

# **NORMAN HENSILWOOD HIGH SCHOOL**



***CONSTITUTION OF THE SCHOOL COUNCIL***

## **1. Definitions**

A. **Representative Council of Learners (RCL):** Elected members (minimum of 3 representatives from each grade 8-11). Referred to as the RCL in Section 11 of the Schools' Act. Determined by the school's voting pattern.

B. **Matric Council of Learners (MCL):** The minimum of 3 grade 12 RCL members and other duly elected matric members of the School Council and must constitute the quorum of the School Council determined by the school's voting pattern.

C. **The School Council (SC):** A union of the RCL and MCL which represents all facets of Learner Leadership.

D. **The School Council Executive Committee is elected from the MCL body and is composed of the following portfolios:**

1. **Head of School Council**
2. **Deputy-Head of School Council**
3. **Head of Academic Pillar**
4. **Head of Discipline Pillar**
5. **Head of Extra-mural Pillar**
6. **Head of Media Pillar**
7. **Head of Service Pillar**

E. **Quorum:** At least one more than half the members of the School Council shall constitute a quorum at any meeting.

F. **Teacher Liaison Officer** – The teacher/s appointed to liaise between the School Council and the Staff. The role of the TLO is to provide guidance without being prescriptive, and to assist the School Council to deliver on its democratic mandate. It is a position of mutual trust.

## **2. Preamble**

**We**, the learners of Norman Henshilwood High School, acknowledge our loyalty to the school. **Commit** ourselves to the principles and practices of democratic school governance; and **adopt** this constitution for all learners at the school, within the context of the **NHHS**

## **Vision and Mission.**

### **3. General**

3.1 The School Council will uphold the principles of democratic governance.

3.2 Every learner shall be represented by the School Council. The School Council serves to represent the learners.

3.3 No learner shall be discriminated against.

3.4 The School Council shall at all times conduct itself in a responsible and accountable way.

3.5 Councillors are expected to behave in a way which is representative of public office. Personal feelings and grievances are to be dealt with through the correct channels and not in a manner which is sectarian or likely to cause division.

3.6 The School Council shall at all times uphold the Code of Conduct and members must be an embodiment of the Code of Conduct at all times even in relaxed environments or in the company of friends.

3.7 The Deputy Head of School and Head of School will represent the School Council on the School Governing Body.

### **4. Aims of the School Council are to ...**

4.1 build unity among learners in the school and to combat division or discrimination of any kind;

4.2 address the needs of all learners in the school; identify emerging needs and welcome positive ideas.

4.3 keep learners informed about events in the school and in the school community;

4.4 encourage good relationships within the school between learners and educators, and between learners and non-teaching staff;

4.5 encourage good relationships within the school in the spirit of **Ubuntu**;

4.6 build capacity in other learners and to assist in developing a wide variety of opportunities for learners to grow and develop, particularly with regard to co-curricular and extra-curricular activities;

4.7 build dynamic Pillar Leadership which aligns with existing and newly created clubs or societies and sporting codes, assist at school events by promoting collaboration activities/engagement; this also includes appropriate agencies outside of the school who share a common cause and

4.8 develop new layers of leadership who are fully committed to the shared vision and mission of NHHS and who are good Brand Ambassadors for the school.

## ***5. Pillar Vision Statements***

### **5.1 Academic Pillar**

Our vision is to guide others to prioritize their individual academic potential while motivating academic performance that is of a high standard.

### **5.2 Discipline Pillar**

Our vision is to encourage a positive change in the attitude and behaviour of learners through self-discipline, in a co-operative and constructive manner.

### **5.3 Extra Mural Pillar**

Our vision is to develop extra-mural activity by laying the foundation for participation, commitment and growth.

### **5.4 Media Pillar**

Our Vision is to enhance the image of school council by advocating at various levels and in doing so encourage and instil self-discipline when engaging with media and ICT.

### **5.5 Service Pillar**

Our vision is to instil a compassionate spirit in all learners and enthusiastically strive towards meeting the needs of the less privileged, with the selfless support of the school and the community.

## ***6. Eligibility criteria for election to the School Council***

6.1 The nominee must have attended NHHS from the beginning of the year of election.

6.2 The nominee has not been suspended in the last 12 months.

6.3 The nominee has not been absent for more than 10 school days (without proper reasons)

6.4 The nominee has not attended an internal disciplinary hearing and been found guilty of a transgression/s to the school's Code of Conduct.

6.5 The nominee has clearly displayed leadership ability in the areas as listed and motivated on the nomination form

6.6 Minimum academic achievement GET 60% Average, FET Bachelor pass.

## ***7. Discharge of individual members of the School Council***

7.1 Commits an act that undermines the administration of the school, or encourages such acts to be committed by others.

7.2 Is disobedient or refuses to carry out reasonable instructions given to him or her by any person in authority.

7.3 Is loath to or refuses to fulfil duties.

7.4 Conducts himself or herself in a scandalous, improper or unseemly manner or is guilty of gross discourtesy towards another person.

7.5 Pursues an action/s which is damaging to the NHHS Brand or constitutes a serious breach of the school's code of conduct.

7.6 Has been suspended by a School Governing Body disciplinary hearing.

7.7 Leaves the school permanently.

7.8 Fails to pass into the next grade.

## ***8. Dissolution of the School Council***

The principal of the school may, after consultation with the School's Governing Body, dissolve the School Council if the School Council has failed to discharge its functions in line with the Constitution or has acted in a manner which is not in the best interests of the school.

## ***9. Nomination and Election of the RCL***

9.1 After having been duly nominated according to the nomination form, each nominee must deliver an election speech in grade 8, 9, 10 before votes are cast. In grade 11 a 30 second answer to "What have you been involved in during your high school career as well as a 30 second response to an unseen question.

9.2 Takes place in the third term prior to the "mock" matric examination.

9.3 Grade 8s will elect their RCL representatives in the last week of the first term and they will serve until the following year's RCL election.

9.4 Learners in each grade elect representatives for each grade independently, with the exception of grade 11s. The grade 11 group will be elected by the whole school, including educators.

9.5 The Principal, TLO's, outgoing Executive and the newly elected School Council will vote for the new School Council Executive in the fourth term.

9.6 The School Council will vote for their executive in the fourth term.

9.7 Voting will be done by secret ballot and counting will be done by neutral parties in a transparent manner.

## **10. The Procedure for nomination to stand for the RCL**

10.1 This will be done on an official nomination form (*see Addendum A*).

10.2 Grade 8 nominees will be expected to submit a letter of motivation for why they feel they are eligible to be voted onto the RCL. They are to submit evidence of leadership experience such as certificates/documents from relevant parties. Examples of these are letters which cite leadership participation or certificates awarded.

10.3 Nominees who fulfil criteria informed by the requirements and needs of the School Council and the fulfilment of its mandate, will benefit from a point system (*see Addendum B*) which will determine the nomination of that candidate by applying the necessary weighting.

## **11. Meetings**

11.1 Meetings will take place upon decided day when term of office is taken and will roll out weekly.

11.2 Pillar meetings, Executive meetings and full School Council meetings alternate weekly.

11.3 The Executive Committee shall meet at least once a week.

11.4 Head of each specific Pillar decide collectively on meeting days and dates ahead of time.

11.5 Each School Council meeting must have at least one representative School Council member present from each grade.

11.6 If a School Council member is unable to attend a meeting written apologies must be made a day in advance, exceptions considered to this stipulation if there is an emergency.

11.7 During School Council Meetings Deputy Head is responsible for taking minutes, in his/her absence an Executive Pillar head takes on the responsibility.

11.8 During Pillar meetings, Deputy Head of Pillar responsible for taking minutes, in his/her absence a Pillar member is to take on the responsibility.

11.9 Head of School will communicate with School Council on the day, by second break on day of the meeting, the planned time needed to address the agenda.

11.10 Personal issues and issues discussed will remain confidential.

11.11 A Quorum of the SC shall be 50% + 1 of the elected members.

11.12 The SC shall disclose any information for inspection that is requested by a learner, teacher or parent, unless the information requested would constitute an invasion of privacy.

11.13 The SC shall report to learners and teachers at least once per quarter/term.

11.14 The SC Governing Body Members will attend the SGB meetings regularly, where they will hand in a written report on the activities of the SC and the different committees, present proposals, raise problems, etc.

11.15 The Head of SC & Deputy-Head of SC may convene a special meeting at any time if circumstances require such a meeting.

## **12. Duties**

### **12.1 Head of School Council**

1. Chairs and oversees all SC activities.
2. Represents the School Council on the School Governing Body.

### **12.2 Deputy-Head of School Council**

1. Administers SC, takes the minutes of all meetings and assists the Head of SC.
2. Assumes the role of Acting-Head of SC, in the absence of the Head of SC.
3. Represents the School Council on the School Governing Body.

### **12.3 Head of Discipline Pillar**

1. Oversees disciplinary protocols/code of conduct
2. Assigns disciplinary duties to SC members.

### **12.4 Head of Academic Pillar**

1. Oversees academic achievement and recognition.
2. Provides support to Pupil Recognition/Academic Awards

### **12.5 Head of Service Pillar**

1. Oversees outreach and social responsibility
2. Provides support to Service Clubs

### **12.6 Head of Extra-mural Pillar**

1. Oversees sport and cultural activities.
2. Secures and provides trophies for Achiever of the Week
3. Provides support to clubs, societies and sporting codes

### **12.7 Head of Media Pillar**

1. Oversees media and marketing of SC
2. Lias with Sound crew for SC events/Thursday assemblies
3. Lias and Communicate with the ICT team and advocates thereof

## **13. Organizational Protocols**

### **13.1 Pillars**

13.1.1 Pillar Heads are to hold regular meetings with their members particularly at critical times when they are running pillar campaigns/drives.

13.1.2 The Pillar Head chairs the meetings and appoints a Grade 11 School Council member to record the minutes of meetings.

13.1.3 Quarterly Pillar Reports are compiled from these minutes and e-mailed to the Head of School Council.

### **13. 2 Grade Events**

13.2.1 Each School Council grade team receives specific events to run, strategies and present.

## **14. Planning and Leadership Development**

14.1 Strategic Planning for the following year takes place in the Fourth Term.  
This is a standing arrangement

14.2 Leadership development takes place from the First until the Third Term.

14.3 Reflection takes place during the first week of Third Term.

## **15. FINANCES**

15.1 The School Council is subjected to the Official Financial Policy of the school.

15.2 The School Governing Body budgets for expenditures of the School Council.

15.3 All finances received and spent by the School Council, must go through the school's financial records.

15.4 The School Council cannot open a bank account or have a petty cash.

15.5 The correct procedure must be followed when money is needed for projects and events with the school's finance department.

15.6 No sponsorships are allowed to be collected without the prior permission of the principal who will formulate the necessary letters.

## **16. THE PROTOCOL TO BE FOLLOWED**

The School Council and/or learners may communicate in the following ways:

16.1 **LEARNER --- LINKED-IN L/HR ASSIST --- SC --- TLO --- PRINCIPAL**

[This is the preferred route to follow]

16.2 **SC --- PRINCIPAL**

[Principal will refer matter to TLO]

16.3 **SC --- LEARNERS**

16.4 **GRADE REPRESENTATIVES --- SC**

## **17. CONSTITUTION OF THE SCHOOL COUNCIL**

17.1 The School Council must adopt a Constitution after consultation with the learners, teachers and School Governing Body representing the parents.

17.2 The Constitution must be submitted to the Head of the Department for approval.

17.3 The Constitution must comply with the minimum requirements determined by the provincial Minister of Education by notice in the Provincial Gazette.

## **18. AMENDMENTS TO THE CONSTITUTION**

18.1 A decision to amend the Constitution shall require a two-thirds majority of the total membership of the School Council after all members have been informed of the proposed amendments in writing.

18.2 All amendments to the Constitution shall be submitted to the Principal and School Governing Body.

## **THIS CONSTITUTION HAS BEEN RATIFIED AND ADOPTED AT A FULL SGB MEETING**

*SGB Chairman: Mr Z Abbass*

Signature: \_\_\_\_\_

*Principal: Mr J Holland*

Signature: \_\_\_\_\_

**\*\*Checked and / or updated:**

Date: NOVEMBER 2024



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