Beheerliggaam & Subkomitees / Governing Body & Sub-committees

CONSTITUTION

GRONDWET
VAN DIE BEHEERLIGGAAM VAN
HOëR MEISIESKOOL LA ROCHELLE

1. WOORDOMSKRYWING

In hierdie Grondwet, tensy uit die samehang anders blyk, beteken –

- "beheerliggaam" – die beheerliggaam van Hoër Meisieskool La Rochelle, soos in Art 16(1) van die Wet bedoel;
- "borgliggaam" – 'n liggaam of groep persone deur die beheerliggaam goedgekeur en wat bereid is om die skool finansieel te ondersteun;
- "departementshoof" – die hoof van die departement van onderwys in die provinsie Wes-Kaap;
- "die Wet" – die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996), en die maatreëls daarkragtens uitgevaardig;
- "hierdie Grondwet" – die Grondwet van die beheerliggaam van Hoër Meisieskool La Rochelle;
- "Lid van die Uitvoerende Raad" – die Lid van die Uitvoerende Raad verantwoordelik vir onderwys in die provinsiale Wes-Kaap;
- "maatreëls" – die maatreëls betreffende beheerliggame van gewone openbare skole (uitgesonderd skole vir leerders met spesiale onderwysbehoeftes); of die maatreëls betreffende beheerliggame van openbare skole vir leerders met spesiale onderwysbehoeftes (ingesluit openbare skole vir leerders wat kragtens die Wet op Kindersorg, 1983 (Wet 74 van 1983), en die Strafproseswet, 1977 (Wet 51 van 1977), daarheen verwys of oorgeplaas is); en
- "onderwys" – onderrig, instruksie of opleiding wat ingevolge die Wet aan die leerders verskaf word.

2. NAAM VAN SKOOL

HOëR MEISIESKOOL LA ROCHELLE
(hierna "die skool" genoem)

CONSTITUTION
OF THE GOVERNING BODY OF
LA ROCHELLE GIRLS' HIGH SCHOOL

1. DEFINITIONS

In this Constitution, unless the context indicates otherwise –

- "governing body" means the governing body of La Rochelle Girls' High School referred to in section 16(1) of the Act;
- "sponsoring body" – means a body or group of persons approved by the governing body and which is prepared to assist the school financially;
- "Head of Department" – means the head of the education department in the Province of the Western Cape;
- "the Act" – means the South African Schools Act, 1996 (Act 84 of 1996), and the measures published thereunder; and
- "this Constitution" – means the Constitution of the Governing Body of La Rochelle Girls' High School;
- "Member of the Executive Council" – means the Member of the Executive Council responsible for education in the province of the Western Cape;
- "measures" – means the measures relating to the governing bodies of ordinary public schools (excluding public schools for learners with special education needs); or the measures relating to governing bodies of public schools for learners with special education needs (including public schools for learners sent or transferred thereto in terms of the Child Care Act, 1983 (Act 74 of 1983), and/or the Criminal Procedure Act, 1977 (Act 51 of 1977);
- "education" – means instruction, teaching or training provided to learners in terms of the Act;

2. NAME OF SCHOOL

LA ROCHELLE GIRLS' HIGH SCHOOL
(hereinafter referred to as "the school")

3. STRAATADRES VAN SKOOL
Faurestraat
PAARL
Poskode 7646

4. POSADRES VAN SKOOL
Posbus 21
Hoofstraat
PAARL
Poskode 7622

5. STATUS VAN SKOOL

Die skool is ‘n regspersoon met die wetlike bevoegdheid om sy werksaamhede ingevolge die Wet te verrig.

6. BEHEER EN PROFESSIONELE BESTUUR VAN SKOOL

6.1 Behoudens die Wet, setel die beheer van die skool in sy beheerliggaam: Met dien verstande dat die beheerliggaam of lid daarvan in sy of haar hoedanigheid as lid, nie met die professionele werksaamhede van ‘n opvoeder by die vervulling van sy of haar pligte mag inmeng nie.

6.2 Die beheerliggaam staan in ‘n vertrouensposisie teenoor die skool.

6.3 Behoudens die Wet en hierdie Grondwet, moet die professionele bestuur van die skool deur die prinsipaal, onder die gesag van die Departementshoof, onderneem word.

7. DOELSTELLINGS VAN SKOOL

7.1 Om kwaliteit onderwys aan leerders te voorsien.

7.2 Om inwoning, voedsel en geriewe te verskaf aan leerders wat die skool se koshuis bywoon.

7.3 Om behoudens die bepalings van artikel 5 van die Wet, leerders toe te laat en in hul opvoedkundige behoeftes voorsien, sonder om op enige wyse onregverdig te diskrimineer.

7.4 Om behoudens die bepalings van artikel 6 van die Wet, geen vorm van rassediskriminasie toe te laat in die uitvoering van die skool se taalbeleid nie.

7.5 Om behoudens die bepalings van artikel 7 van die Wet, godsdiensbeoefening by die skool op ‘n billike wyse te laat geskied en om bywoning daarvan deur leerders en personeellede op ‘n vrywillige grondslag te laat plaasvind.

3. STREET ADDRESS OF SCHOOL
Faure Street
PAARL
Postal Code 7646

4. POSTAL ADDRESS OF SCHOOL
P O Box 21
Main Street
Paarl
Postal Code 7622

5. STATUS OF SCHOOL

The school is a juristic person with legal capacity to perform its functions in terms of the Act.

6. GOVERNANCE AND PROFESSIONAL MANAGEMENT

6.1 Subject to the Act, the governance of the school is vested in its governing body: Provided that the governing body or a member thereof, in his or her capacity as a member, may not interfere with the professional functions of an educator in the performance of his or her duties.

6.2 The governing body stands in a position of trust towards the school.

6.3 Subject to the Act and this Constitution, the professional management of the school must be undertaken by the principal under the authority of the head of Department.

7. OBJECTIVES OF THE SCHOOL

7.1 To provide quality education to learners.

7.2 To provide residence, food and amenities to learners who live in the hostel of the school.

7.3 To admit learners, subject to the provisions of section 5 of the Act, and provide for their educational needs without discriminating unfairly in any way.

7.4 To allow no form of racial discrimination whatsoever in the execution of the language policy of the school, subject to the provision of section 6 of the Act.

7.5 To allow religious observances at the school to be conducted on an equitable basis and attendance at them by learners and members of staff to be free and voluntary, subject to the provision of section 7 of the Act.

7.6 Om die skoolfonds, alle opbrengste daaruit en alle ander bates van die skool slegs te gebruik ooreenkomstig die bepalings van artikel 37 van die Wet.

7.7 Om finansieel so te funksioneer dat die skool sy verpligtinge sal kan nakom.

7.8 Om die gemeenskap te dien deur leerders so voor te berei dat hulle as goed opgevoede persone hulle plek in die gemeenskap sal inneem.

7.9 Om aan die personeel van die skool die geleentheid te bied om professioneel te groei, werksbevrediging te kry en sodoende onderwys van hoogstaande gehalte te lewer.

7.10 Om 'n bydrae te lewer tot die bevordering van sport en kultuur in die algemeen, maar in besonder om sport- en kultuurbedrywighede as opvoedings-geleenthede te benut tot voordeel van die leerders in die skool.

8. BEDIENINGSGEBIED
Die skool bedien die tradisionele en/of natuurlike voedingsgebied van die skool.

9. WERKSAAMHEDE EN TOEGEWESE WERKSAAMHEDE VAN BEHEERLIGGAAM

9.1 Behoudens die bepalings van artikel 20 en 21 van die Wet, verrig die beheerliggaam die werksaamhede wat binne sy bevoegdheid val en wat nodig is vir die welsyn van die skool.

9.2 Die beheerliggaam handel ooreenkomstig die bepalings van artikel 37 van die Wet, met skoolfonds en bates van die skool.

9.3 Die beheerliggaam wend ooreenkomstig die bepalings van die Wet en hierdie Grondwet, fondse aan ten einde die doelstelling hierbo genoem te verwesenlik.

9.4 Ooreenkomstig die bepalings van die Wet en hierdie Grondwet, moet die beheerliggaam dienste en fasiliteite daarstel in belang van die leerders en van onderwys.

9.5 Ooreenkomstig die bepaling van artikel 43 van die Wet, moet die beheerliggaam ouditeure aanstel om die skool se finansiële rekords en state te ouditeer.

9.6 Ooreenkomstig die bepalings van artikel 8 van die Wet, moet die beheerliggaam 'n gedragskode vir leerders aanvaar na

7.6 To use the school fund, all proceeds thereof and any other assets of the school only in accordance with the provisions of section 27 of the Act.

7.7 To function financially in such a way that the school will fulfil its commitments.

7.8 To serve the community by preparing learners in such a way that they will take their place in the community as well-educated people.

7.9 To provide the opportunity to the staff of the school to grow professionally, to obtain work fulfilment and to deliver education of the highest quality.

7.10 To make a contribution to the promotion of sport and culture in general, but specifically to use sport and culture activities as educational opportunities to benefit the learners of the school.

8. FEEDER AREA
The school serves the traditional and/or natural feeder area of the school.

9. FUNCTIONS AND ALLOCATED FUNCTIONS OF THE GOVERNING BODY

9.1 The governing body performs the functions which fall within its power and which are necessary for the welfare of the school, subject to the provisions of sections 20 and 21 of the Act.

9.2 The governing body uses the school fund and assets of the school in accordance with the provisions of section 37 of the Act.

9.3 The governing body uses funds in accordance with the provisions of the Act and this Constitution, for the purpose of realising the above-mentioned objectives.

9.4 The governing body must provide services and facilities in the interest of the learners and of education, in accordance with the provisions of the Act and this Constitution.

9.5 The governing body must appoint auditors in accordance with the provisions of section 43 of the Act, to audit the financial records and statements of the school.

9.6 The governing body must adopt a code of conduct for the learners, after consultation with the parents, educators and learners of

oorleg met die leerders, ouers en opvoeders van die skool.

9.7 Ooreenkomstig die bepalings van artikel 9 van die Wet, moet die beheerliggaam leerders wat die gedragskode oortree, skors en/of aanbeveel dat hulle uit die skool gesit word.

9.8 Ooreenkomstig die bepalings van artikels 39, 40 en 41 van die Wet, moet die beheerliggaam toesien dat skoolgeld gehef word en kan die beheerliggaam betaling daarvan afdwing.

9.9 Die beheerliggaam stel die leuse en die missie van die skool op. Die leuse en missie moet deel vorm van hierdie Grondwet.

10. AANSPREEKLIKHEID VAN LEDE VAN BEHEERLIGGAAM

'n Lid van die beheerliggaam is nie aanspreeklik vir enige skuld, skade of verlies van die skool nie, tensy hy of sy sonder magtiging, opsetlik kwaadwillig of nalatig opgetree het en daarom daarvoor verantwoordelik gehou kan word.

11. SAMESTELLING VAN BEHEERLIGGAAM

Die beheerliggaam van die skool word saamgestel ooreenkomstig die bepalings van maatreël 2 van die maatreëls.

12. AMPSTERMYN VAN LEDE VAN BEHEERLIGGAAM

'n Lid van die beheerliggaam wat nie 'n leerder is nie, beklee sy of haar amp vir 'n termyn ooreenkomstig die bepalings van maatreël 4 van die maatreëls.

13. KWORUM

Minstens een meer as die helfte van die lede van die beheerliggaam, saamgestel ooreenkomstig die bepalings van maatreël 2(1) van die maatreëls, vorm 'n kworum vir enige vergadering.

14. VERKIESING VAN AMPSDRAERS VAN BEHEERLIGGAAM

Behoudens die bepalings van die maatreëls verlies die beheerliggaam uit sy geledere, op die eerste vergadering van die beheerliggaam, ampsdraers wat minstens 'n voorsitter, 'n tesourier en 'n sekretaris insluit.

the school, in accordance with the provision of section 8 of the Act.

9.7 The governing body must suspend and/or recommend the expulsion of learners who transgress the code of conduct in accordance with the provisions in section 9 of the Act.

9.8 The governing body must see to it that school fees are levied and may enforce the payment thereof in accordance with the provisions of section 39, 40 and 41 of the Act.

9.9 The governing body drafts the credo and the mission of the school. The credo and mission must form part of this Constitution.

10. LIABILITY OF MEMBERS OF THE GOVERNING BODY

A member of the governing body is not liable for any debt, damage or loss incurred by the school unless he or she acted without authorisation, with malicious intent or negligently and can therefore be held responsible for such debt, damage or loss.

11. COMPOSITION OF THE GOVERNING BODY

The governing body of the school is composed in accordance with the provisions of measure 2 of the measures.

12. TERMS OF OFFICE OF MEMBERS OF THE GOVERNING BODY

The term of office of a member of the governing body who is not a learner shall be determined by measure 4 of the measures.

13. QUORUM

At least one more than half of the members of the governing body composed in accordance with the provisions of measure 2(1) of the measures, shall constitute and quorum at any meeting.

14. ELECTION OF OFFICE-BEARERS OF THE GOVERNING BODY

Subject to the provisions of the measures, the governing body elects from its ranks, at the first meeting of the governing body, office-bearers who will include at least one chairperson, a treasurer and a secretary.

15. TERMYN VAN AMPSDRAERS

15.1 Behoudens die bepalings van die maatreëls beklee die ampsdraers hul ampte vir ‘n termyn van 12 maande vanaf die datum van hul verkiesing.

15.2 ‘n Ampsdraer kan herverkies word na verstryking van sy of haar ampstermyn.

16. VERSKONING VIR AFWESIGHEID VAN LEDE VAN BEHEERLIGGAAM

Die beheerliggaam aanvaar verlof vir afwesigheid van ‘n lid of lede vir ‘n periode soos deur die beheerliggaam bepaal.

17. TOEVALLIGE VAKATURES IN BEHEERLIGGAAM

‘n Toevallige vakature in die beheerliggaam ontstaan en word gevul ooreenkomstig die bepalings van die maatreëls.

18 KOMITEES

18.1 Die beheerliggaam kan, ooreenkomstig die bepalings van artikel 30 van die Wet, een of meer komitees aanstel om hom te adviseer en om onderworpe aan die opdrag van die beheerliggaam, die werksaamhede te verrig soos deur die beheerliggaam bepaal.

18.2 Die beheerliggaam kan enige besluit van ‘n komitee in paragraaf 18.1 beoog, wysig of tersyde stel.

19. VERGADERINGS

19.1 Die beheerliggaam moet minstens een keer elke kwartaal vergader.

19.2 Die beheerliggaam moet minstens een keer per jaar met leerders, ouers, opvoeders en ander personeel van die skool, onderskeidelik, vergader.

19.3 Die beheerliggaam moet minstens een keer per jaar oor sy aktiwiteite aan ouers, leerders, opvoeders en ander personeel van die skool verslag lewer en ‘n finansiële jaarverslag aan ouers sirkuleer.

19.4 Vergaderings van die beheerliggaam geskied ooreenkomstig die bepalings van die maatreëls.

19.5 ‘n Buitengewone vergadering word deur die voorsitter belê wanneer hy of sy dit nodig ag of wanneer minstens een derde lede, ‘n skriftelike versoek met opgawe van redes vir sodanige vergadering voorlê.

15. TERM OF OFFICE OF OFFICE-BEARERS

15.1 Subject to the provisions of the measures, the term of office of the office-bearers shall be 12 months from the date of their election.

15.2 An office-bearers may be re-elected after the expiry of his or her term of office.

16. APOLOGIES FOR ABSENCE OF MEMBERS OF THE GOVERNING BODY

The governing body accepts leave of absence of a member or members for a period determined by the governing body.

17. CASUAL VACANCIES IN THE GOVERNING BODY

A casual vacancy occurs and is filled in accordance with the provision of the measures.

18. COMMITTEES

18.1 The governing body may, in accordance with the provisions of section 30 of the Act, appoint one or more committees to advise it, and subject to the instruction of the governing body, to perform such functions as the governing body ay determine.

18.2 The governing body may alter or invalidate any decision of a committee contemplated in paragraph 18.1

19. MEETINGS

19.1 The governing body shall meet as least once every school term.

19.2 The governing body shall meet with learners, parents, educators, and other staff at the school, respectively at least once a year.

19.3 The governing body shall render a report on its activities to parents, educators, learners and other staff of the school at least once a year, and circulate an annual financial report to parents.

19.4 Meetings of the governing body are held in accordance with the provisions of the measures.

19.5 An extraordinary meeting is convened by the chairperson when he or she deems it necessary of when at least one third members submit a written request and reasons for such a meeting.

19.6 Elke lid van die beheerliggaam het een stem. By die staking van stemme het die voorsitter, benewens sy of haar beraadslagende stem, ‘n beslissende stem

19.7 ‘n Lid van die beheerliggaam moet van ‘n vergadering van die beheerliggaam onttrek vir die duur van die bespreking van en die besluitneming oor enige aangeleentheid waarby die lid ‘n persoonlike belang het.

20. NOTULES VAN VERRIGTINGE VAN VERGADERINGS

Die notules van die verrigtinge van vergaderings van die beheerliggaam moet ooreenkomstig die bepalings van die maatreëls hanteer word.

21. BANKREKENING

21.1 Die beheerliggaam moet ’n bankrekening open en in standhou.

21.2 Behoudens paragraaf 21.1 moet alle geld wat deur die skool ontvang word, met inbegrip van skoolgeld en vrywillige bydraes in die skoolfonds gestort word.

22. AFSLUITING VAN BOEKJAAR

Die boekjaar begin op die eerste dag van Januarie en eindig op die laaste dag van Desember. Die rekords en state van die skool moet daarna geouditeer word ooreenkomstig die bepalings van artikel 43 van die Wet

23. INDIENING VAN FINANSIëLE STATE

Die beheerliggaam moet binne ses maande na die einde van elke boekjaar ‘n afskrif van die jaarlikse geouditeerde finansiële state aan die Departementshoof voorlê.

24. WYSIGING VAN GRONDWET

’n Besluit ter wysiging van hierdie Grondwet vereis ’n twee-derde meerderheid van die totale ledetal van die beheerliggaam, nadat alle lede minstens twee maande vooraf van die beoogde wysiging in kennis gestel is.

Indien te min lede op die vergadering wat hiervoor belê sou word, teenwoordig is, moet ’n tweede vergadering minstens twee weke na die eerste vergadering uitsluitlik vir dié doel byeengeroep word.

19.6 Each member of the governing body has one vote. At the conclusion of voting, the chairperson shall, in addition to his or her deliberative vote, have a casting vote.

19.7 A member of the governing body must withdraw from a meeting of the governing body for the duration of the discussion and decision-making on any issue in which the member has a personal interest.

20. MINUTES OF PROCEEDINGS OF MEETINGS

The minutes of the proceedings of meetings of the governing body shall be dealt with in accordance with the provisions of the measures.

21. BANK ACCOUNT

21.1 The governing body must open and maintain a banking account.

21.2 Subject to paragraph 21.1 all money received by the school, including school fees and voluntary contributions, must be paid into the school fund.

22. CLOSING OF THE FINANCIAL YEAR

The financial year commences on the first day of January and ends on the last day of December. The records and statements of the school must be audited subsequently in accordance with the provisions of section 43 of the Act.

23. SUBMISSION OF FINANCIAL STATEMENTS

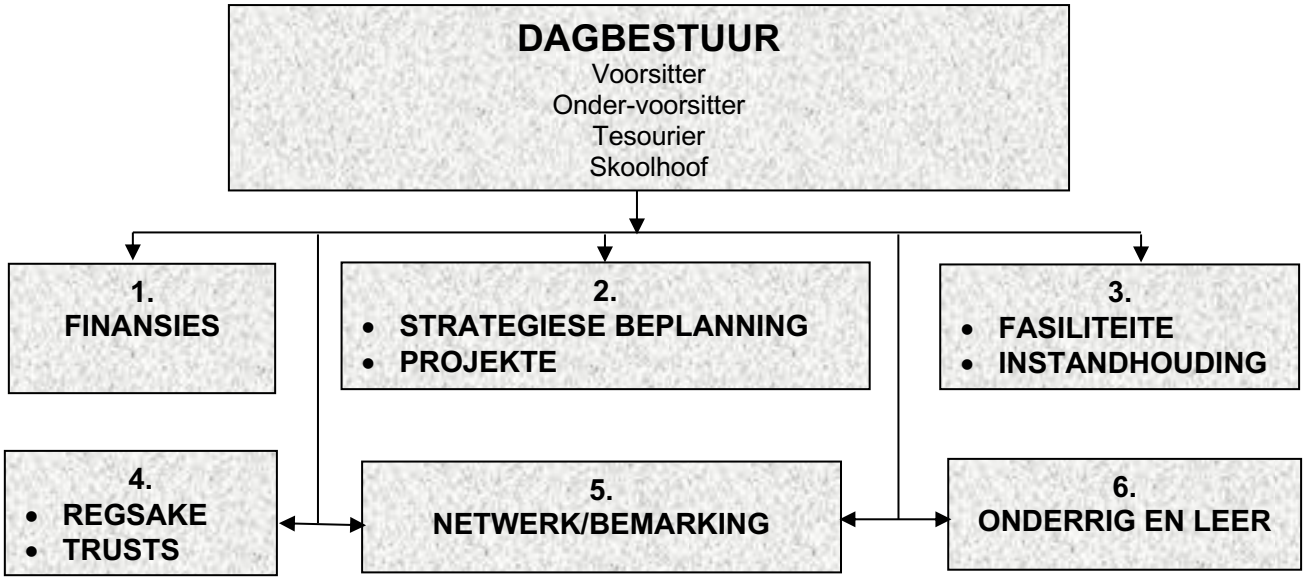
The governing body must submit to the Head of Department, within six months after the end of each financial year, a copy of the annual audited financial statements.

24. AMENDMENT OF CONSTITUTION

A decision to amend this Constitution requires a two-thirds majority of the total membership of the governing body after all members have been informed of the proposed amendment at least two months in advance.

If too few members are present at the meeting convened for this purpose, a second meeting must be called exclusively for this purpose at least two weeks after the first meeting.

STRUKTUUR



KOMITEES

BEHEERLIGGAAM:

Voorsitter:	Mnr N Koch
Vice-Chairperson:	Mrs J Moore
Sekretaresse:	Mev C Bothma
Tesourier:	Mnr A Fourie
Lede:	Mnr D Botha
	Mev M Briers-Louw
	Mev M Horn
Gekoöpteerd:	Mnr E Hayman
	Mnr A Louw
Opvoeders:	Me A Lochner
	Me N van Aswegen
	Mev S Vorster
Nie-Opvoeder:	Mev C Bothma
Leerders:	Layla van Sitters
	Shani Botha
	Elizabeth du Toit

FINANSIëLE KOMITEE:
Mnr A Fourie
Me A Lochner
Mev E Ulyate

INSTANDHOUDING:
Me A Lochner
Mev S Vorster
Mnr G Kroukamp
Mnr P Whitmore

NETWERKKOMITEE:
Mev L Pelham
Mev M Briers-Louw
Me A Lochner
Mev K Leibbrandt
Mev R Louwrens
Mrs L Neethling
Mrs C Cloete
Mev K Venter
Layla van Sitters
Shani Botha

SPORT- & KULTUUR:
Mnr D Botha
Mev L Pelham
Me A Lochner
Mev K Leibbrandt
Mev H Naudé
Mrs M Pedro

KOSHUISKOMITEE:
Mev S Vorster
Me A Lochner
Mev L Hendrikse
Mev H du Toit
Mev J Terblanche
Mev A van Niekerk
Mev E Venter
Mev T Visser
Mev L Williams
Janke Oosthuizen
Danel Dreyer

OOV:

Voorsitter:	Mev R Louwrens
Graad 8:	Vakant
Graad 9:	Mev L Williams
Grade 10:	Mrs P Haasbroek
Graad 11:	Mev H de Kock
Graad 12:	Mev M Briers-Louw
Personeel:	Mev A Kramer

OUDLEERLINGBOND:

Voorsitter:	Mev K Venter
Lede:	Mev M Calitz
	Mev G du Plessis
	Mev L Möller
	Mev T Rossouw
	Mev S Swanepoel
Admin:	Vakant
Staff:	Mrs L Neethling
Webblad:	Mev M Pedro