



## **Rijk Tulbagh School: Governing Body Policy**

### **1. Purpose of the School Governing Body**

The School Governing Body (SGB) is an essential entity within the school structure which aims to support and promote the school's mission and objectives. The primary function of the SGB is to promote and protect the general interests of the school and its community.

### **2. Support of the School**

The SBL commits itself to the support of the school as a whole. This involves promoting an environment that is conducive to the academic, social and emotional development of all learners. The SGB strives to manage and utilize the school's resources optimally for the best interest of the learners and the school community.

### **3. Non-Individual Interests**

It is important to emphasize that the SGB's primary responsibility lies in promoting the school's general interests, rather than the interests of individuals within the school community. Decisions and actions taken by the SGB must be in accordance with the mission, values and constitution of the school.

### **4. Stick to Portfolios**

Each member of the SGB is assigned to specific portfolios or responsibilities within the school. It is imperative that each member stick to his or her dedicated portfolio and not try to extend his or her influence beyond these boundaries. This ensures that decisions are made by those with the necessary knowledge and experience within that particular area.

## **5. Responsible Handling**

The SGB commits itself to a process of transparency and responsibility in its decision-making. This involves the communication of decisions and actions to the school community, as well as the accountability for these decisions to those who are affected by them.

The SGB plays a critical role in the success and well-being of the school. Through its commitment to the general interests of the school and the lasting application of the principles of transparency, responsibility and portfolio integrity, the SGB contributes to creating an environment of growth and success for everyone within the school community.

## **6. Non-Support of Rumors and Negative Feedback**

SGB members are expected not to lend their ears to rumors, backbiting or negative feedback about the school. This includes spreading or encouraging talk that could damage the reputation of the school. SGB members must be aware of the impact of their words and actions on the school's image and act in accordance with this awareness.

## **7. Encouragement of the Grievance Policy**

Instead of promoting rumors and negative feedback, SGB members are expected to encourage persons who are dissatisfied with the school or any aspect of it to follow the formal grievance policy of the school. This includes the guidelines set for the reporting and handling of complaints and concerns.

## **8. Importance of Positive Communication**

The SGB commits itself to the continuous education and awareness of the school community about the importance of positive communication and the negative impact of rumors and gossip. This can be done through communication channels such as parent meetings, newsletters, social media and/or whatsapp groups.

## **9. Maintenance of Reputation and Integrity**

The SGB commits itself to protecting and maintaining the school's reputation and integrity. This responsibility is critical to the survival and success of the school and it requires the cooperation and support of all parties involved.

## **10. Chairman**

The chairperson of the Governing Body (SGB) serves as the primary link between the school and the Governing Body. It is the policy of the school to maintain a structured and effective line of communication, with the chairman as the only official link between the two institutions. All complaints from parents, staff or SGB members must be referred to the chairman in accordance with the grievance policy. SGB members may only contact the chairman or principal directly if the matter has to do with their relevant portfolio.

## **11. Ethical Conduct and Relations between SBL members and staff**

The School Governing Body (SGB) recognizes the importance of ethical behavior and professional relationships within the school community. It is our policy that SGB members must be careful with relationships or friendships with the staff of the school and maintain a professional approach at all times.

### **11.1. Professional Conduct**

SGB members are expected to behave professionally at all times in their interactions with the staff of the school, including the teachers. This involves respectful communication, appropriate behavior and maintaining boundaries that support the professional relationship.

### **11.2. No Discussion of School Matters with Teachers**

No SGB member may discuss school matters directly with a member of staff. An SGB member may not discuss complaints with the staff under any circumstances, they must be referred to the chairman. Whenever an SGB member may discuss matters directly with the principal, if the matter has to do with his own portfolio, any other inquiries etc. must be referred by the chairman to the principal

### **11.3. Respect for Hierarchy**

The SGB chairman, phase head and school principal are the designated persons to handle and discuss school matters. SGB members must maintain respect for hierarchy within the school structure and not overstep the boundaries of their roles or powers.

"If we implement this SGB policy with diligence and cooperation, we create an environment where every member of our organization can thrive and achieve success".