

GOVERNING BODY
of
NOORDERLAND HIGH SCHOOL
200 Dorp Street
POLOKWANE
0699

CONSTITUTION

VISION STATEMENT:

Through education we conquer.

MISSION STATEMENT:

1. To develop a high academic standard at the school by putting a culture of learning, teaching and service into place.
2. To ensure continuous and effective management by the Management Team, Governing Body, Teachers and Representative council of Learners.
3. To appoint and develop well-trained and qualified professional educators.
4. To put cultural and sports programmes into place and to motivate learners to actively take part and achieve their objectives.
5. To encourage parents as well as the community to take on their responsibilities regarding the school and involve them in school activities.
6. To present a well-informed life orientation programme and manage it according to Christian ethos.
7. To develop the image, skills and general knowledge of all learners continuously during the education process.
8. To create and develop an enthusiastic, participating and supportive learner corps.

1. NAME AND STATUS:

- 1.1 The name of the Governing Body is
"The Governing Body of Noorderland Hoërskool"
- 1.2 The Governing Body is an instrument through which:
 - 1.2.1 the school as a legal entity exercises its legal capabilities in the execution of its prescribed tasks and duties; and
 - 1.2.2 the school is managed, subjected to any relevant legal regulations and the criteria of this constitution.

2. APPLICATION OF THE CONSTITUTION:

- 2.1 The stipulations/regulations of the constitution binds all members of the Governing Body and as far as applicable, all persons or institutions in their relationships with the school or the Governing Body.
- 2.2 Any matter concerning any aspect of the status of the Governing Body, its compilations, its tasks, duties or functioning for which the constitution does not contain a regulation or stipulation, will be regulated by the applicable law stipulations/regulations that deals with it.

3. WORD DESCRIPTION AND OUTLAY:

- 3.1 In this constitution, except if it seems to be different according to and in conjunction with, the following words or terminologies that is not specifically described, have the meaning as they have according to the South African Schools Act, 1996 (Act 84 of 1996), this means:
- i) “office bearer” - an office bearer referred to in article 7.1.
 - ii) “governing body” - the legally constituted governing body of the school.
 - iii) “constitution” - the constitution as contained in this document.
 - iv) “learner” - a pupil of the school.
 - v) “member” - a member of the Governing Body.
 - vi) “vice-chairman” - the vice-chairman of the Governing Body.
 - vii) “principal” - the principal/headmaster of the Governing Body.
 - viii) “secretary” - the secretary of the Governing Body.
 - ix) “school” - Noorderland Hoërskool.
 - x) “treasurer” - the treasurer of the Governing Body.
 - xi) “executive committee” - the executive committee of the Governing Body.
 - xii) “chairman” - the chairman of the Governing Body.
- 3.2 With the outlay of a stipulation in the constitution preference should be given to any reasonable outlay that will ensure that the relevant stipulation has a right of existence with a national or provincial act, or a regulation or notice or any other measure that has been declared as a result of such an act, above any alternative outlay that might be contradicting to one or more of the mentioned stipulations.
- 3.3 The headings with every article of the constitution were added purely for editorial purposes and will not be used in the outlay of the relevant stipulation.

4. OBJECTS AND AIMS OF THE GOVERNING BODY:

The objects and aims of the Governing Body are to comply, within its own capabilities, with any applicable legal stipulations and the stipulations of the constitution.

- 4.1 the control and management of the school, entrusted to them, in a legal, knowledgeable, responsible and cost effective manner.
- 4.2 at all times to promote the best interest of the school.
- 4.3 to identify any threat to the best interest of the school and to take the appropriate steps.
- 4.4 to prevent or oppose any unlawful disruption, or possible unlawful disruption of the education process at the school.
- 4.5 the provision of education of the highest possible quality in the existing circumstances to all learners at the school.
- 4.6 to promote the development of the school by raising the quality of education for all learners.
- 4.7 to fulfill its duties with regards to all learners, parents and educators of the school or any interested persons or bodies as well as the government.
- 4.8 to maintain the rights of all learners, parents and educators of the school and

the acceptance of the responsibility for the organisation, management control and financing of the school in partnership with the government.

- 4.9 to manage the funds and other assets of the school, as well as assets or of others that are used by the school, in the best possible way.
- 4.10 to supplement the sources of help supplied by the government by reasonable measure.

5. CERTAIN TASKS, CAPABILITIES AND DUTIES OF THE GOVERNING BODY AND ITS MEMBERS

- 5.1 The Governing Body's aims will be realised by the execution of tasks and the exercising of capabilities referred to in this article.
- 5.2 The Governing Body exercises all the tasks that it has to, and should do, as well as any other tasks that becomes necessary for the exercising of the first mentioned capabilities.
- 5.3 Unless there is a legal stipulation to the contrary, all tasks and capabilities of the Governing Body, or any committee or member of the Governing Body must be executed, depending on the case, as stipulated in the constitution or a provided for according to the constitution.
- 5.4 The delegation of any task or capability, by the Governing Body to the executive committee or to any other committee of the Governing Body, or to any other person, should not stop the Governing Body, after proper consideration of the legal consequences of such a decision, to execute the tasks themselves or to exercise the capability or to authorise somebody else to do the task.
- 5.5 Every member of the Governing Body must exhibit in his/her actions, where any right or interest of any parent, learner, educator or any other employee is concerned, the highest degree of good trust.
- 5.6 The Governing Body and every member of the Governing Body must always act in such a way that there will be no reason for the Head of Department to intervene in any of the tasks executed by the Governing Body and should it become legally possible, the Governing Body could be awarded further tasks.
- 5.7 Every member of the Governing Body must be aware of all the legal stipulations and regulations as well as official notices that influence the functioning of the Governing Body or any committee therefore and care should be taken that there cannot be any deviation from the stipulations.
- 5.8 The Governing Body joins an association of Governing Bodies of government school or any other association that has as its aims to promote education and to improve fundamental rights in education for as long as membership is in the best interest of the school.

6. REPRESENTATIVE COMPETENCY OF LEGAL LIABILITY

- 6.1 In accordance with the stipulations of the constitution as well as any other

applicable laws, the school is responsible for any contract or any other law action undertaken on behalf of the school or executed by the Governing Body in the execution of its legal tasks, or executed by a member of the Governing Body authorised to do so.

- 6.2 A contract that places a duty on the school as well as any actions that would estrange any assets of the school, including the session of rights that belongs to the school or the pawning of professional rights may only be drawn up, depending on the circumstances, by a person properly authorised by the Governing Body and as long as this person do so within the margins of the authorisation.
- 6.3 The Governing Body handles any fixed assets that the school occupies or uses according to the legal prescription that may be applicable in that specific case.
- 6.4 No legal procedure in the name of the school, may be instigated or defended without written permission from the Governing Body.
- 6.5 No member of the Governing Body may without prior written permission of the Governing Body engage:
 - 6.5.1 in any dispute whereby the school or the Governing Body is included, may make any admittance, do away with any rights, reach any agreement that would weaken the legal position of the school or the Governing Body or has the potential to weaken the legal position.
 - 6.5.2 with regards to any debt owed to the school, admit or accept responsibility except with full and unconditional payment or achievement.
 - 6.5.3 with regards any debt owed to the school, grant remission, fully or partially, give away rights, grant postponement of payment or achievement, reach an agreement on payment in monthly instalments or weaken the legal position of the school in any way or potential way.
 - 6.5.4 in any matter, that could place a burden on the school, admit liability on behalf of the school of the Governing Body; and
 - 6.5.5 to give safeguard against anything that could be detrimental to the school.
- 6.6 A minor member of the Governing Body does not have the legal capability to engage in any contracts on behalf of the Governing Body. Such a member has no personal liability for any result of his/her membership of the Governing Body.

7. OFFICE BEARERS OF THE GOVERNING BODY

- 7.1 During the first meeting of the Governing Body, the members present must elect the following office bearers:
 - 7.1.1 a chairperson
 - 7.1.2 a vice-chairman
 - 7.1.3 a treasurer
 - 7.1.4 a secretary

7.1.5 any other office bearer that the Governing Body feels it requires in accordance with regulations as laid down by the Governing Body

7.2 The office-bearers of the Governing Body exercise all its tasks and capabilities as well as execute all its duties in accordance with the powers as allocated to them by the constitution.

7.3 Should the chairperson be absent or not be in a position to fulfill his/her duties as the chairperson or should the post of chairperson be vacant, the vice-chairperson shall sit in the capacity of chairperson. Should the chairperson as well as the vice-chairperson be absent or not be in a position to fulfill his/her duties as chairperson or vice-chairperson, the Governing Body must elect another member as chairperson for the time of absence or until a new chairperson/vice-chairperson has been elected.

7.4 The Governing Body could appoint acting office bearers to act temporarily on behalf of an office bearer, who is absent and who is not capable of performing the duties as required by the office bearers.

8. MEETINGS OF THE GOVERNING BODY

8.1 The members of the Governing Body meet as many times as required by circumstances but with a minimum of at least once every school term.

8.2 The chairperson could, considering article 8.4, call for a meeting with members at a reasonable date, time and place should he/she deem it to be necessary, but has to call for a meeting when requested to do so in writing to a minimum of four members.

8.3 The aim of every meeting should be to consider, discuss and decide on matters that fall within the legally recognised aims and activities of the Governing Body depending on the cases.

8.4 The secretary, or another member appointed by the Chairperson, must give notice of at least five working days (5) of any meeting to all the members of the Governing Body. There has to be reasonable detail concerning the date, time, place and agenda concerning the meeting. The notice must be accompanied by all documentation and information required by a member to enable him/her to prepare for such a meeting. The notice and accompanying information must be handed to each member personally or handled in such a way that there could be reasonable acceptance that it will reach the member in time.

8.5 Only if the law and the constitution, in a particular case, have a different stipulation, every meeting of the Governing Body must be conducted according to the general accepted and known rules and regulations concerning meeting procedures in South Africa.

8.6 The quorum of the Governing Body consists of half of the members who are entitled to vote on relevant matters concerning the Governing Body plus one other member. The decision of the majority of the members present at a meeting, constitutes the decision of the Governing Body. Every member of

the Governing Body has one vote only. Should voting end up with equal votes, the Chairperson of the meeting has to exercise, apart from his/her regular vote, a decisive vote. A minor member of the Governing Body may not vote on any issue that can bring any legal liability onto the school or a third party.

- 8.7 All members attending a meeting of the Governing Body must sign an attendance register before they leave the meeting.
- 8.8 Except where two thirds of the members present at the meeting decide to change the agenda, it will remain the same as it was published in the notice of the meeting.
- 8.9 The secretary, or any other person appointed by the meeting, must keep the minutes of the meeting of the Governing Body, making sure it contains reasonable and ample detail of the meeting and its decisions. With the approval of the Governing Body a recording could be made of the meeting or part thereof.
- 8.10 The minutes of the previous meeting must be read at the start of every following meeting. Should there be good reasons, the Governing Body could postpone the reading of the minutes of the next meeting. Once approved by the meeting the Chairperson and secretary must sign the minutes. After the signing of the minutes, it is taken for granted, except when the opposite could be proved, that the minutes are a true reflection of the particular meeting.
- 8.11 With the approval of the majority of the present members, a religious ceremony or other ceremony could form part of the meeting.
- 8.12 The Governing Body could grant permission to any person to attend a meeting and to address the Governing Body. Should it become compulsory, as a result of the activities of the Governing Body, for somebody to address the Governing Body, permission must be granted to such a person(s).
- 8.13 When voting on a particular issue takes place, such voting shall take place by the raising of hands, except when if decided otherwise by the Chairperson and two thirds of the members indicate that voting should be done differently.
- 8.14 Any member of the Governing Body must timeously inform the Governing Body, should he/she in any way gain financial or personal benefits from a decision made by the Governing Body. Such a member must leave the meeting for the duration of the discussions and a decision is made on the particular issue.

9. COMMITTEE OF THE GOVERNING BODY

- 9.1 The Governing Body, as soon as it is legally elected, or when it becomes necessary, makes provision for the inception and functioning of the following fixed committees:
 - 9.1.1 an executive committee
 - 9.1.2 a financial committee
 - 9.1.3 any other committee as required

- 9.2 Every fixed committee of the Governing Body is appointed by the Governing Body on a yearly basis. The members of each committee is determined by the Governing Body.
- 9.3 The Governing Body could, as often as it is need, appoint ad hoc committees to execute tasks in accordance with conditions as laid down by the Governing Body. When an ad hoc committee is appointed by the Governing Body, stipulations could be given with regards to the compilation, chairperson, other office bearers and tasks or duties of the committee or any other matter. Certain or all aspects mentioned could be left in the hands of the committee or conditions as determined by the Governing Body.
- 9.4 With the appointment of the members of any committee, the Governing Body should give careful consideration to the nature of the activities of the committee, the knowledge or experience of a particularly number or other person regards the planned activity as well as the desirability of whether the person should be on the committee or not.
- 9.5 Every committee functions according to the applicable legal stipulations, the stipulations of the constitutions as well as any rules/regulations determined by the constitution. In accordance with article 8.5, any other stipulations of the constitution, any other different legal stipulations or directions from the Governing Body, every committee determines its own rules and regulations.
- 9.6 Unless the Governing Body in a specific case or category of cases determines differently, the minutes of the meeting of a committee as well as reports on the activities of the committee, must be submitted to the Governing Body at the time as determined by the Governing Body.

10. THE EXECUTIVE COMMITTEE

- 10.1 The executive committee consists of a chairperson, the vice-chairperson, the secretary, the treasurer, the principal and as many members of the Governing Body wish to appoint from time to time.
- 10.2 The chairperson and vice-chairperson act in the same capacity with regards the executive committee.
- 10.3 The executive committee meets on dates determined and approved for this purpose by the Governing Body, at least once a month, unless the Governing Body in general, or for a specific period of time, approve of less meetings.
- 10.4 The executive committee meet on the dates as laid down in articles 10.3 or when the chairperson deems it necessary or when two members of the executive committee request it in writing. The chairperson determines a reasonable place and time for the meeting. The stipulations of articles 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 8.10, 8.11, 8.12, 8.13, 8.14 is mutatis mutandis applicable at meetings of the executive committee.

- 10.5 The executive committee is entitled to subject to any relevant legal stipulations, the constitution and any prescriptions of the Governing Body.
- 10.5.1 to execute the orders of the Governing Body
- 10.5.2 to execute the tasks and capabilities delegated to them by the Governing Body
- 10.5.3 should it be empowered by the Governing Body to execute a duty requested by the Governing Body
- 10.5.4 despite the stipulations of articles 10.5.1, 10.5.2, 10.5.3 should circumstances warrant it, to perform any actions or to take any decisions that the Governing Body is capable of doing, in accordance with the case and in accordance with the notification thereof by the Governing Body as soon as circumstances become more reasonable.
- 10.6 The executive committee must report back at every Governing Body meeting on its activities in the preceding period. Matters for which approval of the Governing Body is necessary must be tabled at such meetings unless the Governing Body has given permission for the postponement of such submissions.

11. FINANCIAL COMMITTEE AND CERTAIN FINANCIAL PROCEDURES

- 11.1 The financial committee consists of the chairperson and the vice-chairperson, the treasurer, the principal and such persons as appointed by the Governing Body with a sound knowledge of financial matters and that would be suitable to serve on the committee.
- 11.2 The aim of the financial committee is to within its capacity and considering any applicable legal stipulation:
- 11.2.1 on its own initiative or a request of the Governing Body, advise the Governing Body regarding every matter that would have financial implications for the school; and
- 11.2.2 inclusive of the legal stipulations of article 14, to develop appropriate guidelines and procedures for the school administration and to ensure that the guidelines and procedures are strictly adhered to; and
- 11.2.3 to ensure that all obligations of the school as well as all prescriptions applicable in the school with regards to the keeping of financial records and statements, the appointment of an accountant, the auditing of financial records and statements, the supplying of information to any parent, staff member of the school or departmental office bearer entitled to it, the levy of school fees, the exemption of parents from paying school fees, the collecting of funds on behalf of the school, the management and use of the school funds as well as any other financial asset of the school, the drawing up of a budget and any such relevant matter, are prepared in accordance with accepted accounting practice in good time; and
- 11.2.4 to develop strategies whereby the income of the school could be raised and whereby the existing assets of the school could be used optimally.

- 11.3 The financial procedures, as laid down by the financial committee, inclusive of the applicable stipulation of article 14, must make provision for:
- 11.3.1 that at least three and maximum four members of the Governing Body, at the most, of which one should preferably be the principal as well as two further members, authorised to do so must have the capability to sign cheques, debit orders as well as such financial instruments and that every cheque must be signed by at least two of the four persons.
 - 11.3.2 tender procedures must be drawn up for, and abided by, for the supply of goods and services to the school according to a contract where the value of the opposite achievement by the school is more than the reasonable amount that is approved from time to time by the Governing Body for this purpose.
 - 11.3.3 that written contracts on behalf of the school be signed by at least two members of the Governing Body of which one member must also be a member of the financial committee; and
 - 11.3.4 that cash monies at school are kept and handled in the safest possible way
 - 11.3.5 that there must be a financial policy at school that determines that monies be paid in a bank account.
- 11.4 Unless there are very good reasons to deviate from the principles, or should the executive committee give authorisation for it, no matter what financial implications for the school may be brought before the Governing Body unless it was already considered by the finance committee and they have advised, in the form of a written report, the Governing Body on the matter concerned.

12. CHANGES TO THE CONSTITUTION

- 12.1 Should it become necessary to change the constitution, a proposal to change the constitution must be made to the Governing Body by the executive committee. The executive committee must take reasonable measures to ensure that the changes that are proposed, would be legally acceptable.
- 12.2 Notice of a meeting of the Governing Body for the consideration of the changing of the constitution must be given at least two (2) months before the meeting and it must be accompanied by the particulars and motivations as might apply in the circumstances.
- 12.3 Any change(s) must be approved by at least two thirds of the voting members of the Governing Body at the meeting when the changes to the constitution are being considered.
- 12.4 Should at a meeting, as implied in article 12.3, be less than two thirds of the members present a further meeting must be called for, with the specific purpose to consider the proposed changes, at least two (2) weeks after the first meeting. Should there, at the second meeting, not be two thirds of the members present, the proposed changes to the constitution could be approved should two thirds of the members presents be in favour thereof.

12.5 After the approval of any changes to the constitution, the executive committee must submit such changes to the Head of Department.

13. PROCEDURE DURING THE SOLVING OF CERTAIN DISPUTES

13.1 Should a dispute develop at the school concerning the different terrains of competency or activities concerning the management of the school by the Governing Body and the professional management of the school by the principal, under the jurisdiction of the Head of Department, the dispute unless there is a binding legal stipulation on how it should be handled, for mediation, and should it fail, for arbitration, should be handled as described in this article.

13.2 Unless the parties involved in the dispute mentioned in article 13.1 reach an agreement, every dispute that could be the subject of mediation or arbitration, must be presented to an unbiased and knowledgeable committee or any other knowledgeable person.

13.3 Should mediation not provide a solution for the dispute within a reasonable time, the committee must act as arbiter. Unless arranged differently, the stipulations of the Act on Labour Relations 1995 (Act. 66 of 1995) are applied mutatis mutandi with regards the procedure during mediation and arbitration is referred to in this article.

13.4 Where the committee as arbiter makes a decision, such decision is final and binding on all parties to the arbitration.

14. PROCLAMATION OF RULES AND POLICY

14.1 The Governing Body could, inclusive of any legal stipulation and the constitution, depending on the case, make rules and determine a policy, with regards any situation for which it should make new rules or proclaim a new policy, or any situations regarding the functioning of any committee of the Governing Body, or the way in which any office bearer or authorised person of the Governing Body performs his/her duties.

14.2 Without limiting the generality of article 14.1, the Governing Body must, if it has not done so yet, determine as soon as possible, and by taking into account any applicable legal stipulations determine domestic rules and a policy that concerns the following topics:

14.2.1 all procedures and related issues within the jurisdiction of the Governing Body concerning the recommendation of the appointment of any staff at the school.

14.2.2 guidelines, tariffs and formalities with the reimbursement of essential expenses of the members of the Governing Body incurred in the execution of their duties.

14.2.3 principles with regards the keeping and preparation of the school's financial records and statements and the auditing of financial statements.

14.2.4 the procedures according to which the budget of the school, the levying of school fees and guidelines with regards the exemption from school fees for certain parents, could be approved by the parents

- of the school.
- 14.2.5 general financial and accounting practices at the school, the management of school funds, banking matters of the school, the signing of cheques and associated financial documentation, any measures that may be necessary to ensure that every payment from school fund takes place in a legal way.
 - 14.2.6 the raising of funds of monies or of any product or service on behalf of the school.
 - 14.2.7 principles regarding the admission of anybody to do business at the school, or to sell anything on the premises occupied by the school or to advertise information or distribute any product or serve on the school property.
 - 14.2.8 the taking out of insurance in cases where the school could be held legally responsible for the payment of compensation to any person.
 - 14.2.9 principles, procedures and tariffs, if applicable, with the availability of any school assets, terrains or buildings occupied by the school, for the use of any person, institution or group, other than for the normal functioning of the school itself.
 - 14.2.10 the safeguarding, maintenance and insurance of any assets of the school on any terrain or fixed assets occupied or used by the school, inclusive of the control of entry to such terrain or fixed property, with specific reference to the Act on Control of Entrance of Public Terrains and Vehicles, 1985 (Act. 53 of 1985).
 - 14.2.11 ways in which the school could be managed in the most cost-effective way.
 - 14.2.12 principles and procedures with regards to obtaining of tenders for the supply of any goods and services to the school
 - 14.2.13 ways in which parents, learners, educators and other staff of the school could be encouraged to render voluntary service to the school
 - 14.2.14 principles and procedures concerning the compilation and changing codes of conduct for learners
 - 14.2.15 principles and procedures regarding the compilation and changing of school rules
 - 14.2.16 principles and procedures regarding the development of codes and rights for all sectors at the school
 - 14.2.17 principles and procedures concerning the handling and investigation, if applicable, of any complaints, grievances or disputes, by the headmaster of any disciplinary matter regarding learners or somebody in the service of the Governing Body (inclusive acceptable and applicable punishment)
 - 14.2.18 principles and procedures regarding the school's formulation and application of its admissions policy, language policy, its religious policy and the respecting of religion at school
 - 14.2.19 a basic code of conduct for all members of the Governing Body
 - 14.2.20 principles and procedures regarding the determination of the times of a school day
 - 14.2.21 the aim of, and all procedures and related issues when having statutory compulsory meeting with parents, learners and other interested parties, and the making available of the report to the

- 14.2.22 abovementioned persons principles and rules regarding the extra curriculum programme of the school including the participation in such a curriculum, the subject choice options in accordance with the provincial curriculum policy
- 14.2.23 principles and rules with regards the management and organisation of any school hostel
- 14.2.24 the activities of any committee of which the activities are not pertinently spelled out in the constitution
- 14.2.25 actions against any member of the Governing Body which is contrary to the stipulations of the constitution, measure, policy or decisions proclaimed according
- 14.2.26 ways in which the headmaster and other staff of the school could be assisted and supported in the execution of their professional duties
- 14.2.27 principles and procedures for making known or not, information regarding the school, a learner or staff member of the school, or any action or decision by the Governing Body, taking into consideration the rights applicable to the issue
- 14.2.28 the making available of the minutes of meeting of the Governing Body to the Head of Department
- 14.2.29 general principles and procedures regarding contact with the Head of Department, any other interested parties or the media regarding matters concerning the school.

15. THE EFFECT OF NON-FUNDAMENTAL SHORTCOMINGS

In conjunction with any applicable legal stipulations, no decision or action of the Governing Body, or of any of its office bearers or of a committee, becomes nil and void just as a result of the not abiding to a formality or technical prescriptive as required by the constitution, should such not abiding be non-fundamental in nature and the action or decision has taken place in a situation of good trust.

16. CODE OF ETHICS FOR SCHOOL GOVERNING BODY MEMBERS

Because of the vital and important role which the state schools of our country play in providing the basis foundations for democratic living and for sustaining the South African way of life, and because, therefore, Governing Body membership represents such a challenging responsibility, this Code of Ethics is recommended as a guide to the members of the Noorderland Hoërskool Governing Body as they strive to render effective and efficient service to their school community.

16.1 A school Governing Body member should honour the high responsibility which his/her membership demands:

- BY thinking always in terms of “children first”
- BY understanding that the basic function of the SGB member is “policy-making” and not “administrative” and by accepting the responsibility of learning to discriminate intelligently between these two functions.
- BY accepting the responsibility along with his/her fellow SGB members of seeing that the maximum of facilities and resources are provided for

- the proper functioning of the school.
- BY refusing to “play politics” in either the traditional partisan, or in any petty sense.
- BY representing at all times the entire school community.
- BY accepting the responsibility of becoming well informed concerning the duties of SGB members, and the proper functions of state schools.
- BY recognising responsibility as a SGB member to seek the improvement of education throughout the Province.

16.2 A SGB member should respect his relationship with other members of the SGB:

- BY recognising that authority rests only with the SGB in official meetings, and that the individual member has no legal status to bind the SGB outside of such meetings.
- BY recognising the integrity of his/her predecessors and associates, and the merit of their work.
- BY refusing to make statements or promises as to how he/she will vote on any matter which should properly come before the SGB as a whole.
- BY making decisions only after all facts bearing on a question have been presented and discussed.
- BY respecting the opinion of others and by graciously conforming to the principle of “majority rule.”
- BY refusing to participate in irregular meetings such as “secret” or “star chamber” meetings, which are not official and which all members do not have the opportunity to attend.

16.3 A SGB member should maintain desirable relations with the Area Manager and his staff:

- BY striving to procure, when the vacancy exists, the best professional leader available for the principal’s post.
- BY giving the principal full administrative authority for properly discharging his/her professional duties, and also by holding him/her responsible for acceptable results.
- BY acting only upon the recommendation of the principal in matters of employment or dismissal of school personnel.
- BY having the principal present at all meetings of the SGB.
- BY referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of the administrative solution.
- BY striving to provide adequate safeguards around the principal and other staff members to the end and that they can live happily and comfortably and the community and discharge their educational functions on a thoroughly professional basis.
- BY presenting personal criticisms of any employees directly to the principal.

16.4 A SGB member should meet his/her responsibilities to his/her community:

- BY attempting to appraise fairly both the present and the future educational needs of the community.

- BY regarding it as a major responsibility of the SGB to interpret the aims and the methods of the school to the community.
- BY insisting that all school business transactions be on an open, ethical, and above-board basis.
- BY vigorously seeking adequate financial support for the school.
- BY refusing to use his/her position on the SGB in any way whatsoever for personal gain or personal prestige.
- BY refusing to discuss personnel matters or any other confidential business of the SGB in his/her home, on the street or in his/her office.
- BY winning the community's confidence that all is being done in the best interest of the school's learners.