be called exclusively for this purpose at least two weeks after the first meeting. The Constitution will stipulate that if two-thirds of the members are not present at this second meeting, the proposed amendments may be effected by two-thirds of the members present.
- (3) The Constitution will stipulate that all amendments to the Constitution shall be submitted to the Head of Department for confirmation that they are consistent with the provisions of the School Education Act, 1995 (Act No. 6 of 1995), and its regulations, and that until such confirmation is received, no amendment to the Constitution shall be valid.