

## **School Boards (Raffles Junior College) Order 2005**

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**No. S 225**

### **SCHOOL BOARDS (INCORPORATION) ACT (CHAPTER 284A)**

#### **SCHOOL BOARDS (RAFFLES JUNIOR COLLEGE) ORDER 2005**

In exercise of the powers conferred by section 3 of the School Boards (Incorporation) Act, the Minister for Education hereby makes the following Order:

#### **Citation and commencement**

**1.** This Order may be cited as the School Boards (Raffles Junior College) Order 2005 and shall be deemed to have come into operation on 1st January 2005.

#### **Establishment of governing board**

**2.** There shall be established a governing board to be known as the Raffles Junior College Board of Governors for the purpose of conducting the school known as the Raffles Junior College which was established on 1st January 1982.

#### **Constitution of governing board**

3. The Constitution of the Raffles Junior College Board of Governors is set out in the Schedule.

## THE SCHEDULE

### CONSTITUTION OF RAFFLES JUNIOR COLLEGE BOARD OF GOVERNORS

#### Short title and statement

1.—(1) This Constitution shall be known as the Constitution of the Raffles Junior College Board of Governors.

(2) The main purpose of the Raffles Junior College is to nurture thinkers, leaders and pioneers, men and women with character, confidence and commitment who will serve by leading, and lead in serving, whatever their chosen paths may be.

#### Interpretation

2.—(1) In this Constitution, unless the context otherwise requires —

“Assistant Secretary” means the Assistant Secretary of the Board;

“bye-laws” means the bye-laws described and promulgated in accordance with Article 17;

“Board” means the Raffles Junior College Board of Governors;

“Bursar” means the Bursar of the School;

“Chairman” means the Chairman of the Board;

“Deputy Chairman” means a Deputy Chairman of the Board;

“Director-General” means the Director-General of Education;

“governor” means a member of the Board;

“Principal” means the Principal of the School and Deputy Principal shall be construed accordingly;

“School” means the Raffles Junior College;

“Secretary” means the Secretary of the Board;

“Special Approval” means an approval granted by at least two-thirds of the governors;

“Treasurer” means the Treasurer of the Board.

(2) The Interpretation Act (Cap. 1) shall apply to the interpretation of this Constitution as it applies to an Act of Parliament.

#### Composition of Board

3.—(1) The Board shall consist of the following governors, all of whom shall be appointed by the Minister in accordance with this Article:

- (a) the Chairman;
- (b) not more than 3 Deputy Chairmen;
- (c) a Treasurer;
- (d) a Secretary;
- (e) an Assistant Secretary; and
- (f) not more than 19 other governors.

(2) A governor shall —

- (a) hold office for a term of 3 years or such shorter term as may be determined by the Minister; and
- (b) subject to paragraphs (3) and (4), be eligible for re-appointment on the expiry of his term of office.

(3) The Chairman and the Treasurer shall be eligible to hold office as the Chairman and Treasurer, respectively, for not more than 2 consecutive terms.

(4) On the expiry of any governor's second term, that governor shall remain eligible for re-appointment as a governor but not as Chairman, Deputy Chairman, Treasurer, Secretary or Assistant Secretary.

(5) The Minister may at any time revoke the appointment of a governor without assigning any reason.

#### **Vacation of office of governor**

4.—(1) The office of a governor shall become vacant if the governor —

- (a) resigns his office by giving notice in writing to the Minister;
- (b) becomes a mentally disordered person within the meaning of the Mental Disorders and Treatment Act (Cap. 178);
- (c) is adjudicated a bankrupt or makes any arrangement or composition with his creditors;
- (d) is convicted of an offence involving fraud or dishonesty; or
- (e) is absent without the permission of the Board (the granting of which shall not be unreasonably withheld) from 3 consecutive Board meetings.

(2) If the office of a governor becomes vacant, the Minister may appoint any person to fill the vacancy for the remainder of the term of his predecessor.

#### **Disclosure of interest by governors**

5.—(1) A governor who is in any way, directly or indirectly, interested in a transaction or project of the School shall disclose the nature of his interest at a meeting of the Board.

(2) The disclosure under paragraph (1) shall be recorded in the minutes of the Board and the governor shall not take part in any deliberation of the Board with respect to that transaction or project.

(3) For the purpose of determining whether there is a quorum, a governor shall be treated as being present at a meeting notwithstanding that under paragraph (2) he cannot vote or has withdrawn from the meeting.

### **Conduct of School by Board**

6.—(1) The Board shall assume the conduct of the School from 1st January 2005.

(2) The Board shall —

- (a) formulate policies for the School, to enable the Principal and his staff to provide education for the pupils of the School, which are not inconsistent with the national education policies set by the Ministry of Education;
- (b) formulate policies for the recruitment of teaching staff and other employees of the School;
- (c) regulate the terms and conditions of engagement of the Principal, Deputy Principal, Bursar, teaching staff and other employees of the School;
- (d) regulate the criteria for admission of pupils to the School and determine the fees payable by the pupils or any class of pupils;
- (e) promote a high standard of all round education which will enable every pupil of the School to progress towards the pupil's overall best in character and personality development as well as academic achievements; and
- (f) promote and safeguard the image, reputation and character of the School.

(3) In addition to the powers conferred upon the Board under the Act and any other law, the Board may —

- (a) provide such facilities for the pupils and staff of the School as it considers necessary;
- (b) raise funds necessary for the operational and development needs of the School and for providing financial assistance to needy pupils;
- (c) subject to any rules laid down by the Ministry of Education, establish scholarships, trust funds and endowments for the School and its pupils and the teaching staff;
- (d) approve the terms and conditions of service of the teaching staff and other employees of the School, including terms and conditions relating to schemes of service, remuneration, leave, benefits and discipline;
- (e) institute such financial control procedures as may be expedient to ensure that all funds of the School are expended prudently and in the interests of the School;
- (f) subject to any applicable bye-law and the approval of the Board by way of Special Approval, do any of the following in connection, directly or indirectly, with paragraph (2) and sub-paragraphs (a) and (b) and for the benefit of the School:
  - (i) carry on the business of investment holding and undertake and transact all kinds of investment holding business, and in particular invest the moneys of the School in, or otherwise acquire, hold and deal with, such property, securities or financial instruments as the Board may deem fit, including but not limited to forming and participating in the formation of entities for the holding of the

assets and property of the School;

(ii) carry on any commercial operation or business, or acquire, undertake and dispose of any commercial operation, business or corporation; and

(g) do all such things as may be necessary, incidental or conducive to the discharge of its functions and powers.

(4) The Board may form or constitute an advisory board to advise and guide the Board in its execution of its powers and conduct of its affairs under this Constitution, but such advisory board shall have no management responsibilities or duties.

### **Committees of Board**

7.—(1) The Board may delegate any of its powers (except the power of delegation conferred by this Article) to one or more committees consisting of such persons as the Board thinks fit.

(2) At least one member of a committee shall be a governor .

(3) A committee appointed under paragraph (1) shall have, and may exercise and discharge, such powers, authority, duties and functions as the Board may determine.

### **Board meetings**

8.—(1) The Board shall meet at least 3 times a year and at such time and place as it may determine.

(2) A meeting of the Board shall be convened by the Secretary or, in his absence, the Assistant Secretary —

(a) at the request of the Chairman to the Secretary or the Assistant Secretary, as the case may be; or

(b) at a written request, signed by at least one third of all governors, made to the Secretary or the Assistant Secretary, as the case may be.

(3) The quorum at any meeting of the Board shall be the number of governors who represent not less than one-third of all governors for the time being appointed, ignoring any fraction.

(4) If within 30 minutes from the time appointed for the meeting a quorum is not present, the meeting shall stand adjourned to the date that is 14 days after the time appointed for the holding of the initial meeting at the same time and place, or to such other day and at such other time and place as the Board may determine.

(5) The Secretary or Assistant Secretary, as the case may be, shall issue notice of such adjourned meeting not less than 12 days before the holding of such adjourned meeting.

(6) If, at such adjourned meeting, a quorum is not present within 30 minutes from the time appointed for holding that meeting, the number of governors present thereat (which shall not be less than 2) shall form the quorum.

(7) The Chairman shall preside at all meetings of the Board at which he is present and, in his absence, a Deputy Chairman who is present shall preside.