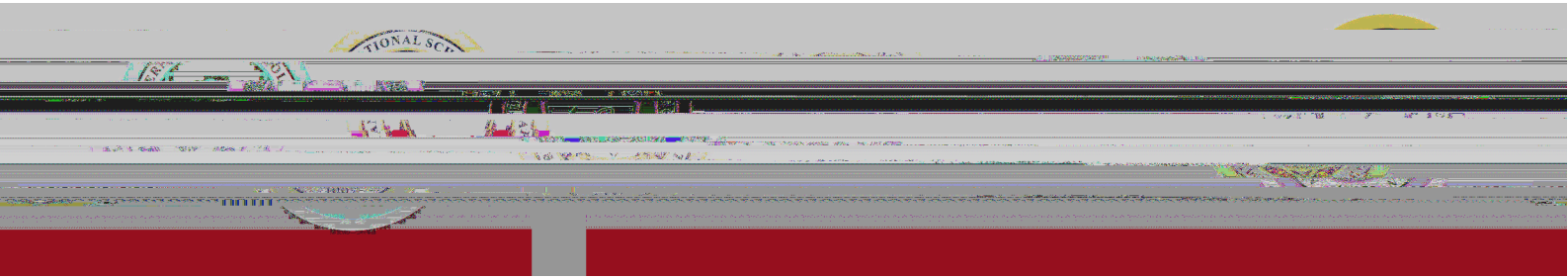




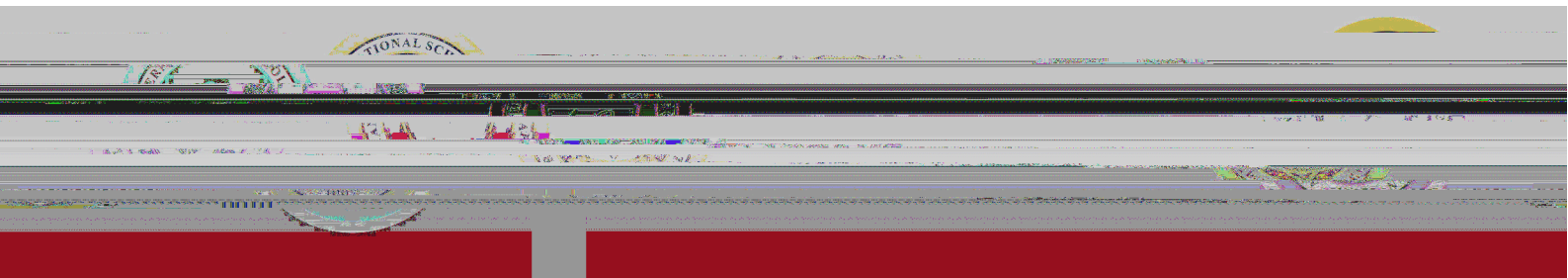
AMERICAN INTERNATIONAL SCHOOL OF CAPE TOWN

CONSTITUTION OF THE SCHOOL COUNCIL

INTRODUCTION



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DEFINITIONS

- “AISCT” - The American International School Cape Town, a school owned by the company, The AISCT Learning Academy, situated at 42 Soetvlei Avenue, Constantia
- “ISDF” - An associated Foundation, the International Schools Development Foundation
- “parent” - The parent of, or person legally responsible for, a pupil
- “pupils” - Students enrolled as such at AISCT
- “the board” - The Board of directors of The AISCT Learning Academy, including both Directors and Members of the board.
- “the company” - The AISCT Learning Academy, a company registered in South Africa under registration number 2001/007306/08 in accordance with Section 21 of the Companies Act

NAME AND OBJECTIVES

2. The name of this organization is the School Council of AISCT.
3. Its objectives are:
 - 3.1 to assist and advise the head of school and the board in relation to the creation and implementation of policy and the management of the school in accordance therewith;

- 3.2 to assist in enrolling and maintaining pupil numbers at a financially viable level;
- 3.3 to assist, where invited to do so and without unsolicited interference, in the management of the school;
- 3.4 to make recommendations regarding the items to be considered for inclusion in the budget of the school, to recommend financing requirements in the form of fees, sponsorships, voluntary donations and investments in order to ensure AISCT's ability to recruit and retain suitable staff by being able to offer competitive remuneration and other benefits;
- 3.5 to promote the school, its employees, pupils, and parent body;
- 3.6 to ensure the long-term welfare, well-being, and proper education of the pupils.

STATUS

4. The School Council is an organization

substitute shall be co-opted by 1) the board (in the case of board appointees), by 2) the Consul General (in lieu of his/her nominees), by 3) the parent body through a snap election in the case of an elected member and by 4) the teaching staff in the case of a staff member, to cover the remaining period to have been served by the departing member's term. In the event that no candidate comes forward in the case of replacement of an elected member, a new member shall be appointed by School Council. Persons appointed or elected to fill vacancies must be eligible for School Council membership under the terms of the Constitution.

12. Although the School Council will seek to conduct its business on the basis of consensus, each member shall have a single vote for the purpose of voting on motions, resolutions, and the like. Voting shall be by voice or show of hands, except at the discretion of the Chairperson at the request of a School Council member. Subject to what is set out in clause 11 above, a motion will be carried by a majority of those present at a quorate meeting.
13. Any School Council member who is unable to attend a scheduled School Council meeting may give written authorization to another member to vote by proxy. The authorization shall be limited to casting a vote on specific issues and must include directions to the proxy holder on how to vote.
14. The School Council shall be at liberty to invite any parent and interested persons of the AISCT community to attend any one or more of its meetings and to take part for all purposes save that of voting as a member of the School Council. Non-

16. The head of school shall be regarded as an invitee to all meetings of the School Council unless the School Council specifically resolves to the contrary in relation to a particular meeting or portion thereof.
17. Should the head of school not be invited to attend a School Council meeting, the council chairperson will advise the board in writing, prior to this action, as to why their exclusion is deemed necessary. If the head of school is disinvited to two consecutive meetings, further disinvites would require board confirmation.

OFFICE BEARERS


18. The School Council shall, at the first meeting following the bi-annual election of elected members, appoint a chairperson, a deputy-chairperson, a secretary and any other office-bearers the School Council deems appropriate, given the functions and requirements of the School Council from time to time. Election of office bearers shall be by secret ballot.
19. Each of the office bearers of the School Council shall hold office until the meeting following the next election of elected members or until they are no longer members of the School Council, whichever is earlier.
20. In the event that an office bearer ceases to be a member of the School Council, the remaining School Council members shall at its next meeting select a person to fill that vacancy. Should such election cause another vacancy, such vacancy shall also be filled through election at the same meeting.

MEETINGS

21. A quorum at a meeting of the School Council shall be four members of the School Council, plus the Chairperson. In the event of a deadlock, the Chairperson shall have a casting vote. If the Chairperson is not present, the Vice Chairperson fulfills the role of the Chairperson.
22. Meetings of the School Council shall be held as determined by the School Council, but not less than every second month of the year.
23. Meetings of the School Council shall be held at the school premises or at such other venue as the School Council unanimously decides and on a date and time determined by the School Council.
24. The Chairperson or the head of school shall issue the notices for all the meetings of the School Council.
25. Minutes of meetings shall be kept by the secretary and circulated amongst members of the School Council for adoption at the next meeting. At this point, the Chairperson, at his or her sole discretion, may remove any sensitive personal matter from the minutes.
26. A copy of the minutes shall be filed with the head of school of AISCT.
27. Adopted minutes, from which any sensitive personal matter has been removed, signed by the secretary, shall be made available for inspection at the request of any parent and other members of the school community at the administrative office during normal business hours.
- 28.

board, at a School Council meeting for which at least one month prior notice shall have been given in writing.

35. Any such amendments shall be proposed in writing, signed by two office bearers and/or School Council members, and sent to the secretary at least three weeks prior to the meeting.!

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Revised 03 April 2023

Revised 01 February 2022

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