



**Department of Education**

**School: BOKAMOSO SENIOR SECONDARY**

**Circuit: PIETERSBURG**

**Region: CAPRICORN SOUTH**

**Constitution**  
*of the School Governing Body*  
*(SGB)*

**MOTTO**

***LABORATE IN FUTURUM-LABOURING TOWARDS THE FUTURE***

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**Constitution of the School Governing Body**



**This Constitution was adopted by the SGB on**

*27/02/2026*  
Previously adopted date- 2023

**Signatures:**

\_\_\_\_\_  
SGB Chairperson

\_\_\_\_\_  
SGB Secretary

\_\_\_\_\_  
School Principal

**&**

**Verified by the Department of Education on**

.....(DATE)

**Signature:**

\_\_\_\_\_

# Constitution

## *of the School Governing Body (SGB)*

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### 1. Introduction

In terms of the South African Schools Act (SASA), No. 84 of 1996, -**BOKAMOSO SENIOR SECONDARY** School has been declared a public school. This implies that the school is a 'juristic person' with the legal capacity to perform functions as directed by the Act. This Act requires that each and every public school establishes a School Governing Body (SGB) that defines the basic principles and rules by which the school will be guided in its operation. The SGB should, henceforth, develop and adopt a Constitution which will govern and define its operations.

### 2. Purpose

The purpose of this Constitution, being the fundamental policy of the school, is to provide the legal authority to the SGB thereby specifying the manner in which the SGB will conduct its affairs. It also provides for the right of the SGB to adopt other policies for the school. This Constitution will only be functional once duly adopted by the SGB and verified by the Mpumalanga Department of Education.

### 3. Definitions

In this Constitution, unless the content indicates otherwise, the following definitions will be implied:

**Parent** – Any adult who is legally entitled to the custody of a learner in the school.

**Learner** – means any person receiving education or obliged to receive education at the school in terms of the SASA.

**Educator** – Any person who is employed at the school according to, and defined in terms of, the Employment of Educators Act, No. 138 of 1994.

**Principal** – An educator appointed or acting as the head of the school.

**Non-Educator** – A person employed at the school in any capacity other than that of an educator.

**Elected Member** – Any person duly elected to serve according to procedures defined in this Constitution.

**Ex-officio Member** – A person, without voting rights, who is requested to serve on the School Governing Body in his/her official capacity.

**Co-opted member** – A person, without voting rights who, is requested to serve on the SGB in order to provide a specialised service.

**Juristic Person** – An entity recognised by law with defined rights and responsibility and which can sue and be sued in a court of law.

**School** – a public school or an independent school which enrolls learners in one or more grades between grade zero and grade twelve as defined in the SASA.

#### 4. Strategic Imperatives

##### a. Vision

The vision of **BOKAMOSO SENIOR SECONDARY** School is:

[WE ARE COMMITTED TO DELIVERY OF QUALITY EDUCATION AND LEARNER LEADERSHIP](#)

##### b. Mission

The mission statement of the school is:

**We as BOKAMOSO SENIOR SECONDARY School commit ourselves to teach and educate our learners through:**

- Upholding the Constitution of South Africa.
- Collaboration with all the stake holders.
- Abide by National Policy of South Africa.
- Driving inclusive education.
- Teach through E-learning or ICT integration
- Consultation and transparency.

- Respect for cultural diversity
- Effective teaching and learning

## **5. Powers**

The SGB is entrusted with the powers as stipulated in this Constitution in line with the Schools Act. In terms of the SASA 84 of 1996 as amended, the SGB shall:

- a. Develop and adopt the Constitution of the SGB.
- b. Determine and adopt the school's Code of Conduct for Learners.
- c. Determine and adopt policies of the school amongst which shall be the:
  - i. Admissions Policy.
  - ii. Religious Policy
  - iii. Language Policy.
- d. Join voluntary associations representing the governing body of the school.
- e. Employ or recommend the appointment of school employees depending on the personnel.
- f. To meet the principal and his School Management Team where necessary.
- g. To choose the banking institution the school can use.
- h. To choose or change signatories.

## **6. Functions**

### **6.1 In terms of the Schools Act, the SGB of a public school must:**

- a. Promote the best interests of the school and strive to ensure its development through the provision of quality education for all learners at the school;
- b. Adopt a constitution;
- c. Develop the vision and mission statement of the school;
- d. Adopt a code of conduct for learners at the school;
- e. Support the Principal, educators and other staff of the school in the performance of their professional functions;

- f. Determine times of the school day consistent with any applicable conditions of employment of staff at the school;
- g. Administer and control the school's property, buildings and grounds occupied by the school, including school hostels, if applicable;
- h. Encourage parents, learners, educators and other staff at the school to render voluntary services to the school;
- i. Recommend to the Head of Department the appointment of educators at the school, subject to the Employment Educators Act 78, 1998 as amended and the Labour Relations Act, 1995 (Act No. 66 of 1995);
- j. Recommend to the Head of Department the appointment of non-educator staff at the school, subject to the Public Service Act 103 of 1994, and the Labour Relations Act, 1995 (Act No. 66 of 1995);
- k. At the request of the Head of Department, allow the reasonable use under fair conditions of the facilities of the school for educational programmes not conducted by the school;
- l. Discharge all other functions imposed upon the governing body by or under the Act; and discharge other functions consistent with the Act as determined by the Minister by notice in the Government Gazette or by the Member of the Executive Council by notice in the Provincial Gazette.
- m. Allow, through its discretionary powers, the reasonable use of the facilities of the school for community, social and school fund-raising purposes, subject to such reasonable and equitable conditions as the governing body may determine which may include the charging of a fee or tariff which accrues to the school.
- n. Meet as the SGB, at least once, every school term.
- o. Meet with parents, learners, educators and other staff at the school, respectively, at least once a year;
- p. Record and keep minutes of governing body meetings and make available such minutes for inspection by the Head of Department;
- q. Render a report on its activities to parents, learners, educators and other staff of the school at least once a year.
- r. Must submit a copy of its constitution to the Head of Department within 90 days of its election.
- s. Prepare an annual budget for the school.
- t. Prepare an annual financial statement.

- u. Open and maintain the school's bank account which must preferably be a cheque/current account.
- v. Establish and administer a school fund into which all monies received and collected by the school must be paid.
- w. Raise revenue including contributions to the school.
- x. Be prepared to avail the school's financial statements to an interested party on request for inspection.
- y. To accompany the learners in all the trips they undertake.
- z. To protect and promote the interest of the school.

## 6.2 Allocated functions of the SGB.

- i. To draw a school budget.
- ii. To maintain the school infrastructure.
- iii. To determine extra-mural curricular activities.
- iv. To purchase textbooks and other educational material.

## 7. Composition of the SGB

COMPONENT	NUMBER
Parents	9
Educators	3
Support Staff	1
Learners	3
Principal	1

## 8. Membership of a governing body of an ordinary public school

The South African Schools Act stipulates that:

- a. The Member of the Executive Committee must designate an officer to conduct the process for the nomination and election of the members of the SGB.

- b. The Principal of the school shall preside over all meetings convened to elect the Chairperson of the SGB.
- c. The governing body of a public school shall comprise of the following:
- i. Elected members;
  - ii. The Principal, in his or her official capacity;
  - iii. Co-opted members.
  - iv. Elected members of the governing body shall comprise a member or members of each of the following categories:
    - Parents of learners at the school;
    - Educators at the school;
    - Members of staff at the school who are not educators; and
    - A learner or learners in the eighth grade or higher at the school.
- d. A parent who is employed at the school may not represent parents on the governing body of the school.
- e. The governing body of an ordinary public school which provides education to learners with special needs must, where practically possible, co-opt a person or persons with expertise regarding the special education needs of such learners.
- f. The SGB may co-opt a member or members of the community to assist in the discharge of the SGB functions.
- g. The number of parent members must comprise one more than the combined total of other members of a governing body who have voting rights.
- h. The term of office of a member of the SGB may not exceed a period of three (3) years.
- i. The term of office of an SGB member who is a learner at the school may not exceed a period of one (1) year.
- j. A member or office bearer may be re-elected or co-opted as the case may be after expiry of his/her term of office.

## **9. Office bearers**

- a. The governing body must, from amongst its members, elect office-bearers, who must include at least a chairperson, deputy chairperson, Secretary, deputy secretary and treasurer.
- b. Only a parent member of the governing body who is not employed at that public school may serve as the Chairperson of the governing body of the same school.

### **9.1 Duties of the Chairperson**

The Chairperson of the SGB shall preside over meetings of the SGB. The Chairperson shall, in consultation with the Secretary and the principal convene meetings of the SGB. The Chairperson shall also have the following duties:

- a. Preparing for a meeting of the SGB
- b. Sign minutes of the previous meeting to confirm their official status.
- c. Warranting that SGB meetings are conducted in a procedural and organised manner without interruptions.
- d. Ensuring that all members participate and contribute in the meeting.
- e. Decide when motions would require a vote and put such motions and/or proposals for voting.
- f. Reprimand unacceptable behaviour of the members
- g. Authorise/unauthorise meetings of the S.G.B to take place in his/her absence
- h. Authorise all payments made by the school.

### **9.2 Duties of the Deputy Chairperson**

- a. The deputy chairperson shall deputise for the Chairperson when the Chairperson is absent in meetings.
- b. The deputy Chairperson assumes the responsibilities and duties of the Chairperson in the absence of the latter.
- c. To perform duties delegated to him/her by the Chairperson

### **9.3 Duties of the Secretariat**

The Secretariat shall perform the following duties:

- a. Keep and maintain regular communication with the Chairperson.
- b. The Secretariat deals with all correspondences of the SGB.
- c. Convening of meetings in collaboration and consultation with the Chairperson.
- d. Taking and presenting minutes of SGB meetings.
- e. Making available such minutes for inspection by the Head of Department, when requested to do so.
- f. Rendering a report on activities to parents, learners, educators and other staff of the school at least once a year.
- g. Ensuring the safe-keeping of all SGB documents.
- h. Recording attendance and apologies of members.
- i. The Secretariat shall provide information to members in order to assist them in meetings.
- j. To write invites to other members.
- k. To remind the Chairperson of the resolutions taken.

### **9.4 Duties of the Treasurer**

- a. The Treasurer is the custodian of all the financial dealings of the SGB in the school.
- b. He/she is eventually responsible for all procedures and transactions pertaining to the income, expenditure and assets of the school.
- c. The Treasurer shall, in collaboration with the Principal and finance officer, prepare and present to the SGB, budget scenarios for the forthcoming financial year. This exercise will be carried out during the second half of the current financial year.
- d. The final budget shall be confirmed by the majority of the parents at the school's Annual General Meeting (AGM).
- e. The Treasurer shall provide support to the Finance Officer of the school.

- f. Shall, from time to time, scrutinise the school's monthly income and expenditure.
- g. Shall be responsible for the timeous payment of the school's accounts.
- h. Ensuring the preparations and presentation of monthly financial statements to the SGB.
- i. Shall liaise on financial matters, in collaboration with the Finance Officer.
- j. Ensure that the school adheres to the school's finance policy and the applicable legislations in its financial transactions.
- k. Arrange for the auditing of the school's finances and the availability of a proper financial audit report.

#### **9.4 Duties of the Financial Officer**

The SGB shall appoint a Financial Officer for the school, such an appointment shall be in writing. The Financial Officer shall be an employee at the school.

- a. The Financial Officer is responsible for the day to day administration of the financial transactions of the school.
- b. To balance financial books.
- c. Keep the records of income and expenditure.
- d. Give financial report to the S.G.B.
- e. Prepare financial report for the parents.

#### **10. Committees of the SGB**

The School Governing Body may:

- a. Establish committees, including an executive committee;
- b. Appoint persons who are not members of the governing body to such committees on grounds of expertise, but a member of the governing body must chair each committee.
- c. A governing body of an ordinary public school which provides education to learners with special education needs must establish a committee on special education needs.
- d. This school will establish the following committees:

- i. Finance/ procurement committee.
- ii. Fundraising committee.
- iii. Maintenance committee.
- iv. Safety and security.
- v. Disciplinary committee.
- vi. Admission committee.
- vii. Social and marketing committee
- viii. Sport and recreation committee

## **11. Meetings**

- a. The SGB shall hold a meeting least once every school term.
- b. Separate meetings of the SGB shall be held with each of the following stakeholder groups; learners, parents, educators and other staff, at least once a year.
- c. The committees of the SGB shall meet frequently to discuss their business and report accordingly to the SGB. The meetings of the following committees of the SGB shall take place as indicated:
  - i. Finance/ procurement committee -meet before and after the S.G.B meeting
  - ii. Disciplinary committee -to meet once per term and or when there is a challenge of discipline in nature.
  - iii. Safety committee - to meet once prior to the S.G.B meeting or when there is a need that warrants such a meeting.
  - iv. Admission committee - to meet in the last and first term.
  - v. Sports and recreation - to meet at least once every term.
  - vi. Maintenance committee - to meet at least once every term.
  - vii. Social and marketing committee – to meet at least once every term
- d. Notices for meetings will be given as follows:
  - i. Year programme shall be supplied at the beginning of each term.

- ii. Invitation letters shall be sent in advance to remind the members or
  - iii. Messages shall be sent through a cell phone.
  - iv. Media shall be used.
- e. The meetings of the SGB and its Committees shall be able to proceed if a quorum is formed. Such a quorum shall be **FORMED** for each committee.

## **12. Confidentiality**

The SGB shall reserve the right to protect from exposing information it deems deified and being of the best interest to the school and the SGB itself.

## **13. Amendments to this Constitution**

Any need that may arise to require the amendment of this Constitution will require the following steps to be adhered to in order for an amendment to be considered and effected:

- a. A proposal for an amendment shall be submitted to the Secretariat of the SGB in writing.
- b. All amendments will be discussed in a duly constituted meeting of the SGB.
- c. An amendment will only be considered if enjoys a two thirds majority support of the SGB.
- d. After the proposed amendment is voted for and supported by the two thirds majority of the SGB, the amendment in question shall be taken to the AGM of the parents where such an amendment shall be endorsed.
- e. No amendments of sections of this Constitution which are in line with the South African Schools Act shall be considered.
- f. Amendments shall be considered when the Department has amendments in SASA
- g. Amendments of this constitution shall be made when the parents require such amendments.

## **14. Dissolution of the SGB**

- a. The procedure for the disqualification or removal of a member of the governing body or the dissolution of a governing body, for sufficient reason in each case, shall be in line with the South African Schools Act.
- b. When the H.O.D has deemed it necessary.

## 15. Conclusion

This Constitution is the legal and official guiding document for the SGB of this school. The SGB shall be bound by the stipulations of this Constitution and it shall carry out its business of school governance in accordance with the stipulations of this document.

