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- Law No. 3** — A Law to provide for the Establishment of the Lagos State Teaching Service Commission for the control management of teaching service matters in Lagos State and for connected purpose . . . '.. **A 23-49**

ASSENTED TO AT IKEJA THIS 26TH DAY OF FEBRUARY 2018.



Mr Akinwunmi Ambode
Governor of Lagos State

2018

LAW No. 3

Lagos State of Nigeria

A LAW TO PROVIDE FOR THE ESTABLISHMENT OF THE LAGOS STATE TEACHING SERVICE COMMISSION FOR THE CONTROL AND MANAGEMENT OF TEACHING SERVICE MATTERS IN LAGOS STATE AND FOR CONNECTED PURPOSES.

Commencement (26th February, 2018)

THE LAGOS STATE HOUSE OF ASSEMBLY enacts as follows:

Interpretation.

1. In this Law, unless the context otherwise requires -

"Commission" means the Lagos State Teaching Service Commission established under Section 3 of this Law;

"Commissioner" means the Commissioner for Education or a member of the State Executive Council charged with the responsibility for Education in the State;

"Governor" means the Governor of Lagos State of Nigeria;

"House" means the Lagos State House of Assembly;

"Local Government Area" includes Local Council Development Area.

"Ministry" means the Lagos State Ministry of Education;

"Post-Primary Schools" means Secondary Schools which are located within the Districts controlled by the State; and

"State" means Lagos State of Nigeria.

Objectives of this Law.

2. The objectives of this Law are to -
- (i) regulate and co-ordinate the management of teaching service matters in the (i) State; and
 - (ii) provide uniform guidelines for the effective management of Post-Primary Schools in the State.

Establishment of the Commission.

3. (1) There is established the Lagos State Teaching Service Commission (referred to in this Law as "the Commission").
- (2) The Commission shall—
- (a) be a body corporate with perpetual succession and a common seal;
 - (b) have power to sue or be sued in its corporate name; and
 - (c) be capable of acquiring, holding, managing and disposing of property for the purposes of discharging its functions under this Law.

Powers of the Commission.

4. The Commission shall have powers to -
- (a) employ all categories of teaching and non-teaching staff for placement in all Educational Districts, subject to the approval of the Governor;
 - (b) appoint and confirm the appointment of persons employed by the Commission;
 - (c) process promotion and conversion of persons employed by the Commission;
 - (d) dismiss and exercise disciplinary control over any person employed by the Commission;
 - (e) be responsible for the training and development of Teaching Service Staff on Grade Level 13 and above;
 - (f) consider plans and budgetary proposals of the Educational Districts before submission to the Ministry of Economic Planning and Budget through the Ministry;
 - (g) enter into such contracts as may be expedient for carrying into effect the provisions of this Law;
 - (h) manage, control and administer the assets of the Commission in such manner and for such purposes to give effect to the provisions of this Law;

- (i) take all such other lawful measures as may be considered necessary to assist in carrying out the purposes of this Law; and
- (j) confer power or impose duties on any officer or authority for the purpose of discharging its functions under this Law.

Functions of the
Commission.

5. The functions of the Commission are to—

- (a) maintain comprehensive and up-to-date personnel records for the Teaching Service;
- (b) render annual reports on all Heads of Post-Primary Schools and Teachers to the Ministry;
- (c) ensure that staff welfare and training are shared responsibilities between the Commission and Ministry of Establishments, Training and Pensions;
- (d) ensure that annual reports are rendered by the six (6) Educational Districts of the State, including reports submitted by Heads of teaching and non-teaching staff of Post-Primary Schools;
- (e) ensure that only qualified professional teachers registered with the State Registrar of Teachers are engaged to teach in Post-Primary Schools within the State;
- (f) prepare testimonials and certificates of service for teaching and non-teaching staff, where necessary;
- (g) assess the qualifications and placement of teaching and non-teaching staff, subject to the uniform guidelines made under this Law;
- (h) deal with leave matters, including vacation leave, maternity leave, special or sick leave and study leave in conformity with the uniform guidelines made under this Law;
- (i) prepare annual estimates and establishment proposals;
- (j) supervise the activities of the six (6) Educational Districts established within the twenty (20) Local Government Areas and the thirty-seven (37) Local Council Development Areas of the State;
- (k) periodically review and propose to the Commissioner modifications in the operational methods and organisational structure of the State Teaching Service;
- (l) serve as an appellate body for all petitions arising from the Post-Primary Schools and the Educational Districts concerning appointments, promotions, study

leave, discipline and all other matters assigned to the Commission; and

- (m) perform such other functions as may be conferred on it by the Governor in relation to teaching and non-teaching staff of Post-Primary Schools in the State.

Appointment of
Members of the
Commission.

6. All members of the Commission shall be appointed by the Governor subject to the confirmation of the House.

Composition of the
Members of the
Commission.

7. The Commission shall consist of –
- (a) a Chairman who shall be an experienced educationist with requisite qualifications and proven integrity; and
 - (b) four (4) members from either the public or private sector with cognate experience in Education and with proven integrity.

Tenure of Office of
Members of the
Commission.

8. (1) All members of the Commission shall hold office for a period of four (4) years and may be eligible for re-appointment for one (1) further term of four (4) years only.
- (2) All members of the Commission shall serve on full time basis.

Cessation of Office
of Members of the
Commission.

9. (1) A member of the Commission shall cease to hold office if the member –
- (a) is unfit or unable to discharge the functions of the office by either reason of infirmity or mental incapacity;
 - (b) has been convicted by a court of law for offences involving dishonesty;
 - (c) is an undischarged bankrupt or is in obvious financial distress;
 - (d) is guilty of gross misconduct in relation to the duties of the office; or
 - (e) resigns by giving one (1) month notice in writing to the Governor
- (2) Notwithstanding the provisions of subsection (1) the Governor may remove any member from office if it is in the interest of the public to do so.

Remuneration and
Allowances.

10. All members of the Commission shall be paid such remuneration and allowances as may be approved by the Governor.

- Meetings of the Commission.
11. (1) The Commission shall meet not less than six (6) times in a year and an extra ordinary meeting may be convened in case of exigencies.
- (2) The Chairman shall preside at any meeting of the Commission and in the absence of the Chairman. the members present shall appoint one (1) of the members to preside at the meeting.
- Quorum.
12. The quorum at any meeting of the Commission shall be three (3) members including the Chairman.
- Voting.
13. (1) Any issue arising at the meeting of the Commission shall be determined by a majority of the votes of the members present and voting.
- (2) The Chairman shall have a deliberative vote and in the event of equality of votes on any issue, a casting vote.
- Proceedings.
14. (1) The Commission shall have powers to regulate its proceedings.
- (2) The validity of proceedings of the Commission shall not be affected by any defect in the appointment of a member or by reason that a person who is not entitled to do so took part in the proceedings.
- Filling of Vacancy.
15. Where a vacancy occurs in the Commission, such vacancy shall be filled within three (3) months, by appointing a new member in the manner provided in this Law.
- Privilege of the Commission.
16. (1) Any report, statement or other communication or record of any meeting or proceeding which the Commission makes in the exercise of its functions or which any member of the Commission may make in the course of performing official duties shall be privileged in that its production may be compelled only in legal proceedings or by a Resolution of the House.
- (2) All members of the Commission shall have protection and privilege in case of any action or proceeding brought against them for any acts done or omitted or any word spoken in the exercise of their functions under this Law.
- Power to make Uniform Guidelines.
17. The Commission shall in addition to the powers conferred on it by section 4 of this Law, have powers to make its own uniform guidelines on appointments, promotions, discipline and other related matters, subject to the approval of the Governor and the Regulations Approval Law 2015.

Disclosure of
Interest.

18. (1) A member who is in any way, directly or indirectly interested in a transaction or project of the Commission shall disclose the nature of the interest at the meetings of the Commission.

(2) The disclosure by a member of such interest shall be recorded in the minutes of the meeting of the Commission and the member shall not take part in any deliberation of the Commission with respect to the transaction or project.

Power to Co-opt.

19. The Commission may co-opt persons who are not members of the Commission to any meeting of the Commission and such person may take part in the deliberation of the Commission but shall not be entitled to vote at the meeting or count towards a quorum.

Seal of the
Commission.

20. The common seal of the Commission shall be as may be determined by the Commission and the affixing of the Seal shall be authenticated by the signature of the Chairman or any other officer authorised generally to act for that purpose.

Staff of the
Commission.

21. The Commission may, subject to the approval of the Governor engage such other officers as may be necessary for proper execution of its functions under this Law and pay to such persons so employed such remuneration and allowances, subject to the extant policies of the State.

Pensions.

22. (1) The right of the employees of the Commission to receive pension shall be regulated by the Lagos State Pensions Reform Law 2015.

(2) Nothing in subsection (1) above shall prevent the appointment of a person to any office on terms which preclude the grant of pensions in respect of that office.

Funds of the
Commission.

23. The funds of the Commission shall consist of subventions made to it by the State Government and such other sums as may accrue to it in accordance with the provisions of this Law.

Power to Accept
Gifts, Donations,
Grants and
Endowments.

24. (1) Subject to the provisions of subsection (2) of this Section, the Commission may accept grants, endowments and testamentary dispositions or other properties in aid of the functions of the Commission, on such conditions, if any, as may be specified by the donor unless the conditions attached are inconsistent with the functions and policies of the Commission.

(2) All properties or moneys donated and received for any approved purpose shall be administered in accordance with such purpose.

(3) A register shall be kept of all grants and endowments including the names and particulars of the donors.

Bank Account.

25. The Commission shall in relation to proceeds payable to it from the designated account, operate an account with a bank in the State and the signatories to the account shall be in accordance with the financial guidelines which operates in the State.

Annual Account and Audit.

26. (1) The Commission shall keep proper account of its transactions in such form as the Accountant-General of the State may direct in conformity with standard accounting practice.

(2) The Account of the Commission shall be audited annually by external auditors appointed from the list of auditors approved by the Auditor-General of the State in accordance with the State Audit Law.

(3) The Commission shall submit to the Governor through the Commissioner, an estimate of its income and expenditure for the next succeeding year in accordance with budgeting guidelines applicable in the State.

Annual Report.

27. The Commission shall prepare and submit to the Governor and the House through the Commissioner within six (6) months after the close of each financial year, a report of its account in the preceding financial year and the report shall include a copy of the audited account of the Commission and the auditor's report on the account.

Establishment of Six Educational Districts.

28. There is established six (6) Educational Districts for an effective administration of all Post-Primary Schools in the State.

Local Government Areas under the Six Educational Districts.

29. The Six (6) Educational Districts shall consist of the following Local Government Areas in the State -

(a) Educational District 1: (i) Alimosho, (ii) Agbado/Oke-Odo, (iii) Ayobo-Ipaja, (iv) Egbe-Idimu, (v) Ejigbo, (vi) Igando-Ikotun, (vii) Mosan-Okunola, (viii) Orile-Agege, (ix) Agege, (x) Ifako-Ijaiye and (xi) Ojokoro Local Government Areas;

(b) Educational District 2: (i) Igbogbo/Baiyeku, (ii) Ijede, (iii) Imota, (iv) Ikorodu, (v) Ikorodu North, (vi) Ikorodu West, (vii) Ikorodu Central, (viii) Kosofe, (ix) Ikosi-Isheri, (x) Agboyi-Ketu, (xi) Bariga, and (xii) Somolu Local Government Areas;

(c) Educational District 3: (i) Epe, (ii) Ibeju-Lekki, (iii) Ikosi/Ejinrin, (iv) Eredo, (v) Eti-Osa East, (vi) Eti-Osa West,

- (vii) Ikoyi-Obalende, (viii) Iru-Victoria Island, (ix) Lagos Island West and (x) Lagos Island East Local Government Areas;
- (d) Educational District 4: (i) Surulere, (ii) Coker-Aguda, (iii) Itire-Ikate, (iv) Lagos Mainland, (v) Yaba, (vi) Apapa, and (vii) Apapa-Iganmu Local Government Areas;
- (e) Educational District 5: (i) Badagry West, (ii) Badagry, (iii) Oto-Awori, (iv) Iba, (v) Ojo, (vi) Olorunda, (vii) Amuwo-Odofin, (viii) Oriade (ix) Ajeromi and (x) Ifelodun Local Government Areas;
- (f) Educational District 6: (i) Ikeja, (ii) Onigbongbo, (iii) Ojodu, (iv) Mushin, (v) Odi-Olowo/Ojuwoye, (vi) Oshodi and (vii) Isolo Local Government Areas.
- Variation of Districts. 30. The number of Educational Districts in the State may be varied as the Governor may determine.
- Independence of Districts. 31. Each Educational District shall be independent of each other subject to the direction of the Commission.
- The Departments of each Educational District. 32. (1) The Educational District offices shall each have the following Departments –
- (a) Co-curricular, Science and Technology;
 - (b) Accounts;
 - (c) Administration and Human Resource; and
 - (d) Schools and Administration.
- (2) The Commission may by order alter the number of the Departments in each of the Educational Districts of the State.
- Functions of the Departments. 33. The functions of the four (4) Departments listed above are as stated in the First Schedule to this Law.
- Management of the Districts. 34. The four (4) Departments in each of the District shall assist the Tutor-General/Permanent Secretary in ensuring effective administration of the Schools under the control of the District and shall be subject to necessary guidelines of the Commission and the overall control of the Governor.
- Establishment of Internal Audit Unit. 35. There is established in the office of each District Tutor-General/Permanent Secretary, an Internal Audit Unit headed by a professional Auditor to handle all Internal Audit matters in the District Office and generally in all schools in the District.
- Powers of the Commission over Educational Districts. 36. In exercising control over all the Educational Districts, the Commission shall have powers to –
- (a) coordinate the management of all the Districts in the State;

- (b) issue to the Districts based on Government policy, guidelines on appointments, promotions and discipline of officers on Grade Levels 01-12 for uniformity within the Districts, subject to the provisions of this Law on Establishment Guidelines;
- (c) give to the Districts, directives of a general or specific character; and
- (d) give directives on matters of policy with regard to the exercise of the functions of the Districts.

Appointment of
District Tutor-
General/Permanent
Secretary.

37. The Governor shall on the recommendation of the Head of Service and the Commissioner appoint from among serving principals who has attained Grade level 17 in the Teaching Service, a Tutor-General/Permanent Secretary for each of the six (6) Districts in the State.

Removal from Office
of Tutor General /
Permanent Secretary.

38. (1) The Governor may on the recommendation of the Commission, terminate the appointment of a Tutor-General/Permanent Secretary, notwithstanding the contents of the letter of appointment, if satisfied that the Tutor-General/Permanent Secretary –

- (a) is unfit or unable to discharge the functions of the office either by reason of infirmity of body or mind;
- (b) is guilty of gross misconduct in relation to the duties of the office; or
- (c) has been convicted by a court of law for any offence involving dishonesty.

(2) Notwithstanding the provisions of subsection (1) of this Section, the Governor may remove a Tutor-General/Permanent Secretary from office if it is in the interest of the public to do so.

Remuneration of
Tutor-
General/Permanent
Secretary.

39. The remuneration and allowances of the Tutor-General/Permanent Secretary shall be in accordance with that of their counterparts in the State Public Service.

Powers of Tutor-
General/Permanent
Secretary.

40. The Tutor-General/Permanent Secretary for each District is to appoint, re-absorb, post, confirm appointment, promote, transfer within the District, dismiss and discipline all teaching and non-teaching staff on Grade Levels 01-06 in Post-Primary Schools in the District controlled by the State subject to the directives of the Commission in collaboration with the Ministry.

Inter-District
Transfer.

41. Inter-District transfer of Teaching and Non-Teaching Staff under this Law shall be considered when necessary for Grade Levels 01-12 only.

Appointment of
Principals and Heads
of Schools.

42. The appointment of Principals, Vice-Principals and other Heads of Post- Primary Schools in the District, shall be made by the Commission on the recommendation of the Tutor-General/ Permanent Secretary in accordance with the provisions of this Law.

Functions of Tutor-
General/Permanent
Secretary.

43. (1) The functions and responsibilities of the Tutor-General/Permanent Secretary shall be to –

- (a) coordinate all professional, administrative and financial matters in the District;
- (b) ensure that annual reports are tendered by all Heads of Post-Primary Schools within the District controlled by the State;
- (c) prepare Testimonials and Certificates of Service for Teaching and non-Teaching staff in the District, if and when necessary;
- (d) ensure that only qualified professional teachers registered with the State Registrar of Teachers are engaged to teach in Post-Primary Schools within the Districts;
- (e) deal with leave matters including vacation leave, maternity leave, special or sick leave and study leave of teaching and non-teaching staff within the District in conjunction with the Commission and in conformity with the Uniform Guidelines made under Section 17 of this Law;
- (f) prepare for the District, annual estimates and established proposals to be submitted to the House for approval through the Commission;
- (g) constantly review and forward proposals to the Commission for modifications on operational methods and organisational structure of the State Teaching Service;
- (h) ensure that disciplinary powers of Post-Primary School Principals and other Heads of Schools over students in the District comply with the Uniform Guidelines prescribed under Section 17 of this Law;
- (i) maintain comprehensive records of equipment, plants and teaching facilities in all schools within the District;

- (j) render periodic reports of finances, projects, programmes, achievements and all activities within the District to the Commission;
 - (k) ensure effective teaching and learning in all Post-Primary Schools within the District;
 - (l) establish and maintain effective cordial relationships with the community and stakeholders within the District;
 - (m) set targets for all Post-Primary Schools in the District in line with the Educational Policy of the State Government and in line with the Administrative Guidelines contained in the Third Schedule to this Law; and
 - (n) perform in the District such other functions as may be conferred by the Commission in relation to Teaching and non-Teaching staff of Post-Primary Schools within the District.
- (2) Any decision taken by the Tutor-General/Permanent Secretary in the discharge of the functions under this Section shall be binding on all Post-Primary Schools in the District, subject to the overriding directive of the Commission as approved by the Governor.

State's Registrar of Teachers.

44. The appointments, powers and functions of the State's Registrar of Teachers shall be as specified in the Fifth Schedule to this Law.

Tutor-General/
Permanent Secretary
Subject to the
Supervision of the
Commission.

45. In exercising the powers and functions conferred upon it under Sections 40 and 43 of this Law, the Tutor-General/Permanent Secretary shall only be subject to the directive of the Commission as approved by the Governor.

Powers to make
Uniform Teaching
Guidelines/
Regulations.

46. (1) The Commission with the approval of the Governor shall make uniform guidelines on appointments, promotions, discipline and control by Heads of Post-Primary Schools in the District.
- (2) The Commissioner may with the approval of the Governor make Regulations generally for carrying into effect the purposes of this Law subject to the Regulations Approval Law.

Chief Executive
Officer of the
District.

47. The Tutor-General/Permanent Secretary shall be the Chief Executive and Accounting Officer of the District.

Establishment of
Committees at the
Districts.

48. There is established five (5) Committees for the effective administration of schools in each District, namely -
- (a) Personnel Management Committee (Junior and Senior Management);
 - (b) District Funds Allocation and Management Committee;
 - (c) Community Relations Committee;
 - (d) Coordinating Committee; and

(e) District Tenders' Committee.

Membership. Powers, Functions etc. of the Committees.	49. The membership, powers, functions, duties and other matters relating to the five (5) Committees established for each District shall be as contained in the Second Schedule to this Law.
Principals as Chief Executive of Schools.	50. (1) The Principal and Heads of Post-Primary Schools as the Chief Executive and Accounting Officer shall coordinate the activities of the respective schools. (2) Subject to the provisions of this Law, the powers, duties and functions of the Principals and Heads of Post-Primary Schools in the State in relation to teaching and non-teaching staff and students in their respective schools are as contained in the Fourth Schedule to this Law and subject to the powers, duties and functions that may be granted by the Commission with the approval of the Governor.
Committees of Post- Primary Schools.	51. There shall be established for each Post-Primary School in the State, the following five (5) Committees - (a) Disciplinary; (b) Examination; (c) Schools Funds Allocation; (d) Management; and (e) Community Relations.
Administrative Guidelines for the Educational Districts.	52. (1) The Administrative Guidelines on any matter contained in the Third Schedule to this Law shall apply to the Districts and to all Schools in the State. (2) The Commissioner may, with the approval of the Governor make regulations to amend any of the Guidelines contained in the Third Schedule to this Law, Subject to the Regulations Approval Law 2015.
Power to make Regulations.	53. The Commissioner may make regulations generally in accordance with the Regulations Approval Law for the purpose of carrying into effect the provisions of this Law.
Repeal.	54. The Lagos State Post-Primary Teaching Service Law, Ch. L54, Laws of Lagos State of Nigeria, 2015 is repealed.
Citation and Commencement.	55. This Law may be cited as the Lagos State Teaching Service Commission Law, 2018 and shall come into force on the 26th day February 2018.

FIRST SCHEDULE

Sections 33

Co-curricular, Science
and Technology
Department.

1. The functions of the Co-curricular, Science and Technology Department in each District shall include -

- (a) coordinating the activities of societies and clubs in Post-Primary Schools in the District;
- (b) organising and coordinating sports and technology in Post-Primary Schools in the District;
- (c) assisting in organising competition on Science and Technology in Post-Primary Schools in the District and Inter-District competitions;
- (d) coordinating the activities of Drama and Music Clubs of Post-Primary Schools under the control of the District and to assist in organising competitions between them;
- (e) assisting in organising other co-curricular competitions in the District; and
- (f) formulating policies and educational activities that will foster and enhance the teaching and learning of science and technology in the District.

Administration and
Human Resource
Department.

2. The functions of the Administration and Human Resource Department shall include -

- (a) dealing with all matters relating to appointment, confirmation of appointment, promotion, transfer, dismissal and discipline of all teaching and non-teaching staff in Post-Primary Schools in the District as contained under this Law, subject to the direction of the Tutor General/Permanent Secretary;
- (b) ensuring Staff Development, Training and Welfare of Teaching and non-Teaching Staff in Post-Primary Schools in the District.

Accounts Department.

3. The functions of the Accounts Department shall be to deal with all accounting matters in the District and to organise and co-ordinate disbursement of financial expenditure including salaries from the Ministry to Post-Primary Schools in the District.

Functions of the
School Administration
Department.

4. The functions of the School Administration Department shall include -

- (a) collating and assisting in the preparation of the schools under the control of the District for National and State Common Entrance Examination;
- (b) dealing with matters relating to Junior Secondary School placement and students' Transfer Proposals within the District;
- (c) assisting in coordinating and conducting Internal Examinations, JSCE and SSCE (WAEC and NECO) and in the implementation of special programmes in the District;
- (d) providing to students in schools under the control of the District necessary Career Guidance Counselling Services; and
- (e) researching and keeping necessary statistical records on relevant matters relating to management and administration of schools, teaching and non-teaching staff of schools under the control of the District.

SECOND SCHEDULE

Section 48

Personnel
Management
Committee.

1. (1) The membership of the Personnel Management Committee shall be as follows -
 - (a) Six (6) Tutors-General/Permanent Secretaries;
 - (b) Representative of the Ministry of Education;
 - (c) Representative of the Ministry of Establishments, Training and Pensions;
 - (d) Representative of the Public Service Office;
 - (e) Representative of the Teaching Service Commission;
 - (f) Representative of the Ministry of Justice; and
 - (g) Secretary to be nominated by the District conducting the Personnel Management Committee.
- (2) The functions and powers of the Personnel Management (Junior and Senior Management) Committee in the District shall be in accordance with what obtains in the Public Service of the State.

The Funds
Allocations and
Management
Committee.

2. (1) The Funds Allocation and Management Committee for the District shall oversee the disbursement of the funds released by the State to the schools under the District.
- (2) In the disbursement of the funds allocated to the District by the State, salaries, wages and allowances shall be the first line charge.

Membership of
Funds Allocation
and Management
Committee.

3. The membership of the District Funds Allocation and Management Committee shall be as follows -
 - (a) Tutor-General/Permanent Secretary Chairman
 - (b) Director of Admin. & Human Resource Department Member
 - (c) District Accountant Member
 - (d) Director, Schools Administration Department Member
 - (e) Director, Co-curricular, Science and Technology Member
 - (f) An officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin & Human Resource Secretary

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|--|--|--|----------|--|--------|--------------------------|--------|--|--------|---|--------|--|--------|--|--------|---|--------|--|--------|---|-----------|
| Meetings of Funds Allocation and Management Committee. | 4. Members of the Funds Allocation and Management Committee of the District shall meet monthly. | | | | | | | | | | | | | | | | | | | | |
| Powers of Funds Allocation and Management Committee. | <p>5. (1) No money shall be disbursed from the funds of the District without the approval of the District Funds Allocation and Management Committee.</p> <p>(2) The issuance of cheques and other similar banking documents shall be by the strict approval of the District Funds Allocation and Management Committee.</p> | | | | | | | | | | | | | | | | | | | | |
| Functions of the District Tenders' Committee. | 6. The functions and procedure of operation of the District Tenders Committee (DTC) shall be in accordance with the Guidelines of the Commission. | | | | | | | | | | | | | | | | | | | | |
| Membership of the District Tenders' Committee. | <p>7. The membership of the District Tenders' Committee shall be as follows -</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">(a) Tutor-General/Permanent Secretary;</td> <td>Chairman</td> </tr> <tr> <td style="padding-right: 20px;">(b) Director of Admin & Human Resource Department;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(c) District Accountant;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(d) Director, Schools Administration Department;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(e) Director, Co-curricular, Science and Technology Department;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(f) A representative of the Ministry of Education nominated by the Commissioner;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(g) A representative of the Ministry of Finance;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(h) A representative of the Ministry of Economic Planning and Budget;</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(i) An Officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource; and</td> <td>Member</td> </tr> <tr> <td style="padding-right: 20px;">(j) An officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource</td> <td>Secretary</td> </tr> </table> | (a) Tutor-General/Permanent Secretary; | Chairman | (b) Director of Admin & Human Resource Department; | Member | (c) District Accountant; | Member | (d) Director, Schools Administration Department; | Member | (e) Director, Co-curricular, Science and Technology Department; | Member | (f) A representative of the Ministry of Education nominated by the Commissioner; | Member | (g) A representative of the Ministry of Finance; | Member | (h) A representative of the Ministry of Economic Planning and Budget; | Member | (i) An Officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource; and | Member | (j) An officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource | Secretary |
| (a) Tutor-General/Permanent Secretary; | Chairman | | | | | | | | | | | | | | | | | | | | |
| (b) Director of Admin & Human Resource Department; | Member | | | | | | | | | | | | | | | | | | | | |
| (c) District Accountant; | Member | | | | | | | | | | | | | | | | | | | | |
| (d) Director, Schools Administration Department; | Member | | | | | | | | | | | | | | | | | | | | |
| (e) Director, Co-curricular, Science and Technology Department; | Member | | | | | | | | | | | | | | | | | | | | |
| (f) A representative of the Ministry of Education nominated by the Commissioner; | Member | | | | | | | | | | | | | | | | | | | | |
| (g) A representative of the Ministry of Finance; | Member | | | | | | | | | | | | | | | | | | | | |
| (h) A representative of the Ministry of Economic Planning and Budget; | Member | | | | | | | | | | | | | | | | | | | | |
| (i) An Officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource; and | Member | | | | | | | | | | | | | | | | | | | | |
| (j) An officer in the Admin. & Human Resource Department of the District to be nominated by the Director of Admin. & Human Resource | Secretary | | | | | | | | | | | | | | | | | | | | |

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| Meetings of the District Tenders' Committee. | 8. | The District Tenders' Committee shall meet when necessary. | |
| Duties of the Community Relations Committee. | 9. | The duties of the Community Relations Committee shall be to -
(i) maintain a cordial and healthy relationship with members of the Community in the District, in the best interest of Education in the State; and
(ii) facilitate the involvement of the Community in the development of the schools within the District. | |
| Membership of the Community Relations Committee. | 10. | The membership of the Community Relations Committee shall be as follows -
(a) Tutor General/Permanent Secretary; Chairman
(b) Director of Admin. & Human Resource; Member
(c) District Accountant; Member
(d) Director, Schools Administration Department; Member
(e) Director, Co-Curricular, Science and Technology Department; Member
(f) Representative of the Parents-Teachers Association in the District (one (1) per Local Government); Member
(g) Representative of the Community Leaders (one (1) per Local Government); Member
(h) Religious leaders (Two (2) per Local Government); Member
(i) Principals of Post-Primary Schools in the District (One (1) per Local Government); and Member
(j) An Officer nominated by the Director of Admin. & Human Resource. Secretary | |
| Meetings of the Community Relations Committee. | 11. | The Community Relations Committee in the District shall meet when necessary. | |
| Duties of the Coordinating Committee. | 12. | It shall be the duty of the Coordinating Committee to -
(a) monitor the implementation of Government policies in Post-Primary Schools within the District; and
(b) discuss and monitor the progress and challenges in the management of schools in the District. | |

Membership of the
Coordinating
Committee for the
District.

13. Membership of the Coordinating Committee for the District shall be as follows -

- (a) Tutor-General/Permanent Secretary; Chairman
- (b) Principals of all the Schools in the District; Member
- (c) Director of Admin. & Human Resource; Member
- (d) District Accountant; and Member
- (e) An Officer nominated by the Director, Secretary
Admin. & Human Resource Department.

Meetings of the
Coordinating
Committee.

14. Members of the Coordinating Committee shall meet at least two (2) times in the school term.

Duty of the
Disciplinary
Committee in the
School.

15. It shall be the duty of the Disciplinary Committee established for the schools in the Districts to consider all disciplinary matters affecting the students in their schools and teaching and non-teaching staff of the schools on Grade Levels 01-12-subject to ratification of the Teaching Service Commission.

Membership of the
Disciplinary
Committee in the
Schools.

16. The membership of the Disciplinary Committee of the schools in the District shall be as follows -

- (a) Principal; Chairman
- (b) Vice-Principal (Administration); Member
- (c) Vice-Principal (Academics); Member
- (d) Three (3) Tutors Nominated by the Principal; Members
- (e) A member of Parents-Teachers Association/Head Girl/Head Boy Representative (when students are involved); Member
- (f) A representative of the Teaching Service Commission; and Member
- (g) An Officer to be nominated by the Vice-Principal (Administration). Secretary

Duties of the
Examination
Committee in the
Schools.

17. It shall be the duties of the Examination Committee in the Post-Primary Schools in the State to -

- (a) consider all matters affecting internal and external examinations with which the schools are involved;
- (b) handle all issues relating to Continuous Assessment Scores; and
- (c) assess the performance of students in all examinations and render reports of the assessment to the Tutor-General/Permanent Secretary.

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|---|--|--|----------|--------------------------------------|--------|---------------------------------|--------|-------------------------------|---------|---|-----------|--|-----------|--|---------|--|---------|---|------------|
| Membership of the Examination Committee. | <p>18. The membership of the Examinations Committee in the Post-Primary Schools in the State shall be as follows -</p> <table border="0"> <tr> <td>(a) Principal;</td> <td>Chairman</td> </tr> <tr> <td>(b) Vice-Principal (Administration);</td> <td>Member</td> </tr> <tr> <td>(c) One Guidance Counsellor;</td> <td>Member</td> </tr> <tr> <td>(d) Heads of Departments; and</td> <td>Members</td> </tr> <tr> <td>(e) An officer to be nominated by the Vice-Principal (Academics) of the School.</td> <td>Secretary</td> </tr> </table> | (a) Principal; | Chairman | (b) Vice-Principal (Administration); | Member | (c) One Guidance Counsellor; | Member | (d) Heads of Departments; and | Members | (e) An officer to be nominated by the Vice-Principal (Academics) of the School. | Secretary | | | | | | | | |
| (a) Principal; | Chairman | | | | | | | | | | | | | | | | | | |
| (b) Vice-Principal (Administration); | Member | | | | | | | | | | | | | | | | | | |
| (c) One Guidance Counsellor; | Member | | | | | | | | | | | | | | | | | | |
| (d) Heads of Departments; and | Members | | | | | | | | | | | | | | | | | | |
| (e) An officer to be nominated by the Vice-Principal (Academics) of the School. | Secretary | | | | | | | | | | | | | | | | | | |
| Duty of the Funds Allocation and Management Committee of each School. | <p>19. It shall be the duty of the Funds Allocation and Management Committee (FAMC) for Post-Primary Schools in the State to oversee the disbursement of funds released to them by the Tutor-General/Permanent Secretary.</p> | | | | | | | | | | | | | | | | | | |
| Membership of the Funds Allocation and Management Committee. | <p>20. Membership of the Funds Allocation and Management Committee for Post-Primary Schools in the State shall be as follows -</p> <table border="0"> <tr> <td>(a) Principal or Head of the particular Post-Primary School;</td> <td>Chairman</td> </tr> <tr> <td>(b) Vice-Principal (Administration);</td> <td>Member</td> </tr> <tr> <td>(c) Vice Principal (Academics);</td> <td>Member</td> </tr> <tr> <td>(d) Bursar;</td> <td>Member</td> </tr> <tr> <td>(e) Most Senior Teacher; and</td> <td>Member</td> </tr> <tr> <td>(f) An officer nominated by the Vice Principal (Administration) of the School.</td> <td>Secretary</td> </tr> </table> | (a) Principal or Head of the particular Post-Primary School; | Chairman | (b) Vice-Principal (Administration); | Member | (c) Vice Principal (Academics); | Member | (d) Bursar; | Member | (e) Most Senior Teacher; and | Member | (f) An officer nominated by the Vice Principal (Administration) of the School. | Secretary | | | | | | |
| (a) Principal or Head of the particular Post-Primary School; | Chairman | | | | | | | | | | | | | | | | | | |
| (b) Vice-Principal (Administration); | Member | | | | | | | | | | | | | | | | | | |
| (c) Vice Principal (Academics); | Member | | | | | | | | | | | | | | | | | | |
| (d) Bursar; | Member | | | | | | | | | | | | | | | | | | |
| (e) Most Senior Teacher; and | Member | | | | | | | | | | | | | | | | | | |
| (f) An officer nominated by the Vice Principal (Administration) of the School. | Secretary | | | | | | | | | | | | | | | | | | |
| Duty of the School Community Relations Committee. | <p>21. It shall be the duty of the Community Relations Committee of the schools to maintain cordial and healthy relationship with the community in which the schools exist in the overall best interest of the school.</p> | | | | | | | | | | | | | | | | | | |
| Membership of the Community Relations Committee. | <p>22. Membership of the Community Relations Committee of Post-Primary Schools in the State shall be as follows -</p> <table border="0"> <tr> <td>(a) The Principal or Head of the particular Post-Primary School;</td> <td>Chairman</td> </tr> <tr> <td>(b) Vice-Principal (Administration);</td> <td>Member</td> </tr> <tr> <td>(c) Vice Principal (Academics);</td> <td>Member</td> </tr> <tr> <td>(d) One Guidance Counsellor;</td> <td>Member</td> </tr> <tr> <td>(e) Bursar;</td> <td>Member</td> </tr> <tr> <td>(f) Three (3) Community Leaders in the area where the School is located;</td> <td>Members</td> </tr> <tr> <td>(g) Two (2) Representatives of the Parents-Teachers Association;</td> <td>Members</td> </tr> <tr> <td>(h) Two (2) Religious Leaders in the area where the school is located; and</td> <td>Members</td> </tr> <tr> <td>(i) An officer to be nominated by the Vice-Principal (Administration) of schools.</td> <td>Secretary.</td> </tr> </table> | (a) The Principal or Head of the particular Post-Primary School; | Chairman | (b) Vice-Principal (Administration); | Member | (c) Vice Principal (Academics); | Member | (d) One Guidance Counsellor; | Member | (e) Bursar; | Member | (f) Three (3) Community Leaders in the area where the School is located; | Members | (g) Two (2) Representatives of the Parents-Teachers Association; | Members | (h) Two (2) Religious Leaders in the area where the school is located; and | Members | (i) An officer to be nominated by the Vice-Principal (Administration) of schools. | Secretary. |
| (a) The Principal or Head of the particular Post-Primary School; | Chairman | | | | | | | | | | | | | | | | | | |
| (b) Vice-Principal (Administration); | Member | | | | | | | | | | | | | | | | | | |
| (c) Vice Principal (Academics); | Member | | | | | | | | | | | | | | | | | | |
| (d) One Guidance Counsellor; | Member | | | | | | | | | | | | | | | | | | |
| (e) Bursar; | Member | | | | | | | | | | | | | | | | | | |
| (f) Three (3) Community Leaders in the area where the School is located; | Members | | | | | | | | | | | | | | | | | | |
| (g) Two (2) Representatives of the Parents-Teachers Association; | Members | | | | | | | | | | | | | | | | | | |
| (h) Two (2) Religious Leaders in the area where the school is located; and | Members | | | | | | | | | | | | | | | | | | |
| (i) An officer to be nominated by the Vice-Principal (Administration) of schools. | Secretary. | | | | | | | | | | | | | | | | | | |

THIRD SCHEDULE

Section 52

Guidelines on
Target Setting by
Tutor-
General/Permanent
Secretary.

1. The target set by the Tutor-General/Permanent Secretary for the District under this Law shall be in terms of time, cost, programmes / performances and shall be in the following areas -
 - (a) Competitions;
 - (b) Examinations including achievement of the District Schools in the Internal Examination, JSSC and SSC (WAEC and NECO);
 - (c) Development and environmental issues;
 - (d) Compliance and Coordination;
 - (e) Achievements during and after the period of report;
 - (f) Specific areas of contribution on schools programmes;
 - (g) Distinctive initiative and creativity;
 - (h) Leadership quality and ability to do proper co-ordination;
 - (i) Quality of judgement and advice; and
 - (j) Management of District Schools within the quality standard act.

Guidelines on
Reports.

2. (1) The periodic reports to be rendered by the Tutor-General/Permanent Secretary on the finances, projects, programmes achievement and constraints of the Districts shall be rendered annually and such reports shall be accompanied by the Annual Financial Statements and the Auditor's Report.

(2) The form for rendering the reports under this paragraph shall be in a prescribed form designed by the Accountant-General of the State.

Guidelines on
Code of Conduct
in Schools in the
Districts.

3. Subject to the approval of the Governor, the Commissioner shall issue Guidelines on Code of Conduct, which shall be binding on students and on the teaching and non-teaching staff of schools in the State.

Guidelines on
Ensuring Effective
Communication.

4. In order to improve the flow of information within the Educational Districts and enhance efficiency and effectiveness, the following shall be ensured -
 - (a) A periodic auditing to be held as a matter of routine on all affairs of Heads of Departments and Post-Primary schools within the District;
 - (b) Policy circulars, instructions and guidelines emanating from the Office of the Governor or any Government Department, the Commissioner or the Head of Service shall be circulated to all Heads of Schools within the District; and

(c) Quarterly meetings by the Commissioner with all the members of the Commission and District Tutors-General/Permanent Secretaries.

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| Guidelines on Press Release and Interviews by Tutor-General/Permanent Secretary. | 5. Tutor-General/Permanent Secretary or any officer under the Tutor-General/Permanent Secretary shall not grant any press release or interview, without the written approval of the Commissioner. |
| Guidelines on Handing-Over Note by the Tutor-General/Permanent Secretary. | 6. Whenever a District Tutor-General/Permanent Secretary is leaving either on retirement, resignation, transfer or deployment, a comprehensive handing-over note on the finances, programmes, achievements and outstanding matters in the District shall immediately be submitted through the office of the Commissioner to the succeeding Tutor-General/Permanent Secretary. |
| Functions of Principals and Heads of Schools in the District. | 7. The targets set by the Principals and Heads of Post-Primary Schools in the State under Section 50 of this Law shall be in the following areas -
(a) Competitions;
(b) Examinations including School's achievement in the Internal Examination, JSSCE and SSCE (WAEC and NECO);
(c) Development and environmental issues;
(d) Compliance and Coordination;
(e) Achievements during and after the period of report;
(f) Specific areas of contribution on schools programmes;
(g) Distinctive initiative and creativity;
(h) Leadership quality and ability to do proper coordination;
(i) Quality of judgement and advice; and
(j) Management of the Schools within the quality standard set by the District Inspectorate Department. |
| Guidelines on Rendition of Reports by Principals and Head of Schools. | 8. The monthly, quarterly and annual reports of the Principals and Heads of Post-Primary Schools in the State, which reports shall relate to the finances, projects, programmes achievements and constraints being expressed by the Schools shall be accompanied by Financial Statements and Auditors' Report on the Schools in the prescribed form designed by the Accountant-General for the State. |
| Guidelines on Effective Communication and Press Release by Heads of Schools. | 9. (1) The Principals and Heads of Post-Primary Schools shall maintain effective communication link with students and staff by ensuring the following - |

- (a) holding of periodic briefing on matters of routine on all affairs with the staff and students in the School; and
- (b) that the policy circulars, instructions and guidelines emanating from the Office of the Tutor-General/Permanent Secretary are circulated to all staff in the School.

(2) A Principal or Head of Post-Primary School in the State or any member of staff shall not grant press statement or press interviews without the written approval of the Tutor-General/Permanent Secretary.

Guidelines on
Handing-Over
Notes by Heads of
Schools and
members of Staff.

10. When the Principal or Head of Post-Primary School in the State or any member of staff of the school is leaving office or on deployment, a comprehensive handing-over note on finance, programmes, projects, achievements and outstanding matters concerning his schedule of duties shall be forwarded through the office of the Tutor-General/Permanent Secretary to the succeeding official.

Guidelines on
Management and
Staff meeting by
Schools.

11. Principals and Heads of Post-Primary Schools in the State shall hold the following regular meetings -
- (a) Management Staff with Heads of Departments meeting at least twice per term i.e. at the beginning and the end of each term; and
 - (b) General Staff meetings at least twice a term.

FOURTH SCHEDULE

Section 50

Functions of
Principals and
Heads of Schools.

1. Subject to other functions that may be assigned by the Governor, the Principals and Heads of Post-Primary Schools in the District shall perform the following functions -

- (a) Ensure effective day-to-day administrative and financial management of the School;
- (b) Ensure effective teaching, learning and psychomotor activities in the School;
- (c) Maintain a comprehensive and up-to-date database for teaching and non-teaching staff and students in the School;
- (d) Maintain comprehensive records of equipment, plants and teaching facilities in the School;
- (e) Maintain discipline amongst staff and students in the School;
- (f) Maintain cordial relationship with the community and stakeholders within the School environment;
- (g) Ensure proper environmental sanitation at all times within the School and its environs; and
- (h) Attend to any other duty as may be assigned by the Tutor-General/Permanent Secretary.

Grading of
Principals and
Vice Principals.

2. Subject to the directive of the Head of Service and the Commission, acting under the directives of the Governor -
 - (a) a Principal or Head of Post-Primary School, including Model and Upgraded Colleges in the State shall not be below Grade Level 16;
 - (b) Vice-Principal or Assistant Head of Post-Primary School in the State shall not be below Grade Level 15.

FIFTH SCHEDULE

Section 44

Teachers
Registration Unit

1. The Teachers Registration Unit shall carry out the following functions -
 - (a) Register all qualified teachers in both public and private Schools in the State;
 - (b) Assess certificates or qualifications of would be teachers based on the minimum recognised qualification for teaching in order to determine those who are qualified, in liaison with the Ministry of Education and related Institutions;
 - (c) Keep an accurate and up-to-date record of qualified teachers in private and public Schools operating within the State;
 - (d) Publish the lists of teachers in Service and in various categories;
 - (e) Register qualified teachers in the State's employment;
 - (f) Organise, manage and supervise the operations of the Teachers' Registry to ensure efficiency and relevance;
 - (g) Classify qualified teachers according to their level of training and qualifications and keep record of same;
 - (h) Highlight teachers in Schools who are not professionally trained and encourage and compel them to acquire professional training within specified periods;
 - (i) Operate and manage a computer database for recorded information services;
 - (j) Liaise with appropriate departments and institutions over Teachers' registration, training and monitoring;
 - (k) Liaise with appropriate departments of the Ministries, State NUT, SPRB, and other allied professional bodies, etc, and provide them with essential statistics and information on teachers in the State whenever necessary;
 - (l) Liaise with the Teachers' Registration Council of Nigeria and other State Commissions for uniformity;
 - (m) Organise induction courses, seminars, workshops and other relevant courses for teachers; and
 - (n) Carry out other duties related to those mentioned above.

Powers of the Unit. 2.

2. Subject to the provisions of this Schedule, the Unit shall make rules with respect to the form and keeping of the register and the making of entries and in particular -
 - (a) make applications for registration;
 - (b) notify the Registrar of any change in the register by the person to whom it relates;
 - (c) authorise a registered person to have qualification in the relevant division of the profession, other than an approved qualification or accepted qualification for the purposes of this Law, entered his name in addition to, or as he may elect, in substitution for any other qualification so registered;

- (d) specify the fees, including any subscription to be paid to the Unit in respect of the entry of names on the register and authorise the Registrar to refuse to enter a name on the register until the fees specified for the entry has been paid;
- (e) state specific disciplinary measures for any employer and employee who employ or submit himself to such an employment without recourse to the Unit and a continued or subsequent violation of this provision shall attract stiff punishment which may include closing down of the Institution for a period to be recommended by the Unit.

Appointment of
the Registrar.

3. (1) The Registrar who shall be appointed by the Governor on the recommendation of the Commissioner shall –
 - (a) be a graduate with not less than fifteen (15) years teaching experience;
 - (b) not below the rank of an Assistant Director of Education on Salary Grade Level 15; and
 - (c) be appointed from the State Teaching Service (Primary or Post-Primary).
- (2) The Registrar shall be the Chief Executive Officer and Secretary to the Unit and shall be responsible for the day-to-day administration of the Unit.
- (3) The Registrar shall hold office for a term of four (4) years in the first instance and be eligible for re-appointment for one further term of four (4) years only.
- (4) The Unit may appoint such other person(s) as the Unit may deem fit to assist the Registrar in the performance of the functions of the Unit under this Law.
- (5) The provisions of the First Schedule to this Law shall have effect on the proceedings of the Unit and other matters mentioned.

Duties and Powers
of the Registrar.

4. It shall be the duties of the Registrar to –
 - (a) prepare and maintain in accordance with rules made by the Unit, a register of the names, addresses, approved qualifications and such other qualifications and particulars as may be specified in the rules, of all persons who are entitled in accordance with the provisions and who apply to be so registered;
 - (b) correct in accordance with the Unit's directions, an entry in the register which the Unit direct the Registrar to correct as

being in the Unit's opinion an entry which was incorrectly made;

- (c) make any necessary alteration to the registered particulars of registered persons;
- (d) remove from the register the name of any registered person who is found guilty of professional misconduct;
- (e) record the names of any registered member of the profession who are in default for more than six (6) months in the payment of the annual subscriptions, and to take such action as the Unit under this Law may direct or require; and
- (f) perform any other function or duty that may be defined by the Unit within the limits of its powers in the Law.

Registration of
Teachers.

- 5. (1) Subject to rules made under the provisions of this Law, a person shall be entitled to be registered as a professional teacher if the person –
 - (a) passes a qualifying examination accepted by the Unit and possesses the minimum qualification as may be defined by the Federal Government and the Ministry of Education; or
 - (b) holds a qualification granted outside Nigeria which is recognised by the Unit and is by Law entitled to practice the profession in the country in which the qualification was granted provided that the other country accords Nigeria Professional teachers reciprocal treatment and the person satisfy the Unit to be an experienced teacher.
- (2) An applicant for registration shall, in addition to evidence of qualification, satisfy the Unit that the applicant –
 - (a) is of good character; and
 - (b) has not been convicted in Nigeria or elsewhere of an offence involving fraud, dishonesty or immorality.
- (3) The Unit shall for purposes of registration require the keeping of proper accounts and record of the funds in such form as may be specified in the rules.

This printed impression has been compared by me with the Bill which has been passed by the Lagos State House of Assembly and found by me to be a true and correctly printed copy of the said Bill.

MR. AZEEZ A. SANNI

Clerk of the House of Assembly