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SCHOOL BOARDS (INCORPORATION) ACT  
(CHAPTER 284A)

SCHOOL BOARDS  
(RAFFLES GIRLS' SCHOOL — SECONDARY)  
(AMENDMENT) ORDER 2021

In exercise of the powers conferred by section 4 of the School Boards (Incorporation) Act, the Minister for Education, in consultation with the governing board of Raffles Girls' School (Secondary), makes the following Order:

**Citation and commencement**

1. This Order is the School Boards (Raffles Girls' School — Secondary) (Amendment) Order 2021 and comes into operation on 1 September 2021.

**Deletion and substitution of Schedule**

2. The Schedule to the School Boards (Raffles Girls' School — Secondary) Order (O 2) is deleted and the following Schedule substituted therefor:

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“THE SCHEDULE

Paragraph 3

CONSTITUTION OF RAFFLES GIRLS’ SCHOOL (SECONDARY)  
BOARD OF GOVERNORS

**Short title**

1. This Constitution is the Constitution of the Raffles Girls’ School (Secondary) Board of Governors.

**Interpretation**

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

“Board” means the Raffles Girls’ School (Secondary) Board of Governors;

“Bursar” means the Bursar of the School;

“Chairperson” means the Chairperson of the Board;

“Deputy Chairperson” means the Deputy Chairperson of the Board;

“Deputy Principal” means the Deputy Principal of the School;

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

“Education Fund” means the Education Fund established under the Financial Procedure Act (Cap. 109);

“financial year” means a period of 12 months beginning on 1 April and ending on 31 March in any year;

“governor” means a member of the Board;

“Ministry” means the Ministry of Education;

“Principal” means the Principal of the School;

“rules” means the rules described and promulgated in accordance with Article 18;

“School” means Raffles Girls’ School (Secondary);

“Secretary” means the Secretary of the Board.

**Composition of Board**

3.—(1) The Board consists of —

(a) a Chairperson;

(b) a Deputy Chairperson;

- (c) the Principal, who is the Secretary; and
- (d) not more than 15 other governors,

all of whom, other than the Principal, are to be appointed by the Minister.

(2) A governor holds office for a term of 3 years or any shorter term determined by the Minister and is eligible for re-appointment on the expiry of his or her term of office.

(3) The Minister may at any time revoke or suspend the appointment of a governor without giving any reason.

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

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

- (a) resigns from office by giving notice in writing to the Minister;
- (b) lacks capacity in respect of his or her duties as a governor within the meaning of the Mental Capacity Act (Cap. 177A), or in respect of whom an order is made under section 10 of the Mental Health (Care and Treatment) Act (Cap. 178A);
- (c) is adjudicated a bankrupt or makes any arrangement or composition with his or her creditors;
- (d) is convicted of an offence involving fraud or dishonesty; or
- (e) is absent without the Chairperson's consent from 4 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 that office.

#### **Disclosure of interest**

5.—(1) The Board must establish clear policies and processes to deal with any actual or potential conflict of interest that a governor may have with his or her duties or interests as a governor, including the requirement for the submission of annual declarations of interest by each governor to the School.

(2) A governor who is in any way, directly or indirectly, interested in a transaction or project of the School must disclose the nature and extent of his or her interest at a meeting of the Board before any resolution in respect of the matter to which that conflict relates is deliberated or decided upon.

(3) The disclosure under clause (2) must be recorded in the minutes of the Board and that governor must not take part in any deliberation or decision of the Board relating to that transaction or project.

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(4) For the purposes of determining whether there is a quorum, a governor is treated as being present at a meeting even though, under clause (3), he or she cannot vote or has withdrawn from the meeting.

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

6.—(1) The Board has the conduct of the School from 2 January 1993.

(2) The Board must —

- (a) formulate policies, subject to the national education policies set by the Ministry for the School, to enable the Principal and the staff to provide education for the pupils of the School;
- (b) formulate policies for the recruitment of the staff of the School;
- (c) regulate the terms and conditions of engagement of the Principal, Deputy Principal, Bursar and the staff 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 by section 5(2) of the Act, 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, establish scholarships, trust funds and endowments for the School, its pupils and the teaching staff;
- (d) approve the terms and conditions of service of the staff of the School, including those relating to schemes of service, remuneration, leave, benefits and discipline;
- (e) institute such financial procedures as may be expedient to ensure that all funds of the School are expended prudently and in the interests of the School; and

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- (f) do all things necessary, incidental or conducive to the discharge of its functions and powers.

### **Committees of Board**

7.—(1) The Board may form any committee that the Board deems fit to help oversee some of its functions.

(2) The Board may delegate any of its powers (except the power of delegation conferred by this Article) to any committee appointed under clause (1) consisting of such persons as the Board thinks fit and a person appointed to a committee need not be a governor.

(3) At least one member of a committee must be a governor.

(4) A member of a committee is eligible to serve for a term of 3 years or any shorter term determined by the Board and is eligible for re-appointment on the expiry of his or her term of office.

(5) A committee appointed under clause (1) has, and may exercise and discharge, any powers, authority, duties and functions as the Board determines.

### **Board meetings**

8.—(1) The Board must meet at least twice a year and at the time and place that it determines.

(2) A meeting of the Board must be convened by the Secretary —

(a) at the request of the Chairperson; or

(b) if a request in writing signed by not less than half the number of governors is made to the Secretary.

(3) Prior written notice must be provided to all governors of any proposed meeting, specifying the date, time and place of the meeting, and accompanied by a detailed written agenda for that meeting and copies of all relevant papers.

(4) Any accidental omission to give notice of a meeting to, or the non-receipt of the notice of a meeting by, any person entitled to receive notice does not invalidate the proceedings at that meeting.

(5) At any meeting of the Board, one-third of the total number of governors constitutes a quorum.

(6) The Chairperson presides at all meetings of the Board at which he or she is present and in his or her absence the Deputy Chairperson presides.

(7) In the absence of both the Chairperson and the Deputy Chairperson, the governors present must elect one of their number to preside at the meeting.