

BUITENGEWONE



EXTRAORDINARY

STAATSKOERANT

VAN DIE REPUBLIEK VAN SUID-AFRIKA

REPUBLIC OF SOUTH AFRICA

GOVERNMENT GAZETTE

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GOEWERMENSKENNISGEWINGS.

DEPARTEMENT VAN FINANSIES.

No. R. 1733. 27 September 1968.

REGULASIES.

Die Minister van Finansies het, kragtens artikel 13 (1) van die Wet op die Staatstenderraad en die Staatsverkrygingsraad, 1968 (Wet No. 86 van 1968), die regulasies in bygaande Bylae vervat, uitgevaardig om voorsiening te maak vir die verkryging, deur bemiddeling van die Staatstenderraad, van leweransies en dienste vir en namens die Staat en die vervreemding van voorrade van die Staat (uitgesonderd die Administrasie van die Suid-Afrikaanse Spoorweë en Hawens, die Provinsiale Administrasies en die Administrasie van Suidwes-Afrika) met ingang van 1 Oktober 1968, op watter datum die regulasies afgekondig by Goewermentskennisgewing No. R. 99 van 19 Januarie 1968 verval.

BYLAE.

Woordomskrywing.

1. In hierdie regulasies beteken „die Wet” die Wet op die Staatstenderraad en die Staatsverkrygingsraad, 1968 (Wet No. 86 van 1968), en tensy uit die samehang anders blyk, het enige uitdrukking waaraan 'n betekenis in die Wet toegeken is, daardie betekenis, en beteken—

„aanbod” enige aanbod, met inbegrip van 'n tender of prysnotering, om leweransies of dienste aan die Staat te verskaf of voorrade van die Staat aan te koop;

„departement” die rekenpligtige amptenaar van die betrokke Staatsdepartement of -kantoor;

„kontrak” 'n ooreenkoms aangegaan ingevolge artikel 4 (1) van die Wet;

„Republiek” die Republiek van Suid-Afrika, met inbegrip van die Gebied Suidwes-Afrika;

„Voorsitter” die Voorsitter van die Staatstenderraad aangestel ooreenkomstig artikel 3 (2) van die Wet.

Bevoegdhede van die Raad.

2. Die verkryging van alle leweransies en dienste vir en namens die Staat en die vervreemding van voorrade van die Staat moet behoudens die bepalings van artikel 4 (1) van die Wet asook die bepalings van enige ander Wet van die Parlement deur bemiddeling van die Raad geskied.

A—32165

GOVERNMENT NOTICES.

DEPARTMENT OF FINANCE.

No. R. 1733. 27 September 1968.

REGULATIONS.

The Minister of Finance has, in terms of section 13 (1) of the State Tender Board and State Procurement Board Act, 1968 (Act No. 86 of 1968), made the regulations contained in the Schedule hereto to provide for the procurement, through the State Tender Board, of supplies and services for and on behalf of the State and the disposal of stores of the State (excluding the South African Railways and Harbours Administration, the Provincial Administrations and the South West Africa Administration) with effect from 1 October 1968, on which date the regulations published under Government Notice No. R. 99 of 19 January 1968 shall expire.

SCHEDULE.

Definitions.

1. In these regulations “the Act” means the State Tender Board and State Procurement Board Act, 1968 (Act No. 86 of 1968), and, unless inconsistent with the context, any expression to which a meaning has been assigned in the Act, shall bear such meaning, and—

“Chairman” means the Chairman of the State Tender Board appointed in terms of section 3 (2) of the Act;

“contract” means an agreement concluded in terms of section 4 (1) of the Act;

“department” means the accounting officer of the State department or office concerned;

“offer” means any offer, including a tender or quotation, to render supplies or services to the State or to purchase stores of the State;

“Republic” means the Republic of South Africa and includes the Territory of South West Africa.

Powers of the Board.

2. The procurement of all supplies and services for and on behalf of the State and the disposal of stores of the State shall, subject to the provisions of section 4 (1) of the Act as well as the provisions of any other Act of Parliament, be effected through the Board.

1—2174

Staatstenderraad: Prosedure op Vergaderings.

3. Die Raad vergader by sodanige tussenpose en by sodanige spesiale geleenthede as wat bepaal word deur die Voorsitter of, in sy afwesigheid die vise-voorsitter of, in die afwesigheid van beide van hulle, die lid in artikel 3 (2) van die Wet genoem, en enige vergadering aldus belê, kan verdaag of uitgestel word deur die Voorsitter, vise-voorsitter of sodanige lid, na gelang van die geval.

4. Vyf lede maak 'n kworum vir 'n vergadering van die Raad uit.

5. (1) In die geval van 'n staking van stemme op 'n vergadering van die Raad het die voorsitter van die vergadering 'n beslissende sowel as 'n beraadslagende stem.

(2) Die getal stemme vir of teen enige besluit moet in die notule aangedui word indien die vergadering so beslis. Enige lid kan eis dat sy stem insgelyks opgeteken word.

6. By die oorweging van 'n saak wat 'n departement of 'n organisasie raak wat in die Raad verteenwoordig word, word die lid wat sodanige departement of organisasie verteenwoordig, geag op die vergadering aanwesig te wees in slegs 'n raadgevende hoedanigheid en is hy nie geregtig om oor die saak onder bespreking te stem nie.

7. Die voorsitter van 'n vergadering kan enige saak terugtrek voordat daarvoor gestem is.

8. (1) Alle besprekings op vergaderings van die Raad en alle sake wat oorweeg en besluite wat geneem word deur die Raad, word as vertroulik behandel en mag nie deur 'n lid van die Raad of 'n beampte of werknemer openbaar gemaak word sonder dat die toestemming van die Raad vooraf verkry en in die notule opgeteken is nie.

(2) Besluite van die Raad word aan die betrokkenes meegedeel deur die Voorsitter of sodanige beamptes en werknemers as wat die Raad mag aanwys.

Aanstelling van Komitees deur die Raad.

9. (1) In die geval van 'n komitee deur die Raad ingevolge artikel 5 (1) van die Wet aangestel, maak 'n meerderheid van die lede van sodanige komitee 'n kworum uit.

(2) Die bepalinge van regulasies 5 (2), 6, 7 en 8 is *mutatis mutandis* op 'n komitee van die Raad van toepassing.

(3) In geval van 'n staking van stemme op enige vergadering van 'n komitee, moet die saak wat oorweeg word na die Raad verwys word vir uitsluitel.

Voorkeur.

10. By die oorweging van die toekenning van kontrakte kan die Raad, onder andere vir goedere geproduseer, vervaardig of gemonteer in die Republiek, of vir goedere wat in enige ander klas val, voorkeur toestaan op sodanige basis as wat deur die Minister van tyd tot tyd bepaal word.

Besluite van die Raad.

11. (1) Wanneer op uitnodiging van die Raad tenders ingedien word vir 'n bepaalde leweransie of die lewering van 'n bepaalde diens aan die Staat of vir die aankoop van die Staat van bepaalde voorrade—

(a) is die Raad nie verplig om die laagste of enige tender aan te neem nie;

(b) kan die Raad, in 'n geval waar 'n tender op meer as een item betrekking het, so 'n tender ten opsigte van enige bepaalde item of items aanneem;

(c) kan die Raad enige aanbod vir die bepaalde leweransie of die lewering van die bepaalde diens of vir die aankoop van bepaalde voorrade aanneem ongeag die feit dat sodanige aanbod nie as gevolg van sodanige tenderuitnodiging gedoen is of nie voldoen aan die tendervoorwaardes wat in sodanige uitnodiging uiteengesit is nie.

State Tender Board: Procedure at Meetings.

3. The Board shall meet at such intervals and on such special occasions as may be determined by the Chairman or, in his absence, by the vice-chairman or, in the absence of both of them, by the member referred to in section 3 (2) of the Act, and any meeting thus convened, may be adjourned or postponed by the Chairman, the vice-chairman or such member, as the case may be.

4. Five members shall form a quorum for a meeting of the Board.

5. (1) In the event of equality of votes at a meeting of the Board, the chairman of the meeting shall have a casting vote as well as a deliberative vote.

(2) The number of members voting for or against any resolution shall be entered in the minutes if so decided by the meeting. Any member may demand that his vote be likewise recorded.

6. When a matter affecting a department or organisation represented on the Board is under consideration, the member representing such department or organisation shall be deemed to be present at the meeting in an advisory capacity only and he shall not be entitled to vote on the matter under discussion.

7. The chairman of a meeting may withdraw any matter before it has been put to the vote.

8. (1) All discussions at Board meetings and matters considered and decisions arrived at by the Board shall be treated as confidential and shall not be disclosed by any member of the Board or an officer or employee without the prior consent of the Board having been obtained and recorded in the minutes.

(2) Decisions of the Board shall be communicated to those concerned by the Chairman or such officers and employees as the Board may designate.

Appointment of Committees by the Board.

9. (1) In the case of a committee appointed by the Board in terms of section 5 (1) of the Act the majority of the members of such committee shall constitute a quorum.

(2) The provisions of regulations 5 (2), 6, 7 and 8 shall apply, *mutatis mutandis*, to a committee of the Board.

(3) In the event of an equality of votes at any meeting of a committee the matter under consideration shall be referred to the Board for decision.

Preference.

10. When considering the award of contracts, the Board may, *inter alia*, accord a preference to goods produced, manufactured or assembled in the Republic, or to goods falling into any other category, on a basis determined by the Minister from time to time.

Decisions of the Board.

11. (1) When, at the invitation of the Board, tenders are submitted for a specific supply or the rendering of a specific service to the State or for the purchase from the State of specific stores, the Board—

(a) is not obliged to accept the lowest or any tender;

(b) may, where a tender relates to more than one item, accept such tender in respect of any one or more specific items;

(c) may accept any offer for a specific supply or the rendering of a specific service or for the purchase of specific stores notwithstanding the fact that such offer was not made in response to such tender invitation or does not comply with the tender conditions set out in such invitation.

(2) Enige besluit van die Raad in verband met die toekenning van 'n kontrak is finaal en die Raad verstrek nie noodwendig 'n rede vir die aanvaarding of afwysing van 'n tender nie.

Oplegging van 'n Geldboete waar 'n Ooreenkoms aangegaan is op sterkte van foutiewe Inligting deur die Tenderaar verskaf.

12. Waar 'n kontrak toegeken word aan 'n tenderaar as gevolg van 'n verklaring deur hom dat die goedere deur hom aangebied geregtig is op 'n sekere voorkeurklassifikasie op grond van plaaslike produksie, vervaardiging of montering, welke voorkeur deur die Raad toegestaan word, en later tot tevredenheid van die Raad bewys word dat die voorkeurklassifikasie te hoog was, kan die Raad, bo en behalwe enige ander regsmiddel tot sy beskikking, die kontrakteur beboet met 'n bedrag van nie meer as vyf persent (5%) van die waarde van die kontrak nie.

No. R. 1734.

27 September 1968.

REGULASIES.

Die Minister van Finansies het, kragtens artikel 13 (1) van die Wet op die Staatstenderraad en die Staatsverkrygingsraad, 1968 (Wet No. 86 van 1968), die regulasies in bygaande Bylae vervat, uitgevaardig om deur bemiddeling van die Staatsverkrygingsraad vir en namens die Staat die leweransies en dienste vir gebruik en aanwending in die Dienste te verkry en om die voorrade wat in die Dienste gebruik is, te vervreem met ingang van 1 Oktober 1968 op watter datum die regulasies soos afgekondig by Goewermentskennisgewing No. R. 99 van 19 Januarie 1968 verval.

BYLAE.

Woordomskrywing.

1. In hierdie regulasies beteken „die Wet” die Wet op die Staatstenderraad en die Staatsverkrygingsraad, 1968 (Wet No. 86 van 1968), en tensy uit die samehang anders blyk, het enige uitdrukking waaraan 'n betekenis in die Wet toegeken is, daardie betekenis, en beteken—

„aanbod” enige aanbod, met inbegrip van 'n tender of prysnotering, om leweransies of dienste aan die Staat te verskaf of Staatsvoorrade aan te koop;

„departement” die rekenpligtige amptenaar van die betrokke Staatsdepartement of -kantoor;

„kontrak” 'n ooreenkoms aangegaan ingevolge artikel 4 (1) van die Wet;

„Republiek” die Republiek van Suid-Afrika, met inbegrip van die Gebied Suidwes-Afrika;

„Voorsitter” die Voorsitter van die Staatsverkrygingsraad aangestel ooreenkomstig die bepalings van artikel 8 (2) van die Wet.

Bevoegdheid van die Staatsverkrygingsraad.

2. Die verkryging van leweransies en dienste vir en namens die Staat vir gebruik en aanwending in die Dienste en die verryeëning van voorrade wat in die Dienste gebruik is, moet behoudens die bepalings van artikel 4 (1) van die Wet asook die bepalings van enige ander Wet van die Parlement deur bemiddeling van die Staatsverkrygingsraad geskied.

Prosedure op Vergaderings.

3. Die Staatsverkrygingsraad vergader by sodanige tussenpose en by sodanige spesiale geleenthede as wat bepaal word deur die Voorsitter of in sy afwesigheid die vise-voorsitter of, in die afwesigheid van beide van hulle, die lid in artikel 8 (2) van die Wet genoem, en enige

(2) Any decision by the Board regarding the award of a contract shall be final and the Board shall not necessarily assign any reason for the acceptance or rejection of a tender.

Imposition of monetary Penalty where an Agreement is concluded on the strength of incorrect Information furnished by Tenderer.

12. Where a contract is awarded to a tenderer because of a statement by him to the effect that the supplies offered by him are entitled to a certain preference classification on account of local production, manufacture or assembly, such preference being accorded by the Board, and it is subsequently shown to the satisfaction of the Board that the preference classification was too high, the Board may, in addition to any other remedy it may have, impose on the contractor a penalty not exceeding five per cent (5%) of the value of the contract.

No. R. 1734.

27 September 1968.

REGULATIONS.

The Minister of Finance has, in terms of section 13 (1) of the State Tender Board and State Procurement Board Act, 1968 (Act No. 86 of 1968), made the regulations contained in the Schedule hereto to provide for the procurement, through the State Procurement Board, for and on behalf of the State of supplies and services for use and utilization in the Services, and the disposal of stores which have been used in the Services, with effect from 1 October, 1968, on which date the regulations published under Government Notice No. R. 99 of 19 January, 1968, shall expire.

SCHEDULE.

Definitions.

1. In these regulations “the Act” means the State Tender Board and State Procurement Board Act, 1968 (Act No. 86 of 1968), and, unless inconsistent with the context, any expression to which a meaning has been assigned in the Act, shall bear such meaning, and—

“Chairman” means the Chairman of the State Procurement Board appointed in terms of section 8 (2) of the Act;

“contract” means an agreement concluded in terms of section 4 (1) of the Act;

“department” means the accounting officer of the State department or office concerned;

“offer” means any offer, including a tender or quotation, to render supplies or services to the State or to purchase State stores;

“Republic” means the Republic of South Africa and includes the Territory of South West Africa.

Powers of the State Procurement Board.

2. The procurement for and on behalf of the State of such supplies and services to be used and applied in the Services, and disposal of stores which have been used in the Services shall, subject to the provisions of section 4 (1) of the Act as well as the provisions of any other Act of Parliament, be effected through the State Procurement Board.

Procedure at Meetings.

3. The State Procurement Board shall meet at such intervals and on such special occasions as may be determined by the Chairman or, in his absence, by the vice-chairman or, in the absence of both of them, by the member referred to in section 8 (2) of the Act, and any

vergadering aldus belê, kan verdaag of uitgestel word deur die Voorsitter, vise-voorsitter of sodanige lid, na gelang van die geval.

4. Vier lede maak 'n kworum vir 'n vergadering van die Staatsverkrygingsraad uit.

5. (1) In die geval van 'n staking van stemme op 'n vergadering van die Staatsverkrygingsraad het die voorsitter van die vergadering 'n beslissende sowel as 'n beraadslagende stem.

(2) Die getal stemme vir of teen enige besluit moet in die notule aangedui word indien die vergadering so beslis. Enige lid kan eis dat sy stem insgelyks opgeteken word.

6. Die voorsitter van 'n vergadering kan enige saak terugtrek voordat daarvoor gestem is.

7. (1) Alle besprekings op vergaderings van die Staatsverkrygingsraad en alle sake wat oorweeg en besluite wat geneem word deur die Staatsverkrygingsraad, word as vertroulik behandel en mag nie deur 'n lid van die Staatsverkrygingsraad of 'n beampte of werknemer openbaar gemaak word sonder dat die toestemming van die Staatsverkrygingsraad vooraf verkry en in die notule opgeteken is nie.

(2) Besluite van die Staatsverkrygingsraad word aan die betrokkenes meegedeel deur die Voorsitter of sodanige beamptes en werknemers as wat die Staatsverkrygingsraad mag aanwys.

Aanstelling van Komitees deur die Staatsverkrygingsraad.

8. (1) In die geval van 'n komitee deur die Staatsverkrygingsraad ingevolge artikel 5 (1) van die Wet aangestel, maak 'n meerderheid van die lede van sodanige komitee 'n kworum uit.

(2) Die bepalinge van regulasies 5 (2), 6 en 7 is *mutatis mutandis* op 'n komitee van die Staatsverkrygingsraad van toepassing.

(3) In die geval van 'n staking van stemme op enige vergadering van 'n komitee, moet die saak wat oorweeg word na die Staatsverkrygingsraad verwys word vir uitsluit.

Voorkeur.

9. By die oorweging van die toekenning van kontrakte kan die Staatsverkrygingsraad, onder andere vir goedere geproduseer, vervaardig of gemonteer in die Republiek, of vir goedere wat in enige ander klas val, voorkeur toestaan op sodanige basis as wat deur die Minister van tyd tot tyd bepaal word.

Besluite van die Staatsverkrygingsraad.

10. Wanneer op uitnodiging van die Staatsverkrygingsraad tenders ingedien word vir 'n bepaalde leweransie of die lewering van 'n bepaalde diens aan die Staat of vir die aankoop, van die Staat, van bepaalde voorrade—

(a) is die Staatsverkrygingsraad nie verplig om die laagste of enige tender aan te neem nie;

(b) kan die Staatsverkrygingsraad in 'n geval waar 'n tender op meer as een item betrekking het, so 'n tender ten opsigte van enige bepaalde item of items aanneem;

(c) kan die Staatsverkrygingsraad enige aanbod vir die bepaalde leweransie of die lewering van die bepaalde diens of vir die aankoop van bepaalde voorrade aanneem ongeag die feit dat sodanige aanbod nie as gevolg van sodanige tenderuitnodiging gedoen is of nie voldoen aan die tendervoorwaardes wat in sodanige uitnodiging uiteengesit is nie.

meeting thus convened, may be adjourned or postponed by the Chairman, the vice-chairman or such member, as the case may be.

4. Four members shall form a quorum for a meeting of the State Procurement Board.

5. (1) In the event of equality of votes at a meeting of the State Procurement Board, the chairman of the meeting shall have a casting vote as well as a deliberative vote.

(2) The number of members voting for or against any resolution shall be entered in the minutes if so decided by the meeting. Any member may demand that his vote be likewise recorded.

6. The chairman of a meeting may withdraw any matter before it has been put to the vote.

7. (1) All discussions at State Procurement Board meetings and matters considered and decisions arrived at by the State Procurement Board shall be treated as confidential and shall not be disclosed by any member of the State Procurement Board or an officer or employee without the prior consent of the State Procurement Board having been obtained and recorded in the minutes.

(2) Decisions of the State Procurement Board shall be communicated to those concerned by the Chairman or such officers and employees as the State Procurement Board may designate.

Appointment of Committees by the State Procurement Board.

8. (1) In the case of a committee appointed by the State Procurement Board in terms of section 5 (1) of the Act the majority of the members of such a Committee shall constitute a quorum.

(2) The provisions of regulations 5 (2), 6 and 7 shall apply, *mutatis mutandis*, to a committee of the State Procurement Board.

(3) In the event of an equality of votes at any meeting of a committee the matter under consideration shall be referred to the State Procurement Board for decision.

Preference.

9. When considering the award of contracts, the State Procurement Board may, *inter alia*, accord a preference to goods produced, manufactured or assembled in the Republic, or to goods falling into any other category, on a basis determined by the Minister from time to time.

Decisions of the State Procurement Board.

10. When at the invitation of the State Procurement Board, tenders are submitted for a specific supply or the rendering of a specific service to the State or for the purchase, from the State, of specific stores, the State Procurement Board—

(a) is not obliged to accept the lowest or any tender;

(b) may, where a tender relates to more than one item, accept such tender in respect of any one or more specific items;

(c) may accept any offer for a specific supply or the rendering of a specific service or for the purchase of specific stores notwithstanding the fact that such offer was not made in response to such tender invitation or does not comply with the tender conditions set out in such invitation.

TYDELIKE OF DEELTYDSE AANSTELLINGS

7. (1) Die gebiedsowerheid kan enige persoon teen goed-gekeurde voorsiening in 'n tydelike of deeltydse hoedanigheid of op kontrak vir 'n bepaalde tyd as onderwyser aanstel.

(2) Alle aanstellings van 'n tydelike of deeltydse aard kan met kennisgewing van vier-en-twintig uur deur die een of die ander party beëindig word.

OORPLASING VAN ONDERWYSERS

8. (1) Enige onderwyser in die onderwyspersoneel kan, wanneer die openbare belang of die belange van die Departement dit vereis, van die skool of kantoor waar hy in diens is, of uit 'n betrekking wat hy beklee, na enige ander skool, kantoor of betrekking in die onderwyspersoneel oorgeplaas word, ongeag of die pos waarheen hy oorgeplaas word van 'n laer graad is of nie: Met dien verstande dat geen oorplasing wat 'n vermindering van sodanige onderwyser se besoldiging meebring, sonder sy toestemming mag geskied nie uitgesonderd soos bepaal in regulasie 16 of 17: Met dien verstande verder dat 'n onderwyser wat na 'n pos van 'n laer graad sonder vermindering van besoldiging oorgeplaas is, in 'n pos van gepaste gradering opgeneem moet word sodra 'n geskikte vakature ontstaan.

(2) Die direkteur kan 'n onderwyser met sy eie toestemming en op die voorwaardes (benewens die voorwaardes wat by of kragtens enige ander wet voorgeskryf word) wat die gebiedsowerheid goedkeur, hetsy vir 'n bepaalde diens of tydperk, sekondeer aan die diens van 'n ander departement, regering of van 'n raad, inrigting of liggaam wat by of kragtens enige ander wet ingestel is, of aan 'n ander liggaam of persoon en sodanige onderwyser bly, terwyl hy aldus gesekondeer is, onderworpe aan die diensvoorwaardes wat op onderwysers in diens van die gebiedsowerheid van toepassing is.

DIE VOLLE TYD VAN ONDERWYSERS MOET TOT BESIKKING VAN DIE GEBIEDSOWERHEID WEES

9. (1) Tensy anders bepaal in die voorwaardes van sy aanstelling—

- (a) moet elke onderwyser al sy tyd tot beskikking van die gebiedsowerheid plaas;
- (b) mag geen onderwyser sonder die skriftelike toestemming van die direkteur besoldigde werk buite die diens van die Departement doen of hom verbind om sulke werk te doen nie;
- (c) mag geen onderwyser as 'n reg aanspraak maak op ekstra besoldiging ten opsigte van die verrigting van enige plig of werk wat nie deel van die kurrikulum uitmaak nie wat aan hom opgedra is deur iemand wat die reg daartoe het.

(2) 'n Onderwyser moet by die skool waaraan hy verbonde is, op diens wees sonder aanspraak op ekstra besoldiging op—

- (a) die werkdag onmiddellik voor die dag waarop die eerste skoolkwartaal begin;
- (b) die werkdag wat onmiddellik volg op die dag waarop die tweede skoolkwartaal eindig; en
- (c) die twee werkdag wat onmiddellik volg op die dag waarop die vierde skoolkwartaal eindig;

Met dien verstande dat die bepalinge van paragrawe (b) en (c) nie van toepassing is nie op 'n onderwyser wat vir minder as die helfte van 'n skoolkwartaal diens gedoen het en wie se dienste aan die einde van sodanige skoolkwartaal eindig.

TEMPORARY OR PART-TIME APPOINTMENTS

7. (1) The territorial authority may appoint any person as a teacher in a temporary or part-time capacity or on contract against approved provision for a specified period.

(2) All appointments of a temporary or part-time nature may be terminated on twenty-four hours' notice by either party.

TRANSFER OF TEACHERS

8. (1) Any teacher on the teaching establishment may whenever the public interest or the Department's interests so demand, be transferred from the school or office where he is employed, or from a position he occupies, to any other school, office or position on the teaching establishment, irrespective of whether the post to which he is transferred is of a lower grade or not: Provided that no transfer which involves a reduction of such teacher's emoluments, shall be made without his consent, except as provided in regulation 16 or 17: Provided further that a teacher who has been transferred to a post of a lower grade without reduction in emoluments, shall be appointed to a post appropriate to his grade as soon as a vacancy occurs.

(2) The director may second any teacher with his own consent and on such conditions (apart from such conditions as are prescribed by or under any other law) as approved by the territorial authority, for either a specific service or a specific period, to the service of any other department, Government or of any council, institution or body established by or under any other law, or to any other body or person, and such teacher shall remain, while he is so seconded, subject to the conditions of service which apply to teachers in the service of the territorial authority.

FULL TIME OF TEACHERS SHALL BE AT DISPOSAL OF TERRITORIAL AUTHORITY

9. (1) Unless otherwise provided in the conditions of his appointment—

- (a) every teacher shall place the whole of his time at the disposal of the territorial authority;
- (b) no teacher shall perform or engage himself to perform remunerative work outside the service of the Department without the written permission of the director;
- (c) no teacher may claim as of right additional remuneration in respect of the performance of any extra-curricular duty or work which he is required by competent authority to perform.

(2) A teacher shall be on duty at the school to which he is attached, without any claim to extra remuneration on—

- (a) the working day immediately prior to the day on which the first school quarter commences;
- (b) the working day immediately following the day on which the second school quarter ends; and
- (c) the two working days immediately following the day on which the fourth school quarter ends;

Provided that the provisions of paragraphs (b) and (c) shall not apply to any teacher who has served for less than half of any school quarter and whose services terminate at the end of such school quarter.

BESOLDIGING VAN ONDERWYSERS

10. (1) Onderwysers word besoldig volgens die salaris-skale deur die Minister bepaal.

(2) Aan 'n onderwyser word by aanstelling 'n salaris betaal teen die minimum van die salarisskaal wat op hom van toepassing is, behalwe as hy onderwys- of ander ondervinding het wat deur die direkteur erken word en in dié geval word aan hom 'n aanvangsalaris betaal soos deur die direkteur bepaal volgens 'n grondslag deur die Minister voorgeskryf.

(3) 'n Onderwyser word besoldig met ingang van die dag waarop hy diens aanvaar tot op die dag waarop sy diens eindig tensy die direkteur anders goedkeur.

(4) Ondanks die bepalings van subregulasie (3) kan 'n onderwyser wat vir 'n aaneenlopende tydperk, wat meer is as die helfte van 'n skoolkwartaal, diens gedoen het en wie se diens dan eindig, besoldig word tot en met die laaste dag van die kalendermaand waarin sy diens eindig, mits hy diens doen tot en met die laaste skooldag of die werkdag, in paragrawe (b) en (c) van regulasie 9 (2) genoem, na gelang van die geval, in sodanige maand.

(5) Indien die diens van 'n onderwyser eindig nadat hy sodanige pos beklee het vir 'n aaneenlopende tydperk wat meer as die helfte van 'n skoolkwartaal is en hy weer met ingang van die eersvolgende skooldag of werkdag na sodanige beëindiging as onderwyser of in 'n ander pos in diens van die gebiedsowerheid aangestel word, kan hy ondanks die bepalings van subregulasies (3) en (4), vir die tussenkomende tydperk besoldig word.

(6) 'n Jaarlikse salarisverhoging word aan 'n onderwyser binne sy toepaslike salarisskaal toegeken, behalwe in 'n geval waar sy gedrag met betrekking tot ywer, dissipline, presiesheid op tyd of matigheid of sy werk gedurende sy salarisverhogingstydperk nie deurgaans bevredigend was nie.

(7) Indien 'n jaarlikse salarisverhoging toegestaan word, is die verhogingsdatum van 'n onderwyser wat op 'n datum vanaf die eerste dag tot en met die vyftiende dag van 'n maand aangestel is, die eerste dag van daardie maand en dié van 'n onderwyser wat op 'n datum vanaf die sestiende dag tot en met die laaste dag van 'n maand aangestel is, die eerste dag van die volgende maand.

(8) Verlof sonder betaling, uitgesonderd studieverlof, tel nie as diens vir salarisverhogingsdoeleindes nie en die verhogingsdatum van 'n onderwyser moet verskuif word met die tydperk of tydperke van sodanige verlof.

(9) Behoudens die bepalings van regulasies 16 en 17 mag die salaris van 'n onderwyser nie sonder sy toestemming verminder word nie en mag hy nie op 'n laer salarisskaal geplaas word nie tensy hy daartoe instem of die Minister 'n algemene vermindering van salarisse vir die hele onderwyspersoneel gelas.

AFSTAND VAN SALARIS

11. Geen onderwyser het die reg om sy salaris of toelaes of enige gedeelte daarvan sonder die goedkeuring van die direkteur af te staan nie.

ONTSLAG VAN ONDERWYSERS

12. (1) Die dienste van 'n onderwyser kan beëindig word—

- (a) by bereiking van die ouderdom van 65 jaar in die geval van onderwysers en van 60 jaar in die geval van onderwyseresse;
- (b) in die geval van 'n onderwyseres, aan die einde van die skoolkwartaal waarin sy in die huwelik tree;
- (c) op grond van voortdurende swak gesondheid;

TEACHERS' EMOLUMENTS

10. (1) Teachers shall be remunerated according to the salary scales laid down by the Minister.

(2) A teacher shall on appointment be paid the minimum of the salary scale applicable to him, except where he has teaching or other experience recognized by the director, in which case he shall be paid a commencing salary as determined by the director in accordance with a basis laid down by the Minister.

(3) A teacher shall be paid with effect from the day on which he assumes duty until the day on which his service terminates unless the director approves otherwise.

(4) Notwithstanding the provisions of subregulation (3) a teacher who has served for a continuous period in excess of half a school quarter, and whose services then terminate, may be remunerated up to and including the last day of the calendar month during which his service terminates, provided that in such month he serves up to and including the last school day or working day mentioned in paragraphs (b) and (c) of regulation 9 (2), as the case may be.

(5) If the service of a teacher terminates after he has occupied such post for a continuous period in excess of half a school quarter, and he is re-appointed as a teacher or in another post in the service of the territorial authority, as from the first succeeding school or working day after such termination, he may be remunerated for the interim period notwithstanding the provisions of subregulations (3) and (4).

(6) An annual salary increment shall be granted to a teacher within his applicable salary scale, except where his conduct in regard to diligence, discipline, punctuality, or sobriety, or his work during the incremental period has not been satisfactory throughout.

(7) Where an annual increment is granted, the incremental date of a teacher appointed on a date from the first up to and including the fifteenth day of a month shall be the first day of that month and that of a teacher appointed on a date from the sixteenth up to and including the last day of a month, the first day of the following month.

(8) Leave without pay, other than study leave, shall not count as service for purposes of salary increments, and the incremental date of a teacher shall be retarded by the period or periods of such leave.

(9) Subject to the provisions of regulations 16 and 17 the salary of a teacher shall not be reduced without his consent, and he may not be placed on a lower salary scale unless he agrees thereto or unless the Minister has ordered a general reduction in the salaries of the whole teaching staff.

CESSION OF SALARIES

11. No teacher shall have the right to cede his salary or allowance or any part thereof without the approval of the director.

DISCHARGE OF TEACHERS

12. (1) The services of a teacher may be terminated—

- (a) on his reaching the age of 65 years in the case of male teachers and of 60 years in the case of women teachers;
- (b) in the case of a woman teacher, at the end of the school quarter in which her marriage takes place;
- (c) on account of continued ill-health;

- (d) weens afskaffing van sy pos of enige vermindering in of herorganisasie of heraanpassing van die personeel van die skool, of as sy verwydering bevorderlik sal wees vir die verbetering van die organisasie van die skool waardeur groter doeltreffendheid of besparing bewerkstellig kan word;
 - (e) op grond van onbekwaamheid in die uitvoering van sy pligte maar behoudens die bepalings van regulasie 17;
 - (f) op grond van wangedrag soos beskryf in regulasie 13;
 - (g) met drie maande kennisgewing indien die gebiedsoverheid van mening is dat die indienshouding van die onderwyser nie in die belang van onderwys is nie;
 - (h) indien hy deur 'n geregshof skuldig bevind word aan 'n kriminele misdryf wat hom na die mening van die gebiedsoverheid vir verdere diens ongeskik maak.
- (2) 'n Onderwyser kan sy dienste beëindig deur een skoolkwartaal skriftelik kennis te gee of sodanige korter kennisgewing as wat vir die gebiedsoverheid aanneemlik is.
- (3) Die dienste van 'n getroude onderwyseres kan deur die gebiedsoverheid of die onderwyseres met skriftelike kennisgewing van een maand beëindig word.

WANGEDRAG

13. 'n Onderwyser is skuldig aan wangedrag en daar kan ooreenkomstig die bepalings van hierdie regulasies met hom gehandel word, as hy—

- (a) weier om 'n regmatige bevel aan hom gegee deur iemand wat die reg het om dit te gee, te gehoorsaam of so 'n bevel verontagsaam of opsetlik versuim om dit uit te voer of deur woord of gedrag insubordinasie pleeg; of
- (b) nalatig, traag of oneerlik is in die uitvoering van sy pligte, of van sy werk sonder geldige rede wegbly; of
- (c) hom op 'n skandelige, onbehoorlike of onbetaamlike wyse gedra of terwyl hy op diens is hom uiters onbeleef betoon teenoor 'n beampte of onderwyser of lid van die publiek; of
- (d) ongeskik of onbekwaam in die uitvoering van sy pligte is ten gevolge van oorsake binne sy beheer; of
- (e) hom teen die goeie sedes vergryp of oormatige gebruik maak van bedwelmende drank of verdowingsmiddels, of gedurende skoolure of wanneer hy andersins op diens is, blyke daarvan toon dat hy bedwelmende drank of verdowingsmiddels in so 'n mate gebruik het dat dit aanstoot kan gee; of
- (f) deur 'n geregshof skuldig bevind word aan 'n kriminele misdryf wat na die mening van die gebiedsoverheid hom ongeskik maak om met sy dienste as onderwyser voort te gaan; of
- (g) hom enige eiendom of fondse van die Staat, gebiedsoverheid of enige skool wederregtelik toeëien of onbehoorlike gebruik daarvan maak in omstandighede waar dit nie 'n kriminele misdryf is nie; of
- (h) deur sy optrede of gedrag ongehoorsaamheid of verset teen die wette van die Staat aanmoedig; of
- (i) hom aktief vereenselwig met 'n politieke party of liggaam, of aktief deelneem aan politieke sake of aan die verkiesing of benoeming van die lede van 'n beherende liggaam, skoolkomitee of dorpsraad of ander plaaslike owerheid: Met dien verstande dat die direkteur toestemming aan 'n onderwyser kan verleen om as lid van 'n dorpsraad of ander plaaslike owerheid aangestel, gekies of verkies te word; of

- (d) owing to the abolition of his post or to any reduction in, or reorganization or readjustment of the staff of the school, or if his removal will facilitate the improvement of the organization of the school with a view to greater efficiency or economy;
- (e) on account of inefficiency in the execution of his duties, subject, however, to the provisions of regulation 17;
- (f) on account of misconduct as described in regulation 13;
- (g) on three months' notice if the territorial authority is of the opinion that the continued employment of the teacher is not in the interests of education;
- (h) if he is found guilty by a court of law of a criminal charge, which in the opinion of the territorial authority renders him unsuitable for further service.

(2) A teacher may terminate his services by giving written notice of one school quarter, or such shorter notice as may be acceptable to the territorial authority.

(3) The services of a married woman teacher may be terminated by the territorial authority or the teacher on written notice of one month.

MISCONDUCT

13. A teacher shall be guilty of misconduct and may be dealt with in terms of the provisions of these regulations, if he—

- (a) refuses to obey, or disregards or wilfully fails to carry out a lawful order given to him by a person having authority to give such order, or by word or conduct commits insubordination; or
- (b) is negligent, indolent or dishonest in the execution of his duties or absents himself from his work without valid reason; or
- (c) conducts himself in a disgraceful, improper or unbecoming manner, or while on duty treats with gross discourtesy a member of the public or an officer or a teacher; or
- (d) is unfit for or inefficient in the execution of his duties from causes within his own control; or
- (e) transgresses against good morals or makes excessive use of intoxicating liquor or drugs, or during school hours or when he is otherwise on duty, shows signs of having taken intoxicants or drugs to such an extent as to be capable of causing offence; or
- (f) is found guilty by a court of law of a criminal offence which in the opinion of the territorial authority makes him unsuitable to continue his services as a teacher; or
- (g) misappropriates or improperly uses property or funds of the State, territorial authority or any school in circumstances not constituting a criminal offence; or
- (h) encourages disobedience or resistance to the laws of the State through his acts or behaviour; or
- (i) identifies himself actively with a political party or body or actively participates in political matters, or in the nomination or election of members of a governing body, school committee or township council or other local authority: Provided that the director may grant permission to a teacher to be appointed, elected or selected as a member of a township council or other local authority; or

- (j) vir loon of wins buite sy betrekking as onderwyser werk doen wat volgens die oordeel van die gebiedsowerheid nadelig is vir die behoorlike verrigting van sy pligte of vir sy posisie as onderwyser; of
- (k) met die doel om 'n voorreg of voordeel met betrekking tot sy amptelike posisie of pligte te verkry, of om vooroordeel teen 'n departement van 'n gebiedsowerheid, gebiedsowerheid, staatsdepartement of die Staat te veroorsaak of die Departement te benadeel, 'n onjuiste of valse verklaring aflê wetende dat dit onjuis of vals is; of
- (l) 'n bydrae vir die pers lewer by wyse van onderhoude of op 'n ander manier of anders 'n brief of artikel publiseer waarin kritiek gelewer word op sy meerdere amptenare of die beleid van die gebiedsowerheid; of
- (m) hom andersins sodanig gedra of sodanig handel, of sodanig versuim om te handel, dat dit volgens die oordeel van die gebiedsowerheid nadelig is vir sy posisie as onderwyser afgesien daarvan of sodanige gedrag, handeling of versuim om te handel in hierdie regulasies omskryf word of nie.

AANKLAG VAN WANGEDRAG

14. (1) Wanneer 'n onderwyser beskuldig word van wangedrag kan die direkteur hom skriftelik van daardie wangedrag aankla.

(2) (a) Indien die direkteur besluit om 'n onderwyser van wangedrag aan te kla, moet die aanklag per pos in 'n geregistreerde brief aan die onderwyser gestuur of aan hom afgelewer of by sy laaste bekende woonplek gelaat word en sodanige aanklag moet 'n opdrag bevat of van 'n opdrag vergesel gaan waarby die onderwyser versoek word om binne 'n tydperk genoem in die opdrag, 'n skriftelike erkenning of ontkenning van die aanklag en, as hy dit verkies, 'n skriftelike verduideliking van die wangedrag waarvan hy aangekla is aan die direkteur te stuur of by hom in te dien.

(b) As die onderwyser die aanklag erken, word hy skuldig geag aan die wangedrag waarvan hy aangekla is en word die saak behandel ooreenkomstig die bepalinge van regulasie 16 asof die onderwyser skuldig bevind is.

(c) As die onderwyser die aanklag ontken of versuim om voornoemde opdrag na te kom, moet die direkteur hoogstens drie persone van wie een as voorsitter aangewys moet word, aanstel om die aanklag te ondersoek en verslag daaroor te doen.

(3) Die direkteur kan te eniger tyd voor of nadat die onderwyser kragtens hierdie regulasie aangekla is, die onderwyser in sy diens skors.

(4) 'n Onderwyser wat in sy diens geskors is, is nie geregtig op enige besoldiging vir die tydperk van sy skorsing nie uitgesonderd soos regulasie 16 (2) (a) bepaal, tensy die aanklag teen hom teruggetrek word: Met dien verstande dat die gebiedsowerheid kan gelas dat aan die onderwyser die geheel of 'n gedeelte van sy besoldiging betaal word: Met dien verstande verder dat die direkteur te eniger tyd die skorsing kan intrek, maar sodanige intrekking raak geensins die voortsetting van die aanklag nie.

PROSEDURE BY 'N ONDERSOEK

15. (1) Die direkteur kan enige persoon aanstel om die ondersoek by te woon met die doel om getuienis ter stawing van die aanklag aan te voer.

(2) Die aangeklaagde onderwyser is geregtig om by die ondersoek persoonlik gehoor te word, om enige getuie onder kruisverhoor te neem, om insae te hê in enige dokumente wat as getuienis voorgelê is, om self getuienis af te lê en om enige ander persoon op te roep om getuienis vir hom af te lê.

- (j) engages for remuneration or profit in any work outside his service as a teacher which in the opinion of the territorial authority is prejudicial to the proper performance of his duties or his position as a teacher; or
- (k) makes an incorrect or false statement knowing it to be incorrect or false, with the object of obtaining any privilege or advantage in connection with his official position or duties, or to cause prejudice against a department of a territorial authority, territorial authority, state department or the State or to do harm to the Department; or
- (l) contributes to the press by interview or any other manner, or otherwise publishes a letter or article criticizing his senior officers or the policy of the territorial authority; or
- (m) otherwise behaves or acts or, through failure to act, conducts himself in a manner which in the opinion of the territorial authority is prejudicial to his position as a teacher whether or not such behaviour, action or failure to act is defined in these regulations.

CHARGE OF MISCONDUCT

14. (1) When a teacher is accused of misconduct the director may charge him in writing with such misconduct.

(2) (a) If the director decides to charge a teacher with misconduct, the charge shall be sent to the teacher by registered letter or delivered to him or left at his last-known place of residence, and such charge shall contain or be accompanied by an order requesting the teacher to send or deliver to the director, within a time specified in the order, a written admission or denial of the charge, and, if he so desires, a written explanation of the misconduct with which he is charged.

(b) If the teacher admits the charge, he shall be deemed to be guilty of the misconduct with which he is charged, and the matter shall be dealt with in accordance with the provisions of regulation 16 as if the teacher has been found guilty.

(c) If the teacher denies the charge or fails to comply with the aforementioned order, the director shall appoint not more than three persons, of whom one shall be designated as chairman, to investigate and report on the charge.

(3) The director may suspend a teacher from service at any time before or after the teacher has been charged in terms of this regulation.

(4) A teacher who is suspended from service, shall not be entitled to any emoluments for the period of suspension, except as provided for in regulation 16 (2) (a), unless the charge against him is withdrawn: Provided that the territorial authority may order that the teacher be paid the whole or part of his emoluments: Provided further that the director may at any time withdraw such suspension, but such withdrawal shall in no way affect the continuation of the charge.

PROCEDURE AT AN INQUIRY

15. (1) The director may appoint any person to attend the inquiry for the purpose of leading evidence in support of the charge.

(2) The accused teacher shall be entitled to be heard personally at the inquiry, to cross-examine any witness, to have access to any documents submitted as evidence, to give evidence personally and to call any other person to give evidence on his behalf.

(3) Die persoon of persone wat die ondersoek instel, moet skriftelike aantekening hou van die verrigtings by die ondersoek en van alle getuienis wat daarby afgeleë word.

(4) Indien die aangeklaagde onderwyser versuim om by die ondersoek teenwoordig te wees, moet sodanige versuim beskou word as 'n onvoorwaardelike erkenning deur die onderwyser dat hy skuldig is aan die wangedrag waarvan hy aangekla is en dan is 'n ondersoek nie nodig nie: Met dien verstande dat as 'n skriftelike verklaring deur die onderwyser voorgelê word aan die persoon of persone wat die ondersoek instel waarin 'n rede gegee word vir sy afwesigheid wat vir die direkteur aanneemlik is, die ondersoek as uitgestel beskou en hervat word op 'n datum wat die direkteur moet vasstel en indien die aangeklaagde onderwyser siekte aanvoer as die rede vir sy versuim om by die ondersoek te verskyn, moet sy skriftelike verklaring vergesel gaan van 'n sertifikaat wat deur 'n geregistreerde geneesheer uitgereik is.

(5) Geen regsverteenvoerding word by die ondersoek toegelaat nie.

EINDE VAN ONDERSOEK

16. (1) Na voltooiing van die ondersoek moet die persoon of persone wat die ondersoek waargeneem het, die aangeklaagde onderwyser van die bevinding verwittig en sonder versuim die verslag van die ondersoek en enige dokumentêre bewysstukke wat daarby toegelaat is, 'n verklaring van die bevinding en die redes daarvoor, aan die direkteur stuur vir voorlegging aan die gebiedsowerheid.

(2) Na oorweging van die verslag en die getuienis kan die gebiedsowerheid—

- (a) die onderwyser onskuldig bevind en, indien hy geskors was, hom in sy pos herstel, en in hierdie geval moet sy volle besoldiging vir die tydperk van skorsing aan hom betaal word;
- (b) die onderwyser skuldig bevind en—
 - (i) hom waarsku of berispe, of
 - (ii) sy besoldiging verminder of sy rang verlaag of beide sy besoldiging verminder en rang verlaag en wel in die mate en vanaf 'n datum wat die gebiedsowerheid goedvind, of
 - (iii) hom oorplaas na 'n ander pos met behoud van sy volle besoldiging en graad of net met vermindering van sy besoldiging of met vermindering van besoldiging sowel as verlaging van sy graad, of
 - (iv) hom as onderwyser ontslaan.

ONBEKWAME ONDERWYSERS

17. (1) Indien die direkteur op grond van inligting wat hy ontvang van mening is dat 'n onderwyser om redes buite sy beheer onbekwaam in die uitvoering van sy pligte is, moet hy die onderwyser dienooreenkomstig skriftelik in kennis stel en hom versoek om skriftelik te verklaar of hy die klag erken of ontken.

(2) Die onderwyser moet sy onbekwaamheid of erken of ontken; indien hy ontken dat hy onbekwaam is, moet 'n ondersoek ingevolge die bepalinge van regulasies 14, 15 en 16 *mutatis mutandis* ingestel word.

(3) As die onderwyser sy onbekwaamheid erken, of na oorweging van die verslag van die persoon of raad wat die ondersoek gehou het, kan die gebiedsowerheid—

- (a) die onderwyser in 'n pos van 'n laer graad aanstel en hom toelaat om sy bestaande besoldiging te behou; of
- (b) hom in 'n pos van 'n laer graad aanstel en sy salaris verminder en wel in die mate en vanaf 'n datum wat die gebiedsowerheid goedvind; of
- (c) hom as onderwyser ontslaan.

(3) The person or persons conducting the inquiry shall keep written minutes of the proceedings at the inquiry and of all evidence given thereat.

(4) If the accused teacher fails to attend the inquiry, such failure shall be regarded as an unconditional admission by the teacher that he is guilty of the misconduct with which he is charged, and in such case no inquiry will be necessary: Provided that if a written explanation is submitted by the teacher to the person or persons conducting the inquiry, in which there is given a reason for his absence, which is acceptable to the director, the inquiry shall be regarded as postponed, and resumed on a date to be fixed by the director, and if the accused teacher advances illness as a reason for his failure to appear at the inquiry, his written statement shall be accompanied by a certificate issued by a registered medical practitioner.

(5) No legal representation shall be allowed at the inquiry.

CONCLUSION OF INQUIRY

16. (1) After completion of the inquiry the person or persons who conducted the inquiry, shall inform the accused teacher of the findings, and without delay transmit to the director for submission to the territorial authority the report on the inquiry and any documentary evidence admitted thereat, a statement of the finding and the reasons therefor.

(2) After consideration of the report and the evidence the territorial authority may—

- (a) find the teacher not guilty and, if he has been suspended, reinstate him in his post, and in such case his full emoluments shall be paid to him for the period of suspension;
- (b) find the teacher guilty and—
 - (i) caution or reprimand him, or
 - (ii) reduce his emoluments or his grade, or both his emoluments and his grade, to the extent and from a date which the territorial authority may deem fit, or
 - (iii) transfer him to another post with retention of his full emoluments and grade, or with a reduction in his emoluments only, or with a reduction in his emoluments as well as in his grade, or
 - (iv) dismiss him as a teacher.

INCOMPETENT TEACHERS

17. (1) If on the grounds of information received by him, the director is of the opinion that, through causes beyond his control, a teacher is incompetent in the execution of his duties, he shall inform the teacher in writing accordingly and request him to admit or deny the charge in writing.

(2) The teacher shall either admit or deny his incompetence; if he denies that he is incompetent an inquiry shall be held in terms of regulations 14, 15 and 16 *mutatis mutandis*.

(3) If the teacher admits his incompetence, or after consideration of the report of the person or board who held the inquiry, the territorial authority may—

- (a) appoint the teacher to a post of a lower grade and allow him to retain his existing emoluments; or
- (b) appoint him to a post of a lower grade and reduce his salary to the extent and from a date which the territorial authority deems fit; or
- (c) dismiss him as a teacher.

VERLOF

18. (1) Verlof wat 'n onderwyser op die bepaalde datum tot sy krediet het ingevolge die regulasies wat tot op daardie datum van toepassing was, word in sy krediet geboek as verlof toegeval ooreenkomstig hierdie regulasies.

(2) Verlof van watter aard ook al kan nie as 'n reg geëis word nie, maar kan deur die direkteur met inagneming van die vereistes van die diens van die Departement toegestaan word: Met dien verstande dat die direkteur kan eis dat 'n onderwyser te eniger tyd 'n gedeelte of die geheel van die vakansieverlof wat hom toekom, neem.

(3) Wanneer 'n onderwyser die diens van die gebiedsoverheid verlaat, kan hy nie eis dat die geldwaarde van ongebruikte verlof aan hom uitbetaal word nie.

(4) As gegronde redes daarvoor bestaan, kan die direkteur aan 'n onderwyser vakansieverlof sonder betaling toestaan, maar vir nie langer as 92 dae gedurende enige kalenderjaar nie.

(5) Behalwe soos in regulasie 19 (1) (b) bepaal, word alle ongemagtigde afwesighede van diens ongeag enige tugmaatreëls wat teen 'n onderwyser geneem mag word, geag vakansieverlof sonder betaling te wees, tensy die direkteur anders beslis.

(6) Waar 'n tydperk van verlof sonder betaling deur 'n skoolvakansie voorafgegaan word, word sodanige verlof bereken met ingang van die eerste dag van die kalenderkwartaal waarin sodanige verlof 'n aanvang neem, tensy die onmiddellik voorafgaande skoolkwartaal gedurende bedoelde kalenderkwartaal eindig, en in dié geval word die verlof bereken met ingang van die dag wat volg op die dag waarop die voorafgaande skoolkwartaal geëindig het en waar 'n tydperk van verlof sonder betaling eindig onmiddellik voor 'n skoolvakansie word dit bereken tot aan die einde van die kalenderkwartaal waarin sodanige verlof eindig tensy die eersvolgende skoolkwartaal gedurende sodanige kalenderkwartaal 'n aanvang neem en in dié geval word die verlof bereken tot die dag onmiddellik voor die dag waarop sodanige skoolkwartaal 'n aanvang neem.

(7) (a) Ondanks andersluidende bepalinge in hierdie regulasies vervat, word aan 'n onderwyser van wie normaalweg vereis word om gedurende skoolvakansies op diens te bly, verlof soos volg toegestaan:—

(i) Oplopende vakansieverlof met volle betaling: 15 dae per jaar;

(ii) nie-oplopende vakansieverlof met volle betaling: 15 dae per jaar.

(b) Die oplopende verlof wat kragtens paragraaf (a) toegestaan kan word, was aan ten opsigte van elke voltooide kalendermaand diens en wel teen een-twaalfde van die toepaslike voorsiening en nie-oplopende verlof val toe met ingang van die eerste dag van elke kalenderjaar: Met dien verstande dat in die geval van die eerste aanstelling van 'n onderwyser wie se datum van aanstelling nie ooreenkom met die eerste dag van 'n kalenderjaar nie, die nie-oplopende verlof toeval op die datum van aanstelling en ten opsigte van daardie kalenderjaar kan slegs 'n *pro rata*-gedeelte van die toepaslike nie-oplopende verlofvoorsiening toegestaan word.

(8) Verlof wat aan 'n onderwyser toegestaan is, kan te eniger tyd deur die direkteur ingetrek word as die belange van die Departement dit vereis, en indien 'n onderwyser voor die verstryking van behoorlik goedgekeurde verlof bedank of ontslaan word, eindig die verlof outomaties op die datum van kennisgewing van bedanking of die datum van ontslag en as die kennisgewing van bedanking ongedateer is, eindig die verlof outomaties op die datum waarop die kennisgewing in die Departement ontvang word.

(9) Alle verlof moet aangevra word op 'n vorm deur die direkteur goedgekeur.

LEAVE

18. (1) Leave standing to the credit of any teacher on the specified date in terms of the regulations applicable up to that date, shall be placed to his credit as leave accrued under these regulations.

(2) Leave of any kind cannot be claimed as of right, but may be granted by the director with due regard to the exigencies of the Department: Provided that the director may demand that a teacher shall at any time take part of or all the vacation leave standing to his credit.

(3) When a teacher leaves the service of the territorial authority he cannot claim that the money value of unused leave be paid to him.

(4) If good reasons exist, the director may grant a teacher vacation leave without pay not exceeding 92 days during any calendar year.

(5) Except as provided in regulation 19 (1) (b), all unauthorized absences from duty shall be regarded as vacation leave without pay, irrespective of any such disciplinary steps as may be taken against a teacher, unless the director decides otherwise.

(6) Where a period of leave without pay is preceded by school holidays, such leave shall be calculated with effect from the first day of the calendar quarter in which such leave commences, unless the immediately preceding school quarter ends during the said calendar quarter, in which case the leave shall be calculated with effect from the day following the day on which the preceding school quarter ends, and where a period of leave without pay expires immediately prior to school holidays, it shall be calculated to the end of the calendar quarter in which such leave expires unless the next school quarter commences during such calendar quarter, in which case the leave shall be calculated to the day immediately prior to the day on which such school quarter commences.

(7) (a) Notwithstanding any provision to the contrary contained in these regulations a teacher who is normally required to remain on duty during school holidays may be granted leave as follows:—

(i) Accumulative vacation leave on full pay: 15 days per annum;

(ii) non-accumulative vacation leave on full pay: 15 days per annum.

(b) The accumulative leave which may be granted in terms of paragraph (a), shall accumulate in respect of each completed calendar month of service at one-twelfth of the applicable provision, and non-accumulative leave shall accrue with effect from the first day of each calendar year: Provided that in the case of the first appointment of a teacher whose date of appointment does not coincide with the first day of a calendar year, the non-accumulative leave shall accrue on the date of appointment, and in respect of that calendar year only a *pro rata* portion of the applicable non-accumulative leave provision may be granted.

(8) Leave granted to a teacher may be withdrawn at any time by the director if the interests of the Department so require, and if a teacher resigns or is dismissed prior to the expiration of the period of duly authorized leave the leave shall automatically terminate on the date of notice of resignation or the date of discharge, and if the notice of resignation is undated, the leave shall automatically terminate on the date on which such notice is received in the Department.

(9) All applications for leave shall be made on a form approved by the director.

(10) Waar 'n mediese sertifikaat ter ondersteuning van 'n aansoek om siekteverlof vereis word, moet dit verstrek word in 'n vorm soos deur die direkteur goedgekeur.

SPEZIALE VERLOF

19. (1) Spesiale verlof met volle salaris kan deur die direkteur aan 'n onderwyser vir enige tydperk of tydperke van afwesigheid toegestaan word—

- (a) met die doel om as kandidaat deel te neem aan enige eksamen wat deur die direkteur goedgekeur is; of
- (b) as hy afwesig was van diens weens sy inhegtenisneming en aanhouding op 'n kriminele aanklag en hy later daarvan vrygespreek of die aanklag teruggetrek word; of
- (c) om enige ander aanneemlike rede: Met dien verstande dat spesiale verlof toegestaan ingevolge hierdie paragraaf nie sewe dae in 'n kalenderjaar mag oorskry nie: Met dien verstande voorts dat die bepaling van hierdie paragraaf nie van toepassing is op 'n onderwyser in regulasie 18 (7) genoem nie; of
- (d) wanneer hy van diens afwesig is weens afsondering op grond van geneeskundige instruksies as hy in aanraking was met 'n persoon wat 'n besmetlike of aansteeklike siekte opgedoen of vermoedelik opgedoen het: Met dien verstande dat die toestaan van spesiale verlof ingevolge hierdie paragraaf onderworpe is aan die indiening van 'n sertifikaat van 'n geregistreerde geneesheer waarin die oorsaak en tydperk van afsondering genoem word.

(2) Die direkteur kan te eniger tyd spesiale verlof sonder salaris vir 'n tydperk van hoogstens twaalf maande aan 'n onderwyser toestaan vir die kondonering van 'n diensonderbreking: Met dien verstande dat sodanige spesiale verlof die kontinuïteit van diens bewaar maar nie as diens gereken mag word nie.

STUDIEVERLOF

20. (1) Aan 'n onderwyser wat vyf jaar aaneenlopende diens het, kan verlof van afwesigheid sonder salaris vir studiedoeleindes vir 'n tydperk van hoogstens twaalf maande toegestaan word, mits reëlins tot tevredenheid van die direkteur getref is vir die nakoming van die pligte van sodanige onderwyser gedurende sy afwesigheid.

(2) Alle tydperke van studieverlof wat toegestaan word, word as diens gereken.

(3) As aan 'n onderwyser die volle tydperk van studieverlof ingevolge hierdie regulasies toegestaan is, mag geen verdere studieverlof aan hom toegestaan word alvorens hy 'n verdere aaneenlopende tydperk van minstens vyf jaar diens voltooi het nie.

SIEKTEVERLOF

21. (1) Siekteverlof word toegestaan slegs in verband met 'n onderwyser se afwesigheid van diens weens 'n siekte, ongesteldheid of besering wat nie te wyte is aan sy wangedrag of gebrek aan behoorlike voorsorg nie.

(2) In verband met senuwee-aandoenings, slaaploosheid, swakte en dergelike minder goedomskrewe siektes of ongesteldhede word siekteverlof toegestaan slegs as die direkteur oortuig is dat die applikant se gesondheidstoestand hom ongeskik maak vir sy werk.

(3) (a) Die direkteur kan te eniger tyd eis dat 'n onderwyser hom onderwerp aan 'n ondersoek deur een of meer geregistreerde geneesheer deur die direkteur aangewys.

(b) Die onkoste verbonde aan so 'n ondersoek word uit die fondse van 'n gebiedsowerheid betaal.

(10) Where a medical certificate in support of an application for sick leave is required, it shall be submitted in a form approved by the director.

SPECIAL LEAVE

19. (1) Special leave on full pay may be granted to a teacher by the director for any period or periods of absence—

- (a) for the purpose of taking part as a candidate in any examination approved by the director; or
- (b) if he was absent from duty as a result of his arrest and detention on a criminal charge and he is subsequently acquitted or the charge is withdrawn; or
- (c) for any other acceptable reason: Provided that special leave granted in terms of this paragraph shall not exceed seven days in any calendar year: Provided further that the provisions of this paragraph shall not apply to a teacher referred to in regulation 18 (7); or
- (d) when a teacher is absent from duty as a result of isolation on medical instruction if he has been in contact with a person who has contracted or is suspected of having contracted an infectious or contagious disease: Provided that the granting of special leave in terms of this paragraph shall be subject to the submission of a certificate by a registered medical practitioner in which the period and the cause of the isolation shall be indicated.

(2) The director may at any time grant special leave without pay to a teacher for a period not exceeding twelve months for the purpose of condoning a break in service: Provided that such special leave shall preserve the continuity of service but shall not be reckoned as service.

STUDY LEAVE

20. (1) A teacher who has completed five years' continuous service, may be granted leave of absence without pay for study purposes for a period not exceeding twelve months, provided that arrangements are made to the satisfaction of the director for the performance of the duties of such teacher during his absence.

(2) All periods of study leave granted shall count as service.

(3) If a teacher has been granted the full period of study leave under these regulations no further study leave shall be granted to him until he has completed a further continuous period of at least five years' service.

SICK LEAVE

21. (1) Sick leave may be granted only in connection with a teacher's absence from duty as a result of illness, indisposition or injury not due to his misconduct or lack of proper precaution.

(2) In regard to nervous complaints, insomnia, debility and similar ill-defined illnesses or indispositions, sick leave shall be granted only if the director is satisfied that the applicant's state of health renders him unfit for his work.

(3) (a) The director may at any time require a teacher to submit himself to an examination by one or more registered medical practitioners designated by the director.

(b) The expenses in connection with such examination shall be paid out of the funds of a territorial authority.

(4) (a) As 'n onderwyser weens siekte van diens afwesig is vir 'n aaneenlopende tydperk van langer as drie dae, kan siekteverlof aan hom toegeken word slegs as hy 'n sertifikaat van 'n geregistreerde geneesheer (of 'n geregistreerde tandarts as subregulasie (9) op hom van toepassing is) by die direkteur indien wat duidelik die aard van die siekte omskryf, wat verklaar dat hy nie in staat is om sy ampspligte waar te neem nie en wat aantoon watter tydperk vir sy herstel nodig is.

(b) Ondanks die voorafgaande bepalings kan die direkteur na goeddunke eis dat 'n dergelike sertifikaat ook ten opsigte van tydperke van drie dae of minder ingedien word.

(c) Indien die direkteur daarvan oortuig is dat die onderwyser se afwesigheid *bona fide* te wyte is aan siekte en dat daar aanneemlike redes bestaan waarom 'n geneeskundige sertifikaat nie ingedien is nie, kan hy die onderwyser van die indiening van die sertifikaat vrystel ten opsigte van 'n aaneenlopende tydperk van siekteverlof van nie langer as veertien dae nie en sodanige vrystelling moet op die verlofvorm geëndosseer word.

(5) Siekteverlof kan met volle salaris toegestaan word vir 90 dae en met halfsalaris vir 90 dae in elke tydkring van vyf jaar aaneenlopende diens en in die geval van 'n onderwyser wat geregtig is op skoolvakansies word skoolvakansies wat saamval met 'n tydperk van siekteverlof met salaris (vol of half), nie as siekteverlof gereken nie, en gedurende die eerste vyf jaar aaneenlopende diens word die beskikbare siekteverlof in verhouding tot die tydperk van voltooide diens bereken.

(6) In buitengewone gevalle kan die direkteur siekteverlof sonder salaris toestaan bo die maksimum tydperke wat by subregulasie (5) voorgeskryf word maar hoogstens 90 dae in enige tydkring.

(7) Alle tydperke van toegestane siekteverlof met volle salaris of met halfsalaris word as diens beskou en tydperke van siekteverlof sonder salaris aan 'n onderwyser toegestaan, word nie as diens gereken nie, maar word nie as 'n diensonderbreking beskou nie.

(8) Siekteverlof toegestaan aan 'n getroude onderwyseres weens haar bevalling is sonder salaris, en kan geneem word van minstens ses weke voor die verwagte datum van die bevalling en tot minstens ses weke na die werklike datum van die bevalling en minstens een maand kennisgewing moet aan die direkteur gegee word van die voorneme om sodanige verlof te neem en sodanige kennisgewing moet vergesel gaan van 'n sertifikaat deur 'n geregistreerde geneesheer wat die verwagte datum van bevalling aandui.

(9) Indien 'n onderwyser se afwesigheid toegeskryf word aan 'n ernstige toestand van sy tande kan die direkteur 'n sertifikaat wat deur 'n geregistreerde tandarts onderteken is, in plaas van 'n sertifikaat van 'n geregistreerde geneesheer aanneem.

(10) Aan 'n onderwyser kan in plaas van siekteverlof met halwe of sonder betaling, vakansieverlof wat hy tot sy krediet het toegestaan word, mits sy aansoek skriftelik nie later nie as dertig dae nadat hy diens hervat het, ingedien word.

VERANTWOORDELIKHEDE VAN ONDERWYSERS

22. (1) 'n Onderwyser se verantwoordelikhede is nie geheel en al beperk tot die uitvoering van sy pligte gedurende skoolure en op die skoolperseel nie en wanneer die prinsipaal dit van 'n assistent-onderwyser vereis, moet hy sy billike aandeel neem in die organisasie van en die toesig oor skoolbiblioteke, sport, uitstappies, jeugbewegings en ander bedrywighede wat met die skool in verband staan.

(2) 'n Onderwyser kan verantwoordelik gehou word vir die dissipline en sindelikhede van die kinders onder sy sorg.

(4) (a) If a teacher is absent from duty on account of illness for a continuous period of more than three days, he may be granted sick leave only if he submits to the director a certificate by a registered medical practitioner [or a registered dentist if subregulation (9) applies to him], clearly defining the nature of the illness, stating that he is unable to carry out his official duties and indicating the period necessary for recovery.

(b) Notwithstanding the foregoing provisions the director may at his discretion also require a similar certificate to be submitted in respect of periods of three days or less.

(c) If the director is satisfied that the teacher's absence is *bona fide* due to illness and that acceptable reasons exist why a medical certificate was not submitted, he may exempt the teacher from submitting the certificate in respect of a continuous period of sick leave of not more than fourteen days, and such exemption shall be endorsed on the leave form.

(5) Sick leave may be granted on full pay for 90 days and on half pay for 90 days in each cycle of five years' continuous service and, in the case of a teacher who is entitled to school holidays, school holidays which coincide with a period of paid sick leave with pay (full or half pay), shall not be reckoned as sick leave, and during the first five years' continuous service available sick leave shall be calculated in proportion to the period of completed service.

(6) In exceptional cases the director may, in addition to the maximum periods prescribed by subregulation (5), grant sick leave without pay for not more than 90 days in any cycle.

(7) All periods of sick leave granted on full pay or half pay shall be regarded as service, and periods of sick leave without pay granted to a teacher, shall not count as service but shall not be regarded as a break in service.

(8) Sick leave granted to a married woman teacher as a result of her confinement shall be without pay, and may be taken from at least six weeks prior to the expected date of confinement until at least six weeks after the actual date of confinement, and at least one month's notice shall be given to the director of the intention to take such leave, and such notice shall be accompanied by a certificate by a registered medical practitioner indicating the expected date of confinement.

(9) If a teacher's absence is attributed to a serious condition of his teeth, the director may accept a certificate signed by a registered dentist instead of a certificate by a registered medical practitioner.

(10) In lieu of sick leave on half pay or without pay a teacher may be granted vacation leave standing to his credit, provided that his application is submitted in writing not later than thirty days after his resumption of duty.

TEACHERS' RESPONSIBILITIES

22. (1) A teacher's responsibilities shall not wholly be confined to the execution of his duties during school hours and to the school premises, and when a principal so requires, the assistant teacher shall take his reasonable share in the organization and supervision of school libraries, sports, excursions, youth movements and other activities connected with the school.

(2) Any teacher may be held responsible for the discipline and cleanliness of the children under his care.

(3) Die direkteur kan van 'n onderwyser vereis om by 'n erkende koshuis verbonde aan die skool, of redelik naby die skool, te woon en die afstand tussen die skool en 'n onderwyser se woning is nie vir hom 'n verskoning om nie aan buitemuurse bedrywighede van die skool deel te neem nie.

(4) Indien die direkteur dit vereis, moet 'n onderwyser in die amptelike kwartiere verbonde aan die skool inwoon en in die geval is hy onderworpe aan regulasies of reëls wat op die bewoning van sodanige kwartiere van toepassing is.

REIS- EN VERBLYFTOELAES, VERPLASINGSKOSTE EN Vervoervoorregte

23. Die Staatsdiensregulasies soos afgekondig by Goewermentskennisgewing No. 2047 van 11 Desember 1959 en enige wysiging daarvan wat vir die doel deur die Minister goedgekeur word ten opsigte van verblyftoelaes, amptelike reise, vervoer, verplasingskoste en vervoervoorregte van persone in die Staatsdiens, is *mutatis mutandis* van toepassing op onderwysers.

DELEGASIE

24. Die direkteur kan enige van die bevoegdhede kragtens die regulasies in hierdie Hoofstuk vervat aan hom verleen, aan enige beampte van die Departement deleger op die voorwaardes wat hy bepaal en hy kan 'n delegasie wat kragtens hierdie regulasie verleen is, te eniger tyd wysig of intrek.

PENSIOENREGTE EN UITDIENSTREDINGSVOORDELE

25. (1) 'n Onderwyser wat op die bepaalde datum bydra tot 'n pensioen-, uitdiensredings- of voorsieningsfonds en wat by 'n skool in diens aanbly, behou sy lidmaatskap, regte en verpligtings ingevolge enige wet wat op sodanige fonds van toepassing is en die gebiedsowerheid moet ten opsigte van elke sodanige onderwyser aan die fonds 'n bedrag betaal gelyk aan die bedrag wat die Departement van Bantoe-onderwys ten opsigte van sodanige onderwyser aan die betrokke fonds sou betaal het.

(2) 'n Onderwyser wat na die bepaalde datum as lid van die personeel van 'n skool aangestel word, word vanaf die datum van aanstelling toegelaat tot die Pensioenfonds vir nie-Blanke Regeringswerknemers kragtens die regulasies ingevolge die Wet op Pensioene vir nie-Blanke Regeringswerknemers, 1966 (Wet No. 42 van 1966).

SKOOLRAADSEKRETARISSE

26. 'n Skoolraadsekretaris en 'n assistent-skoolraadsekretaris wat voor die bepaalde datum as sodanig in diens was in die gebied van 'n gebiedsowerheid, word geag vanaf die bepaalde datum in diens van die gebiedsowerheid te wees en sodanige skoolraadsekretaris en assistent-skoolraadsekretaris kan hulle diens by die gebiedsowerheid voortsit, op voorwaarde dat—

- (a) hulle binne drie maande na die bepaalde datum die gebiedsowerheid skriftelik in kennis stel dat hulle die diensvoorwaardes wat van toepassing is op beamptes van 'n gebiedsowerheid, aanvaar; en
- (b) indien hulle in gebreke bly om binne die tydperk voorgeskryf in paragraaf (a) die gebiedsowerheid in kennis te stel, daar beskou sal word dat hulle hulle diens beëindig het vanaf die einde van die eerste volle skoolkwartaal wat onmiddellik op die bepaalde datum volg.

(3) The director may require any teacher to reside in a recognized hostel attached to the school, or within reasonable proximity of the school and the distance between the school and a teacher's residence shall not be an excuse for him not to participate in the extra-mural activities of the school.

(4) If the director so requires, any teacher shall reside in the official quarters attached to the school, in which case he shall be subject to the regulations or rules applicable to the occupation of such quarters.

TRAVELLING AND SUBSISTENCE ALLOWANCES, TRANSFER COSTS AND TRANSPORT PRIVILEGES

23. The Public Service Regulations as published under Government Notice No. 2047 of 11 December 1959, and any amendment thereof which has been approved by the Minister for this purpose in respect of subsistence allowances, official journeys, transport, transfer costs and transport privileges of persons in the Public Service shall *mutatis mutandis* apply to teachers.

DELEGATION

24. The director may delegate any of the powers conferred on him under the regulations contained in this Chapter, to any officer of the Department on such conditions as he may determine, and he may at any time amend or withdraw any delegation given by him under this regulation.

PENSION RIGHTS AND RETIREMENT BENEFITS

25. (1) A teacher who on the specified date contributes to any pension, retirement or provident fund, and who continues his service at a school, shall retain his membership, rights and obligations under any law governing such fund, and the territorial authority shall, in respect of each such teacher, contribute to such fund an amount equal to that which the Department of Bantu Education would have contributed.

(2) A teacher who, after the specified date, is appointed a member of the staff of a school, shall from the date of appointment be admitted to the pension fund for Government Non-White Employees in terms of the regulations made under the Government Non-White Employees' Pension Act, 1966 (Act No. 42 of 1966).

SCHOOL BOARD SECRETARIES

26. Any school board secretary and assistant school board secretary employed as such in the territory of a territorial authority prior to the specified date, shall be deemed to be in the employ of the territorial authority as from the specified date and such school board secretary and assistant school board secretary may continue their services in the employ of the territorial authority, on condition that—

- (a) they inform the territorial authority in writing within three months of the specified date that they accept the conditions of service applicable to officers of the territorial authority; and
- (b) if they fail to inform the territorial authority within the period prescribed in paragraph (a), they shall be considered to have terminated their services from the end of the first full school quarter immediately following the specified date.

HOOFSTUK II

SKOOLKOMITEES VIR GEMEENSKAPSKOLE

SAMESTELLING

27. 'n Skoolkomitee bestaan uit—

- (a) vyf ouers op 'n ouervergadering verkies;
- (b) vier lede deur die kringinspekteur benoem na raadpleging met plaaslike belanghebbende persone;
- (c) 'n voorsitter en vise-voorsitter benoem deur die kringinspekteur uit die lede van die skoolkomitee.

KWALIFIKASIES VIR LIDMAATSKAP

28. Niemand wat—

- (a) nie 'n Bantoe is nie;
- (b) onder die ouderdom van vyf-en-twintig jaar is;
- (c) te eniger tyd skuldig bevind is aan 'n misdaad of misdryf ten gevolge waarvan hy tot gevangenisstraf vir 'n tydperk van ses maande of langer met of sonder die keuse van 'n boete gevonnis is, tensy hy algehele kwytskelding ontvang het, of tensy sodanige tydperk van gevangenisstraf verstryk het of sodanige boete betaal is minstens vyf jaar voor die datum van sy benoeming of verkiesing;
- (d) verstandelik gekrenk is en as sodanig deur 'n bevoegde owerheid gesertifiseer is;
- (e) 'n dienende onderwyser of 'n beampte is;
- (f) die grade van 'n dienende onderwyser is;

mag benoem of verkies word tot of aanbly as lid van 'n skoolkomitee nie.

BENOEMING OF VERKIESING VAN LEDE ONDERWORPE AAN GOEDKEURING

29. Die benoeming of verkiesing van 'n lid van 'n skoolkomitee is aan die goedkeuring van die direkteur onderworpe: Met dien verstande dat indien die direkteur weier om die benoeming of verkiesing van een of meer lede goed te keur, die ander lede wie se benoeming of verkiesing goedgekeur is, behoudens die bepalings van regulasie 37 (1) as 'n skoolkomitee kan funksioneer.

'N OUERLID KAN AANBLY AS LID

30. 'n Persoon wat tot lid van 'n skoolkomitee ingevolge regulasie 27 (a) verkies is, kan aanbly as lid tot die datum waarop sy ampstermyn verstryk, afgesien daarvan of sy kind te eniger tyd voor genoemde datum die gemeenskapskool verlaat het en hy gevolglik nie meer as ouer kwalifiseer nie.

SKOOLKOMITEES SAAMGESTEL INGEVOLGE VORIGE REGULASIES

31. (1) 'n Skoolkomitee saamgestel ingevolge Goewermentskennisgewing No. R. 1177 van 5 Augustus 1960, wat bestaan het onmiddellik voor die bepaalde datum gaan voort om te funksioneer totdat die ampstermyn van sy lede verstryk, maar hoogstens vir ses maande na die bepaalde datum waarna die skoolkomitee ingevolge hierdie regulasies saamgestel moet word.

(2) Ondanks die bepalings van subregulasie (1), kan die direkteur gelas dat 'n skoolkomitee saamgestel ingevolge Goewermentskennisgewing No. R. 1177 van 5 Augustus 1960, te eniger tyd voor die datum van verstryking in subregulasie (1) genoem, ontbind word en

CHAPTER II

SCHOOL COMMITTEES FOR COMMUNITY SCHOOLS

CONSTITUTION

27. A school committee shall consist of—

- (a) five parents elected at a meeting of parents;
- (b) four members nominated by the circuit inspector after consultation with local interested persons;
- (c) a chairman and a vice-chairman nominated by the circuit inspector from among the members of the school committee.

QUALIFICATION FOR MEMBERSHIP

28. No person who—

- (a) is not a Bantu;
- (b) is under the age of 25 years;
- (c) has at any time been found guilty of any crime or offence for which he was sentenced to imprisonment for a term of six months or more with or without the option of a fine, unless he has received a free pardon, or unless such term of imprisonment has expired or payment of such fine has been effected at least five years prior to the date of his election or nomination;
- (d) is of unsound mind and has been certified as such by any competent authority;
- (e) is a serving teacher or an officer;
- (f) is the spouse of any serving teacher;

shall be nominated or elected or continue to be a member of any school committee.

NOMINATION OR ELECTION OF MEMBERS SUBJECT TO APPROVAL

29. The nomination or election of any member of any school committee shall be subject to the approval of the director: Provided that if the director refuses to approve the nomination or election of one or more members, the other members whose nomination or election has been approved may, subject to the provisions of regulation 37 (1), function as a school committee.

A PARENT-MEMBER MAY CONTINUE AS A MEMBER

30. Any person elected a member of any school committee in terms of regulation 27 (a), may remain a member until the date on which his term of office expires, irrespective of whether his child leaves the community school at any time prior to the said date and he consequently no longer qualifies to be a parent.

SCHOOL COMMITTEES CONSTITUTED IN TERMS OF PREVIOUS REGULATIONS

31. (1) Any school committee constituted in terms of Government Notice No. R. 1177 of 5 August 1960, which existed immediately prior to the specified date, shall continue to function until the term of office of its members expires, but for not longer than six months after the specified date, whereupon the school committee shall be constituted in terms of these regulations.

(2) Notwithstanding the provisions of subregulation (1), the director may order that a school committee constituted in terms of Government Notice No. R. 1177 of 5 August 1960 be dissolved at any time prior to the date of expiration mentioned in subregulation (1), and be reconstituted

ingevolge die bepalings van hierdie regulasies hersaamgestel word en in dié geval word die ampstermyn van die ou lede geag verstreke te wees op die datum waarop die ampstermyn van die nuwe lede 'n aanvang neem.

(3) 'n Skoolkomitee saamgestel ingevolge Goewermentskennisgewing No. R. 429 van 18 Maart 1966, wat bestaan het onmiddellik voor die bepaalde datum, gaan voort om te funksioneer totdat die ampstermyn van sy lede verstryk waarna die skoolkomitee ingevolge hierdie regulasies saamgestel moet word: Met dien verstande dat die direkteur, indien omstandighede dit noodsaak, die ampstermyn van lede van sodanige skoolkomitee na goëddunke kan verleng.

(4) Tensy uitdruklik anders bepaal, is die regulasies in hierdie Hoofstuk vervat ook van toepassing op 'n skoolkomitee in subregulasies (1) en (3) genoem.

AMPSTERMYN

32. (1) 'n Lid van 'n skoolkomitee beklee sy amp vir 'n termyn van drie jaar vanaf 'n datum wat vooraf deur die direkteur bepaal is: Met dien verstande dat indien die direkteur die verkiesing of benoeming van 'n lid goedkeur na die aanvangsdatum van die ampstermyn van die ander lede, sodanige lid sy amp beklee vir die onverstreke gedeelte van die ampstermyn van die ander lede: Met dien verstande voorts dat indien die lidmaatskap van 'n lid beëindig word of 'n lid sy amp om enige ander rede ontruim en 'n ander persoon in sy plek verkies of benoem word, die aldus verkose of benoemde lid sy amp beklee vir die onverstreke gedeelte van die ampstermyn van die lid wie se lidmaatskap beëindig is of wat sy amp ontruim het.

(2) Ondanks die bepalings van subregulasie (1), kan die direkteur, indien hy van mening is dat die voortgesette lidmaatskap van 'n lid of lede van 'n skoolkomitee, om watter rede ook al nie in die belang van die gemeenskap of die onderwys is nie, te eniger tyd die lidmaatskap van sodanige lid of lede beëindig.

(3) Ondanks die bepalings van subregulasie (1), kan die direkteur die ampstermyn van lede van 'n skoolkomitee na goëddunke verleng.

(4) Die bepalings van subregulasies (1) tot en met (3) is ook van toepassing op 'n sekretaris aangewys ingevolge die voorbehoudsbepaling by regulasie 35 (a).

(5) 'n Lid van 'n skoolkomitee kan te eniger tyd skriftelik bedank.

PROSEDURE BY VERKIESING VAN OUERLEDE

33. (1) Ten einde ouers tot lede van 'n skoolkomitee te verkies ingevolge regulasie 27 (a) moet 'n beamppte van die kringkantoor daartoe gemagtig deur die kringinspekteur optree as voorsittende beamppte.

(2) Die voorsittende beamppte moet met die hulp van die prinsipaal van die betrokke gemeenskapskool skriftelike kennisgewings onder die ouers laat versprei waarby 'n ouervergadering byeengeroep word en sodanige kennisgewings moet die dag, datum, tyd en plek van die vergadering meld en moet minstens veertien dae voor die bepaalde dag uitgereik word.

(3) By die aanvang van genoemde ouervergadering moet die voorsittende beamppte die aandag van die ouers op die volgende vestig:—

- (a) Die kwalifikasies vir lidmaatskap van 'n skoolkomitee;
- (b) dat slegs ouers verkies mag word;
- (c) dat slegs ouers stemgeregtig is;
- (d) die getal vakatures wat bestaan;

in terms of these regulations, in which case the term of office of the old members shall be regarded as expired as at the date on which the term of office of the new members commences.

(3) Any school committee constituted in terms of Government Notice No. R. 429 of 18 March 1966 which existed immediately prior to the specified date, shall continue to function until the term of office of its members expires whereupon the school committee shall be constituted in terms of these regulations: Provided that if circumstances so require, the director may at his discretion extend the term of office of members of such school committee.

(4) Unless otherwise specifically provided, the regulations contained in this Chapter shall also apply to any school committee referred to in subregulations (1) and (3).

TERM OF OFFICE

32. (1) Any member of a school committee shall hold office for a period of three years as from a date fixed in advance by the director: Provided that if the director approves the election or nomination of any member after the commencing date of the term of office of the other members, such member shall hold office for the unexpired portion of the term of office of the other members: Provided further that if the membership of any member is terminated or any member, for any other reason, vacates office and some other person is elected or nominated in his place, the member so elected or nominated shall hold office for the unexpired portion of the term of office of the member whose membership has been terminated or who has vacated office.

(2) Notwithstanding the provisions of subregulation (1) the director may, if he is of the opinion that the continued membership of any member or members of a school committee is, for whatever reason, not in the interests of the community or of education, at any time terminate the membership of such member or members.

(3) Notwithstanding the provisions of subregulation (1) the director may at his discretion extend the term of office of members of any school committee.

(4) The provisions of subregulation (1) to (3) inclusive shall also apply to any secretary designated in terms of the proviso to regulation 35 (a).

(5) Any member of a school committee may resign, in writing, at any time.

PROCEDURE FOR THE ELECTION OF PARENT-MEMBERS

33. (1) In order to elect parents in terms of regulation 27 (a) to be members of any school committee any officer of the circuit office authorized thereto by the circuit inspector shall act as presiding officer.

(2) The presiding officer shall, with the assistance of the principal of the community school concerned, cause to be distributed among parents written notices convening meetings of parents, and such notices shall state the day, date, time and place of the meeting and shall be issued at least fourteen days prior to the specified day.

(3) At the commencement of the said parents' meeting the presiding officer shall draw the attention of the parents to the following:—

- (a) The qualifications for membership of a school committee;
- (b) that only parents shall be elected;
- (c) that only parents are entitled to vote;
- (d) the number of vacancies;

- (e) die wyse waarop gestem moet word;
- (f) dat 'n ouer slegs een stem ten opsigte van 'n vakature mag uitbring; en
- (g) die bepalinge van subregulasie (5).

(4) So spoedig moontlik nadat die verkiesing plaasgevind het, moet die voorsittende beampte 'n groslys met die name en adresse van al die kandidate wat as ouerlede voorgestel is met vermelding van die getal stemme wat op elkeen uitgebring is aan die kringinspekteur voorlê: Met dien verstande dat genoemde groslys die name en adresse van en getal stemme uitgebring op minstens ses kandidate moet bevat.

(5) Die vyf kandidate op wie die meeste stemme uitgebring is, verteenwoordig die ouers in die skoolkomitee: Met dien verstande dat indien die verkiesing van een of meer van genoemde kandidate nie ingevolge regulasie 29 goedgekeur word nie, die direkteur die verkiesing van die kandidaat of kandidate wat volgens die groslys die volgende grootste getal stemme behaal het, kan goedkeur.

PROSEDURE NA DIE SAMESTELLING VAN 'N SKOOLKOMITEE

34. So gou moontlik nadat die benoeming of verkiesing van die lede van 'n skoolkomitee deur die direkteur goedgekeur is, moet die kringinspekteur—

- (a) die voorsitter, vise-voorsitter en lede skriftelik van die goedkeuring van hul benoeming of verkiesing en ampstermyn in kennis stel;
- (b) die name en adresse van die lede aan die voorsitter van die skoolkomitee verstrek; en
- (c) die voorsitter van die skoolkomitee versoek om die vergadering genoem in regulasie 35 te belê, en die kennisgewing wat die dag, datum, tyd en plek van die vergadering bepaal, moet uitgestuur word sodat dit die amptelike adres van die lede minstens veertien dae voor die bepaalde dag bereik.

EERSTE VERGADERING VAN 'N SKOOLKOMITEE

35. 'n Skoolkomitee moet op sy eerste vergadering—

- (a) uit eie geledere 'n sekretaris van die skoolkomitee aanwys: Met dien verstande dat indien omstandighede dit noodsaak, die skoolkomitee, met die goedkeuring van die direkteur, 'n ander geskikte persoon, uitgesonderd 'n beampte, as sekretaris kan aanwys, en in dié geval het die sekretaris nie die reg om tydens 'n vergadering van die skoolkomitee te stem nie;
- (b) behoudens die bepalinge van regulasie 36 (2), besluit hoe lank vooraf kennis van gewone en buitengewone vergaderings gegee moet word en oor die prosedure wat gevolg moet word in verband met kennisgewings van buitengewone vergaderings; en
- (c) sodanige ander werk behandel as wat omstandighede vereis.

DAAROPVOLGENDE VERGADERINGS

36. (1) Gewone vergaderings moet minstens een keer per kwartaal gehou word.

(2) Kennisgewing van gewone vergaderings moet skriftelik deur of op gesag van die voorsitter uitgereik word en moet minstens agt dae voor die bepaalde dag per pos of per hand aan lede gestuur of oorhandig word en die nie-ontvangs van genoemde kennisgewings en gevolglike afwesigheid van 'n lid doen nie afbreuk aan die geldigheid van die verrigtings op sodanige vergadering nie.

(3) Indien die voorsitter, om watter rede ook al, versuim om minstens een gewone vergadering per kwartaal te belê, moet die sekretaris of 'n lid van die skoolkomitee

- (e) the manner in which votes shall be recorded;
- (f) that any parent shall record only one vote in respect of any vacancy; and
- (g) the provisions of subregulation (5).

(4) As soon as possible after the election has taken place the presiding officer shall submit to the circuit inspector a nomination roll containing the names and addresses of all the candidates proposed as parent-members, and reflecting the number of votes recorded in favour of each: Provided that the said nomination roll shall contain the names and addresses of and the number of votes recorded in favour of at least six candidates.

(5) The five candidates in whose favour the most votes were recorded, shall represent the parents on the school committee: Provided that if the election of one or more of the said candidates is not approved in terms of regulation 29, the director may approve the election of the candidate or candidates in favour of whom, according to the nomination roll, the next highest number of votes was recorded.

PROCEDURE AFTER THE CONSTITUTION OF A SCHOOL COMMITTEE

34. As soon as possible after the nomination or election of the members of any school committee has been approved by the director, the circuit inspector shall—

- (a) inform the chairman, vice-chairman and members in writing of the approval of their nomination or election and the term of office;
- (b) furnish the names and addresses of the members to the chairman of the school committee;
- (c) request the chairman of the school committee to convene the meeting referred to in regulation 35 and the notice specifying the day, date, time and place of the meeting shall be forwarded so as to reach the official address of members at least fourteen days before the specified day.

FIRST MEETING OF A SCHOOL COMMITTEE

35. At its first meeting a school committee shall—

- (a) designate one of its members as secretary of the school committee: Provided that if circumstances so require, the school committee may, with the approval of the director, designate any other suitable person, except an officer, as secretary, in which case the secretary shall not be entitled to vote during any meeting of the school committee;
- (b) subject to the provisions of regulation 36 (2), determine the period of prior notice to be given of ordinary and special meetings and the procedure to be followed in connection with notices of special meetings; and
- (c) deal with such other work as circumstances may require.

SUBSEQUENT MEETINGS

36. (1) Ordinary meetings shall be held at least once per quarter.

(2) Notices of ordinary meetings shall be issued in writing by or on the authority of the chairman and shall be posted or delivered to members not less than eight days before the specified day, and the non-receipt of the said notices and consequent absence of a member shall not affect the validity of the proceedings at such meetings.

(3) Should the chairman, for whatever reason, fail to convene at least one meeting per quarter, the secretary or any member of the school committee shall accordingly

die betrokke kringinspekteur daarvan in kennis stel wat dan die omstandighede aan die direkteur rapporteer vir sodanige optrede as wat nodig geag word.

(4) Indien 'n lid van 'n skoolkomitee van 'n vergadering afwesig is sonder dat hy redes vir sy afwesigheid verstrek het, moet hy skriftelik versoek word om die rede vir sy afwesigheid te verstrek.

(5) Die voorsitter het 'n gewone sowel as 'n beslissende stem.

(6) Indien die voorsitter en die vise-voorsitter van 'n vergadering afwesig is, verkies die aanwesige lede een uit eie geledere om as voorsitter tydens die betrokke vergadering waar te neem.

(7) Buitengewone vergaderings kan te eniger tyd deur die voorsitter belê word.

KWORUM

37. (1) Die kworum vir 'n skoolkomitee is vyf.

(2) Indien daar op 'n behoorlik belegde vergadering nie 'n kworum teenwoordig is nie word sodanige vergadering vir minstens agt en hoogstens twaalf dae (met inbegrip van die dag waarop die vergadering sou plaasvind) uitgestel en op die aldus bepaalde dag handel die vergadering wat belê moet word ooreenkomstig die prosedure in regulasie 36 (2) genoem, die agenda af of daar 'n kworum teenwoordig is of nie.

(3) Die kworum van 'n skoolkomitee in regulasie 31 (1) genoem, is die naaste heel getal bo die getal wat verkry word indien die totale getal lede van die skoolkomitee deur twee gedeel word.

NOTULE VAN VERGADERINGS

38. (1) Notule van elke vergadering van 'n skoolkomitee word deur die sekretaris van sodanige skoolkomitee gehou in 'n boek wat spesifiek vir dié doel gehou word en wat die eiendom van sodanige skoolkomitee bly.

(2) Notule van 'n vergadering word in die taal van die betrokke gemeenskap gehou.

(3) Indien daarom versoek deur die kringinspekteur verstrekk die skoolkomitee 'n afskrif van die notule van enige vergadering.

(4) Die notule van elke vergadering word aan die skoolkomitee op sy eersvolgende vergadering vir bekragtiging voorgelê.

(5) 'n Lid van 'n skoolkomitee of 'n beampte het te alle redelike tye insae in die notule van enige vergadering.

BYWONING VAN VERGADERING DEUR NIE-LEDE

39. (1) Indien die skoolkomitee dit nodig ag, kan die prinsipaal of 'n lid van die betrokke gemeenskapskool se personeel of enige ander persoon wat na die mening van die skoolkomitee inligting kan verskaf oor 'n saak wat binne die bevoegdheid van die skoolkomitee val, 'n vergadering van die skoolkomitee sonder stemreg bywoon.

(2) 'n Beampte het die reg om enige skoolkomiteevergadering in 'n raadgewende hoedanigheid by te woon.

VAKATURE IN 'N SKOOLKOMITEE

40. (1) Wanneer 'n skoolkomiteelid—

(a) bedank;

(b) nie meer ingevolge regulasie 28 as lid kwalifiseer nie;

inform the circuit inspector concerned, who shall report the circumstances to the director for such action as he may deem necessary.

(4) Should any member of any school committee be absent from any meeting without having furnished reasons for his absence, he shall be requested in writing to furnish the reason for his absence.

(5) The chairman shall have an ordinary as well as a casting vote.

(6) Should the chairman and the vice-chairman be absent from any meeting, the members present shall elect one from among themselves to act as chairman during the meeting concerned.

(7) Special meetings may be convened by the chairman at any time.

QUORUM

37. (1) The quorum for any school committee shall be five.

(2) Should there not be a quorum present at any properly convened meeting, such meeting shall be postponed for at least eight days and for not more than twelve days (including the day on which the meeting should have taken place) and on the day so determined the meeting, which shall be convened according to the procedure referred to in regulation 36 (2), shall dispose of the agenda whether or not a quorum is present.

(3) The quorum of any school committee referred to in regulation 31 (1), shall be the nearest whole number above the number obtained if the total number of members of the school committee is divided by two.

MINUTES OF MEETINGS

38. (1) Minutes of every meeting of any school committee shall be kept by the secretary of such school committee in a book which is kept specifically for this purpose and which shall remain the property of such school committee.

(2) Minutes of any meeting shall be kept in the language of the community concerned.

(3) Should the circuit inspector so request, the school committee shall furnish a copy of the minutes of any meeting.

(4) The minutes of every meeting shall be laid before the school committee at its next meeting for confirmation.

(5) Any member of any school committee or any officer shall at all reasonable times have access to the minutes of any meeting.

ATTENDANCE OF MEETINGS BY NON-MEMBERS

39. (1) Should the school committee deem it necessary, the principal or any member of the staff of the community school concerned or any other person who in the opinion of the school committee may be able to furnish information on any matter falling within the powers of the school committee, may attend, without the right to vote, any meeting of the school committee.

(2) Any officer shall have the right to attend any meeting of any school committee in an advisory capacity.

VACANCIES ON A SCHOOL COMMITTEE

40. (1) When any member of any school committee—

(a) resigns;

(b) no longer qualifies in terms of regulation 28 to be a member;

- (c) se lidmaatskap kragtens regulasie 32 (2) beëindig is;
 (d) van drie agtereenvolgende gewone vergaderings sonder verlof afwesig was;
- hou hy op om lid van die betrokke skoolkomitee te wees.

(2) Wanneer 'n vakature in 'n skoolkomitee, uitgesonderd die amp van voorsitter of vise-voorsitter, ontstaan, kondig die voorsitter dit op die eersvolgende vergadering van sodanige skoolkomitee aan en noem hy die rede daarvoor, en die sekretaris van sodanige skoolkomitee stel dan sonder versuim die betrokke kringinspekteur daarvan in kennis.

(3) Indien die amp van voorsitter of vise-voorsitter vakant raak, stel die sekretaris van die skoolkomitee die betrokke kringinspekteur sonder versuim daarvan in kennis.

(4) Ten einde 'n vakature wat ontstaan het, aan te vul, moet 'n persoon verkies of benoem word, na gelang van die geval, op die wyse in regulasie 27 voorgeskryf: Met dien verstande dat in die geval van 'n ouerlid verkies ooreenkomstig regulasie 33, 'n groslys wat die name en adresse bevat van al die ouers wat as kandidate voorgestel is, maar nie minder nie as een kandidaat meer as die getal vakatures, sowel as die getal stemme wat elkeen behaal het, deur die voorsittende beampte aan die kringinspekteur voorgelê moet word.

(5) Indien die amp van voorsitter vakant raak, gaan die bevoegdhede, pligte, werksaamhede en voorregte van die voorsitter oor op die vise-voorsitter totdat die vakature aangevul is en indien die ampte van voorsitter en vise-voorsitter gelyktydig vakant is, wys die kringinspekteur 'n lid van die skoolkomitee aan om as voorsitter waar te neem totdat enige een van die twee vakatures aangevul is en die bevoegdhede, pligte, werksaamhede en voorregte van die voorsitter gaan vir dié tydperk oor op die lid wat as waarnemende voorsitter aangewys is.

(6) Indien die amp van enige lid van 'n skoolkomitee genoem in regulasie 31 (1) vakant raak, moet die persoon of liggaam wat oorspronklik vir die benoeming of verkiesing van sodanige lid verantwoordelik was, 'n persoon benoem of verkies, na gelang van die geval, om die vakature aan te vul.

PLIGTE, BEVOEGDHEDE EN WERKSAAMHEDE VAN 'N SKOOLKOMITEE

41. (1) Die pligte, bevoegdhede en werksaamhede van 'n skoolkomitee is om—

- (a) 'n saak wat na sy mening die welsyn of doeltreffendheid van die gemeenskapskool raak onder die aandag van die kringinspekteur te bring;
- (b) 'n leerling uit die gemeenskapskool te sit op grond van onsedelikheid, voortdurende wangedrag, gebrek aan sindelikheid of om enige ander rede wat die skoolkomitee as van voldoende belang vir die skool beskou: Met dien verstande dat die prinsipaal die reg het om op eie gesag 'n leerling te skors indien hy voldoende rede het om te glo dat sodanige leerling om enige een van die redes hierbo genoem, geskors behoort te word, en in dié geval moet die prinsipaal sonder versuim 'n skriftelike verslag by die voorsitter van die skoolkomitee indien, en moet die voorsitter onverwyld 'n buitengewone vergadering belê om die saak te ondersoek: Met dien verstande voorts dat die ouer van sodanige leerling 'n reg het om teen die uitsetting by die kringinspekteur te appelleer;
- (c) enige klag rakende die gemeenskapskool of onderwyspersoneel te ondersoek en om sodanige klag, indien nodig, onder die aandag van die kringinspekteur te bring;

- (c) has had his membership terminated in terms of regulation 32 (2);
- (d) has been absent without leave from three consecutive meetings;

he shall cease to be a member of the school committee concerned.

(2) When any vacancy occurs in any school committee, excluding the office of chairman or vice-chairman, the chairman shall announce such vacancy at the next meeting of such school committee and furnish the reason therefor, and the secretary of such school committee shall then without delay notify the circuit inspector concerned accordingly.

(3) Should the office of the chairman or vice-chairman fall vacant, the secretary of the school committee shall without delay notify the circuit inspector concerned accordingly.

(4) In order to fill any vacancy which has occurred, a person shall be elected or nominated, as the case may be, in the manner prescribed in regulation 27: Provided that in the case of any parent-member elected in terms of regulation 33, a nomination roll containing the names and addresses of all the parents proposed as candidates, but not less than one candidate more than the number of vacancies, as well as the number of votes recorded in favour of each, shall be submitted by the presiding officer to the circuit inspector.

(5) Should the office of chairman fall vacant, the powers, duties, functions and privileges of the chairman shall be vested in the vice-chairman until the vacancy is filled, and should the offices of chairman and vice-chairman be vacant at the same time, the circuit inspector shall designate any member of the school committee to act as chairman until either of the vacancies is filled, for which period the powers, duties, functions and privileges of the chairman shall vest in the member designated as acting chairman.

(6) Should the office of any member of any school committee referred to in regulation 31 (1) fall vacant, the person or body originally responsible for the nomination or election of such member shall nominate or elect, as the case may be, a person to fill the vacancy.

DUTIES, POWERS AND FUNCTIONS OF A SCHOOL COMMITTEE

41. (1) The duties, powers and functions of any school committee shall be to—

- (a) bring any matter, which in its opinion affects the welfare and efficiency of the community school, to the notice of the circuit inspector;
- (b) expel any pupil from the community school on grounds of immorality, continual misconduct, lack of cleanliness or for any other reason which the school committee may regard as of sufficient importance to the school: Provided that the principal shall have the right to suspend any pupil on his own authority if he has sufficient reason to believe that such pupil should be suspended for any one of the reasons mentioned above, in which case the principal shall submit without delay a report in writing to the chairman of the school committee and the chairman shall immediately convene a special meeting to investigate the matter: Provided further that the parent of such pupil shall have the right of appeal to the circuit inspector against the expulsion;
- (c) inquire into any complaint concerning the community school or teaching staff and, if necessary, to refer such complaint to the circuit inspector;

- (d) by die kringinspekteur aan te beveel dat 'n ondersoek ingestel moet word, indien na die mening van genoemde komitee die prinsipaal of enige onderwyser in die personeel—
- (i) nie die vereiste kwalifikasies vir sy betrekking besit nie;
 - (ii) onbevoeg is om onderrig deur die voorgeskrewe taalmedium te gee;
 - (iii) weens enige liggaamlike of geestelike gebrek onbekwaam is om doeltreffend onderrig te gee;
- (e) oorweging te skenk aan inspeksieverslae en, wanneer nodig, by die kringinspekteur aanbevelings te doen oor enige saak vermeld in of voortspruitend uit sodanige verslae;
- (f) die kringinspekteur van advies te dien en aanbevelings te doen in verband met die aanstelling van onderwysers;
- (g) behoudens die regulasies betreffende die instelling, beheer en administrasie van skoolfondse by gemeenskapsskole, 'n skoolfonds te stig, te beheer en te administreer;
- (h) verantwoordelik te wees vir toesighouding oor geboue, terrein, omheining, skoolmeubels, skooluitrusting en ander bybehore van die betrokke gemeenskapsskool; die kringinspekteur te adviseer oor enige tekortkomings betreffende die geboue, terrein, omheining, skoolmeubels, skooluitrusting en ander bybehore, en sonder versuim sodanige pligte en werksaamhede te vervul en sodanige bevoegdhede uit te oefen as wat aan hom opgedra word;
- (i) toe te sien dat gedurende Maart van elke jaar 'n algemene ouervergadering deur die voorsitter belê word waarop—
- (i) 'n staat van inkomste en uitgawe van die skoolfonds vir die vorige boekjaar en die begroting van inkomste en uitgawe vir die nuwe boekjaar voorgelê moet word;
 - (ii) die prinsipaal 'n algemene verslag oor die gemeenskapsskool wat deur hom opgestel is, moet voorlê;
 - (iii) alle ander sake wat van belang beskou word, bespreek kan word.

(2) Enige lid van 'n skoolkomitee het die reg van toegang tot die gemeenskapsskool onder die toesig van sodanige skoolkomitee: Met dien verstande dat sodanige lid hom nie met die werk wat in sodanige gemeenskapsskool verrig word of met 'n onderwyser in die uitvoering van sy professionele pligte mag bemoei nie.

DELEGASIE VAN BEVOEGDHEDE VAN DIREKTEUR

42. Die direkteur kan aan 'n beampte verbonde aan sy kantoor enige van of al die pligte, bevoegdhede, magte en werksaamhede kragtens hierdie Hoofstuk aan hom verleen, opgelê of toevertrou, deleger: Met dien verstande dat sodanige beampte nie van 'n rang laer as administratiewe beampte mag wees nie.

HOOFSTUK III

INSTELLING, BEHEER EN ADMINISTRASIE VAN SKOOLFONDSE BY GEMEENSKAPSKOLE

STIGTING VAN 'N SKOOLFONDS

43. (1) Die skoolkomitee van 'n gemeenskapsskool kan 'n skoolfonds stig vir die doeleindes soos in hierdie regulasies bepaal.

(2) Die stigting van 'n skoolfonds is onderworpe aan die goedkeuring van die kringinspekteur behoudens die bepalings van regulasie 44.

- (d) recommend to the circuit inspector that an inquiry be held if in the said committee's opinion the principal or any teacher on the staff—
- (i) does not possess the required qualifications for his post;
 - (ii) is incompetent to teach through the prescribed language medium;
 - (iii) is incapable of teaching efficiently owing to any physical or mental defect;
- (e) consider inspection reports and when necessary to make recommendations to the circuit inspector on any matter mentioned in or arising from such reports;
- (f) advise the circuit inspector and to make recommendations in connection with the appointment of teachers;
- (g) establish, control and administer any school fund subject to the regulations regarding the establishment, control and administration of school funds at community schools;
- (h) be responsible for the supervision of the buildings, site, fencing, school furniture, school equipment and other accessories of the community school concerned; to advise the circuit inspector on any inadequacies in regard to the buildings, site, fencing, school furniture, school equipment and other appurtenances, and without delay to perform such duties and functions and to exercise such powers as may be entrusted to the said committee;
- (i) ensure that, during March of each year, the chairman convenes a general meeting of parents at which—
- (i) a statement of revenue and expenditure of the school fund for the previous financial year and estimates of revenue and expenditure for the new financial year shall be submitted;
 - (ii) the principal shall submit, as compiled by him, a general report concerning the community school;
 - (iii) all other matters considered to be important may be discussed.

(2) Any member of any school committee shall have the right of access to the community school under the supervision of such school committee: Provided that such member shall not interfere in the work performed in such community school or with any teacher in the discharge of his professional duties.

DELEGATION OF POWERS CONFERRED ON DIRECTOR

42. The director may delegate to an officer attached to his office any of or all the duties, powers, authorities and functions conferred on, imposed on or entrusted to him in terms of these regulations: Provided that such officer shall not be of a rank lower than an administrative officer.

CHAPTER III

ESTABLISHMENT, CONTROL AND ADMINISTRATION OF SCHOOL FUNDS AT COMMUNITY SCHOOLS

ESTABLISHMENT OF A SCHOOL FUND

43. (1) The school committee of a community school may establish a school fund for the purposes as laid down in these regulations.

(2) The establishment of a school fund shall be subject to the approval of the circuit inspector, subject to the provisions of regulation 44.

(3) Waar geen skoolfonds by 'n skool bestaan nie en die kringinspekteur van mening is dat sodanige fonds in belang van die skool gestig behoort te word, kan hy van die skoolkomitee vereis dat hy 'n skoolfonds by die skool moet stig en in stand hou.

(4) Enige fonds wat deur 'n skoolkomitee voor die bepaalde datum by 'n gemeenskapsskool gestig en in stand gehou is met die doel om die verskaffing van fasiliteite vir die skool en die leerlinge te bevorder, word vir die toepassing van die regulasies in hierdie Hoofstuk vervat en behoudens die bepalings hiervan as 'n skoolfonds beskou.

BYDRAES TOT 'N SKOOLFONDS

44. (1) 'n Skoolfonds bestaan uit gelde wat deur 'n skoolkomitee ingesamel word deur middel van—

- (a) basaars, verkopings, konserte en ander funksies en reëlins ter insameling van fondse;
- (b) vrywillige bydraes deur of namens elke leerling in 'n primêre skool;
- (c) vrywillige of verpligte bydraes deur of namens elke leerling in 'n na-primêre skool;
- (d) vrywillige bydraes vir spesifieke doeleindes soos opvoedkundige en skooltoere ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is;
- (e) die verkoop van tuinbou-, handwerk- en naaldwerkprodukte wat deur leerlinge voortgebring word as deel van hul onderrig op skool;
- (f) donasies ten behoeve van die skoolfonds;
- (g) afslag deur leweransiers in subregulasie (3) vermeld en enige ander bron van inkomste ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is.

(2) (a) Alle bydraes deur leerlinge in primêre skole moet vrywillig wees en sorg moet gedra word dat geen leerling op enige wyse leed aangedoen of skade berokken word omdat hy geen bydrae betaal nie of 'n bydrae betaal wat minder is as wat die skoolkomitee graag sou wou ontvang.

(b) 'n Skoolkomitee kan, met die goedkeuring van die direkteur, bydraes deur leerlinge in na-primêre skole verpligtend maak.

(c) Dit staan 'n skoolkomitee vry om met die goedkeuring van die direkteur nie die bydraes in regulasie 44 (1) (b) en (c) in te vorder nie en die insameling van fondse te beperk tot die bronne van inkomste gemeld in regulasie 44 (1) (a), (d), (e), (f) en (g).

(d) 'n Skoolkomitee mag geen bydraes kragtens paragrawe (b), (c) en (d) van subregulasie (1) insamel nie tensy die kringinspekteur dit vooraf goedgekeur het.

(e) 'n Kringinspekteur mag nie sodanige bydraes goedkeur nie tensy die insameling daarvan deur die skoolkomitee versoek is en bewys gelewer kan word dat die ouers behoorlik geraadpleeg is en die aansoek steun.

(f) Bydraes in regulasie 44 (1) (b) en (c) genoem, mag nie sonder die goedkeuring van die direkteur die volgende bedrae te bowe gaan nie:—

- (i) 10c per kwartaal per leerling in laer primêre skole;
- (ii) 30c per kwartaal per leerling in hoër primêre skole; en
- (iii) R1 per kwartaal per leerling in na-primêre skole.

(3) Gelde wat ten opsigte van boeke en skryfbehoeftes van die leerlinge ingesamel word, mag slegs vir die doel waarvoor dit ingesamel is, aangewend word maar afslag deur leweransiers toegestaan, vorm 'n bron van inkomste vir die skoolfonds.

(3) Where no school fund exists at a school and the circuit inspector is of the opinion that such fund should be established in the interests of the school, it may require the school committee to establish and maintain a school fund at the school.

(4) Any fund which has been established and maintained by a school committee at a community school before the specified date, with the object of furthering the provision of facilities for the school and pupils shall for the purposes of the regulations contained in this Chapter and subject to the provisions hereof be deemed to be a school fund.

CONTRIBUTIONS TO A SCHOOL FUND

44. (1) A school fund shall consist of moneys collected by school committees by way of—

- (a) bazaars, sales, concerts and other functions and arrangements for the raising of funds;
- (b) voluntary contributions by or on behalf of each pupil in a primary school;
- (c) voluntary or compulsory contributions by or on behalf of each pupil in a post-primary school;
- (d) voluntary contributions for specific purposes such as educational and school tours in respect of which prior approval has been obtained from the director;
- (e) the sale of garden, handicraft and needlework products produced by pupils as part of their instruction at school;
- (f) donations in aid of the school fund;
- (g) discount by suppliers referred to in subregulation (3), and any other source of income in respect of which prior approval has been obtained from the director.

(2) (a) All contributions by pupils in primary schools shall be voluntary, and care shall be taken that no pupil shall in any way suffer, if he either does not contribute or contributes less than that which the school committee would like to receive.

(b) Subject to the approval of the director, a school committee may make contributions by pupils in post-primary schools compulsory.

(c) Subject to the approval of the director, a school committee may dispense with contributions referred to in regulation 44 (1) (b) and (c) and confine the collection of funds to the sources of income mentioned in regulation 44 (1) (a), (d), (e), (f) and (g).

(d) A school committee shall not collect contributions in terms of paragraphs (b), (c) and (d) of subregulation (1) without the prior approval of the circuit inspector.

(e) A circuit inspector shall not approve such contributions, unless the collection thereof has been requested by the school committee and proof can be furnished that the parents have been duly consulted and support the request.

(f) Contributions referred to in regulation 44 (1) (b) and (c) shall not exceed the following amounts without the approval of the director:—

- (i) 10c per pupil per quarter in lower primary schools;
- (ii) 30c per pupil per quarter in higher primary schools; and
- (iii) R1 per pupil per quarter in post-primary schools.

(3) Money collected from pupils in respect of books and stationery may be used only for the purpose for which it was collected, but discount given by suppliers shall form a source of income to the school fund.

REGSGEDINGE

45. In alle regsgedinge in verband met 'n skoolfonds is die skoolkomitee bevoeg om as eiser of verweerder op te tree, en enige regskoste in verband daarmee aangegaan, word teen die skoolfonds in rekening gebring: Met dien verstande dat geen regsgeding deur die skoolkomitee ingestel of verdedig mag word sonder die goedkeuring van die direkteur nie.

AANWENDING VAN SKOOLFONDSE

46. Die doeleindes waarvoor skoolfondse van 'n skoolkomitee aangewend kan word, is soos volg:—

Laer primêre skole

(1) (a) Verskaffing van lig vir skoolgeboue waar dit nie die plig van die plaaslike owerheid is om dit te doen nie;

(b) skoonmaak- en sanitêre benodigdhede, soos politoer, stoflappe, ontsmettingsmiddels, toilet papier, emmers, borsels, besems en seep;

(c) instandhouding en huur van skoolgeboue tensy die aanspreeklikheid hiervoor spesifiek uitgesluit is;

(d) watervoorsiening vir skoolgebruik, waar die plaaslike owerheid nie die watervoorraad verskaf nie;

(e) die aankoop van onderrigbenodigdhede en -hulpmiddels wat deur die direkteur goedgekeur is;

(f) sportbenodigdhede en die aanlê van sportvelde;

(g) aankoop van klasboeke vir gebruik deur die leerlinge waar sodanige boeke nie deur die gebiedsowerheid verskaf word nie: Met dien verstande dat sodanige aankope onderworpe is aan die goedkeuring van die kringinspekteur;

(h) versekering van skoolgeboue;

(i) die koste en uitgawes verbonde aan die ouditering en administrasie van die skoolfondsrekening;

(j) doeleindes in regulasie 44 (1) (d) vermeld: Met dien verstande dat wanneer die betrokke bydraes vir die spesifieke doel aangewend is en daar 'n kredietbalans oor is, sodanige balans met die goedkeuring van die direkteur vir enige ander doel in die belang van die leerlinge of skool aangewend kan word;

(k) ander doeleindes wat deur die skoolkomitee as noodsaaklik geag word in die belang van die leerlinge of die skool en ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is.

Hoër primêre en na-primêre skole

(2)(a) Dieselfde doeleindes as dié in regulasie 46 (1) voorgeskryf;

(b) spesiale uitrusting soos tikmasjiene, afrolmasjiene en projektors en die instandhouding daarvan;

(c) benodigdhede en hulpmiddels, vir die skooltuin en skoolvakke, wat deur die direkteur goedgekeur is en vir die laboratorium indien die Departement hierdie benodigdhede en hulpmiddels nie verskaf nie of slegs subsidieer;

(d) aankoop van biblioteekboeke en tydskrifte soos aanbeveel in die boeklyste van die Departement;

(e) leeskamergeriewe.

BOEKJAAR

47. Die boekjaar van 'n skoolkomitee met betrekking tot 'n skoolfonds strek van 1 Januarie tot 31 Desember van elke jaar.

LEGAL PROCEEDINGS

45. In all legal proceedings relating to any school fund the school committee shall be capable of suing or being sued and any legal costs involved shall be borne by the school fund: Provided that no legal proceedings shall be instituted or defended by the school committee without the approval of the director.

APPROPRIATION OF SCHOOL FUNDS

46. The purposes for which school funds of a school committee may be appropriated shall be as follows:—

Lower Primary Schools

(1) (a) Provision of lighting for school buildings where it is not the duty of the local authority to do so;

(b) cleaning and sanitary requisites such as polish, dusters, disinfectants, toilet paper, buckets, brushes, brooms and soap;

(c) maintenance and rent of school buildings unless the liability therefor is specifically excluded;

(d) water supply for school use where the local authority does not provide the water supply;

(e) the purchase of teaching requisites and aids approved by the director;

(f) sports requisites and the laying out of sports grounds;

(g) purchase of class books for use by pupils where such books are not supplied by the territorial authority: Provided that such purchases shall be subject to the approval of the circuit inspector;

(h) insurance of school buildings;

(i) the cost and expenditure in connection with the auditing and administration of the school fund account;

(j) purposes referred to in regulation 44 (1) (d): Provided that when the contributions concerned have been appropriated for the specific purpose, and a credit balance is left, such balance may, with the approval of the director, be appropriated for any other purpose in the interests of the pupils or school;

(k) other purposes which are regarded by the school committee as essential in the interests of the pupils or the school and in respect of which prior approval has been obtained from the director.

Higher Primary and Post-Primary Schools

(2) (a) The same purposes as those laid down in regulation 46 (1);

(b) special equipment such as typewriters, duplicators and projectors and the maintenance thereof;

(c) requisites and aids for the school garden and school subjects approved by the director, and for the laboratory if the Department does not supply or only subsidizes these requisites and aids;

(d) purchase of library books and periodicals as recommended in the book lists of the Department;

(e) reading-room amenities.

FINANCIAL YEAR

47. The financial year of any school committee in regard to a school fund shall be from 1 January to 31 December of each year.

BANKREËLINGS

48. (1) Net een lopende rekening vir gelde onder beheer van die skoolkomitee moet by die naaste geregistreerde handelsbank op naam van die skoolkomitee geopen word: Met dien verstande dat waar 'n skool ver van 'n handelsbank geleë is, 'n spaarrekening met die skriftelike goedkeuring van die kringinspekteur by die Bantoebeleggingskorporasie, 'n poskantoor of 'n bouvereniging geopen kan word.

(2) Waar die inkomste en uitgawe 'n lopende rekening nie regverdig nie, kan 'n spaarrekening met die skriftelike goedkeuring van die kringinspekteur by die Bantoebeleggingskorporasie, 'n poskantoor, bouvereniging of handelsbank geopen word.

(3) Alle gelde wat deur die skoolkomitee ontvang word, moet in sodanige rekening gestort word.

(4) Waar daar op 'n lopende bankrekening gewerk word, geskied alle betalings per tjek op vorms wat van die bank verkry is.

(5) Die skoolkomitee mag onder geen omstandighede die oortrekking van die bankrekening toelaat nie.

(6) Die kasboek moet aan die einde van elke maand afgestreep, gebalanseer en met die bankrekening gerekonsilieer word.

JAARLIKSE FINANSIËLE STATE

49. (1) Die skoolkomitee moet nie later nie as 31 Januarie die volgende in drievoud aan die kringinspekteur vir goedkeuring voorlê:—

- (a) 'n Staat van inkomste en uitgawe en 'n opgawe van uitstaande rekenings vir die afgelope boekjaar;
- (b) 'n begroting wat die aard en omvang van sy kasboeksaldo, verwagte inkomste en uitgawe, insluitende uitstaande rekenings, vir die lopende boekjaar aandui.

(2) Die kringinspekteur moet na goedkeuring van die finansiële state en die begroting 'n afskrif van elk aan die direkteur vir insae voorlê.

(3) Indien 'n kringinspekteur van mening is dat 'n skoolkomitee sy skoolfonds nie behoorlik beheer nie, kan hy na oorlegpleging met die direkteur ondersoek laat instel.

(4) Wanneer dit blyk dat 'n verlies van of tekort in bates of voorrade van 'n skoolkomitee of enige ongeoorloofde of ongemagtigde uitgawe uit die fondse onder beheer van sodanige skoolkomitee plaasgevind het in omstandighede wat aandui dat 'n strafbare misdryf begaan is, moet die kringinspekteur die direkteur onmiddellik in kennis stel wat die saak onverwyld aan die Prokureur-generaal moet rapporteer.

BOEKHOUDING

50. (1) Dit is die verantwoordelikheid van die skoolkomitee om toe te sien dat 'n kasboek vir inkomste en uitgawe, 'n skoolfondsregister vir die optekening van kwartaallike bydraes deur leerlinge en sodanige ander byboeke en rekords ten opsigte van die skoolfonds gehou word as wat die direkteur bepaal.

(2) Die administratiewe werk in verband met 'n skoolfonds word waargeneem deur 'n geskikte personeelid (hieronder die tesourier genoem) wat deur die prinsipaal na raadpleging met die skoolkomitee vir die doel aangewys moet word.

(3) Die rekeningboeke in subregulasie (1) vermeld, moet in Afrikaans of Engels gehou word.

BANKING ARRANGEMENTS

48. (1) Only one current account for moneys under the control of the school committee shall be opened with the nearest registered commercial bank in the name of the school committee: Provided that, where any school is situated far from a commercial bank, a savings account may, with the approval of the circuit inspector, be opened with the Bantu Investment Corporation, a post office or a building society.

(2) Where the revenue and expenditure do not justify a current account, a savings account may, with the written approval of the circuit inspector, be opened with the Bantu Investment Corporation, a post office, any building society or a commercial bank.

(3) All moneys received by the school committee shall be deposited in such account.

(4) Where a current bank account is operated, all payments shall be effected by cheque on forms obtained from the bank.

(5) The school committee shall under no circumstances allow the bank account to be overdrawn.

(6) The cash book shall, at the end of each month, be ruled off, balanced and reconciled with the bank account.

ANNUAL FINANCIAL STATEMENTS

49. (1) The school committee shall, not later than 31 January, submit the following in triplicate to the circuit inspector for approval:—

- (a) A statement of revenue and expenditure and a statement of outstanding accounts for the preceding financial year;
- (b) estimates indicating the nature and extent of its cash book balance, estimated revenue and expenditure, including outstanding accounts, for the current financial year.

(2) The circuit inspector shall, after approval of the financial statements and the estimates, submit a copy of each to the director for perusal.

(3) If a circuit inspector is of the opinion that a school committee does not exercise proper control of its school fund he may, after consultation with the director, cause an investigation to be made.

(4) Whenever it appears that a loss of or deficiency in the assets or stores of a school committee, or any unlawful or unauthorized expenditure from the funds under the control of such school committee has occurred in circumstances indicating that a criminal offence has been committed, the circuit inspector shall immediately notify the director, who shall forthwith report the matter to the Attorney-General.

BOOKKEEPING

50. (1) It shall be the responsibility of the school committee to ensure the keeping of a cash book for revenue and expenditure, a school fund register for the recording of quarterly contributions by pupils and such other subsidiary books and records with respect to school funds as the director may determine.

(2) The administrative work in connection with a school fund shall be performed by a competent member of the staff (hereinafter called the treasurer) who shall be designated for the purpose by the principal after consultation with the school committee.

(3) The books of account referred to in subregulation (1) shall be kept in Afrikaans or English.

PROSEDURE

51. (1) Die tesourier is onder toesig van die prinsipaal verantwoordelik vir die uitreiking van alle kwitansies, die hou van rekeningboeke, die veilige bewaring van sodanige boeke en alle dokumente en kwitansies wat daarop betrekking het en oor die algemeen vir die beheer oor alle boekhou-aangeleenthede van die skoolfonds.

(2) Rekeningboeke word gehou met besonderhede van ontvangste en uitgawes en waar kwartaalike bydraes van leerlinge ingevorder word, word 'n aparte skoolfonds-register vir dié doel gehou.

(3) Die tesourier ontvang en verantwoord die ontvangste uit alle bronne soos onder regulasie 44 (1) uiteengesit en hy doen een maal per kwartaal, op 'n datum deur die skoolkomitee bepaal, op 'n vergadering van die skoolkomitee oor die skoolfonds verslag.

(4) Alle geld ten opsigte van die skoolfonds ontvang, hetsy vir 'n spesifieke doel of nie, word so spoedig moontlik na ontvangs daarvan op naam van die skoolkomitee in een skoolfondsrekening gedeponeer.

(5) Opvragings uit bogemelde rekening geskied slegs met die goedkeuring van die skoolkomitee en vir dié doel magtig die skoolkomitee op 'n behoorlik gekonstitueerde vergadering sy voorsitter asook die tesourier om tjeks en ander dokumente wat betrekking het op die skoolfonds namens die skoolkomitee te medeonderteken. Met dien verstande dat die skoolkomitee twee van sy lede kan magtig om in die afwesigheid van die voorsitter en tesourier te teken.

(6) Betaling geskied slegs by voorlegging van 'n behoorlik gespesifiseerde rekening wat die naam van die persoon of firma aan wie die betaling gedoen moet word, die aard en datum van die eis of gelewerde dienste en die verskuldige bedrag toon en deur die voorsitter as korrek gesertifiseer is.

(7) Kwitansies moet vir alle geld wat ontvang is, uit watter bron ook al, uitgereik word en kwitansies moet verkry word vir alle geld wat uitbetaal word.

(8) Slegs een kwitansieboek word op 'n keer gebruik.

(9) Kwitansies word in tweevoud met deurslagpapier in hulle volgnommerorde uitgeskryf en geen wysigings aan die naam, bedrag en woorde of syfers op 'n kwitansie is toelaatbaar nie.

(10) Waar 'n fout op 'n kwitansie begaan is, word die betrokke kwitansie gekanselleer en word 'n nuwe kwitansie uitgereik.

(11) Besonderhede van kwitansies wat uitgereik is, word daagliks in die kasboek geskryf.

(12) Deurslae van gebruikte kwitansievorms asook die oorspronklike en duplikate van gekanselleerde vorms word in hul oorspronklike posisies in die kwitansieboeke vir inspeksie en ouditering veilig bewaar.

(13) (a) 'n Skoolkomitee kan 'n bedrag van hoogstens ses rand (R6) in 'n kleinkasrekening volgens die voorskotstelsel hou en transaksies moet behoorlik in die kleinkasboek ingeskryf word.

(b) Aanvullings van die kleinkas geskied per tjek slegs by voorlegging van 'n gespesifiseerde rekening wat deur die voorsitter as korrek gesertifiseer is.

(14) Geen uitgawe bo vier rand (R4) mag aangegaan word ten opsigte van 'n besondere diens of vir die aankoop van enige artikel nie tensy toestemming vooraf van die skoolkomitee verkry en fondse beskikbaar is.

(15) Geen uitgawe bo twintig rand (R20) ten opsigte van 'n diens of die aankoop van enige artikel mag sonder die toestemming van die kringinspekteur aangegaan word nie.

PROCEDURE

51. (1) The treasurer shall under the supervision of the principal, be responsible for issuing all receipts, keeping books of account, the safe custody of such books and all documents and receipts appertaining thereto, and in general for the control of all accounting matters relating to the school fund.

(2) Books of account shall be kept showing details of receipts and expenditure, and where quarterly contributions are collected from pupils a separate school fund register shall be kept for the purpose.

(3) The treasurer shall receive and account for receipts from all sources as set out in regulation 44 (1), and he shall give an account of the school fund at a meeting of the school committee once per quarter on a date determined by the school committee.

(4) All moneys received in respect of the school fund, whether for a specific purpose or not, shall as soon as possible after receipt thereof be paid into one school fund account in the name of the school committee.

(5) Withdrawals from the above-mentioned account shall be made only with the approval of the school committee and for this purpose the school committee shall at a properly constituted meeting authorize its chairman as well as the treasurer to co-sign cheques and other documents relating to the school fund on behalf of the school committee: Provided that the school committee may authorize two of its members to sign in the absence of the chairman and the treasurer.

(6) Payment may be effected only on submission of a properly specified account which indicates the name of the person or firm to whom payment is to be made, the nature and date of the claim or services rendered and the amount due, and which has been certified correct by the chairman.

(7) Receipts shall be issued for all moneys received from whatever source, and receipts shall be obtained for all moneys paid out.

(8) Only one receipt book shall be used at a time.

(9) Receipts shall be made out in duplicate with carbon paper in their serial number order and no alterations to the name, amount in words or figures on any receipt shall be permissible.

(10) Where a mistake has been made on any receipt the receipt concerned shall be cancelled and a new receipt be issued.

(11) Particulars of receipts issued shall be entered daily in the cash book.

(12) Carbon copies of used receipt forms as well as the originals and duplicates of cancelled forms shall be safely kept in their original positions in the receipt books for inspection and audit.

(13) (a) The school committee may keep an amount not exceeding six rand (R6) in a petty cash account according to the imprest system, and transactions shall be duly entered in the petty cash book.

(b) Replenishment of the petty cash shall be effected by cheque and only on submission of a specified account certified correct by the chairman.

(14) No expenditure in excess of four rand (R4) shall be incurred in respect of any particular service or for the purchase of any article unless prior permission has been obtained from the school committee and funds are available.

(15) No expenditure in excess of twenty rand (R20) shall be incurred in respect of any service or the purchase of any article without the permission of the circuit inspector.

(16) As daar 'n vooraf goedgekeurde begroting van wederkerende uitgawes soos telefoonrekenings, elektrisiteit en watervoorsiening bestaan, is verdere goedkeuring van die skoolkomitee en kringinspekteur nie nodig nie.

(17) Geen aankope mag volgens die huurkoopstelsel gedoen word nie.

(18) Indien die skoolkomitee uitgawes aangaan—

- (a) waarvoor die vereiste goedkeuring van die kringinspekteur of direkteur, na gelang van die geval, nie vooraf verkry is nie; of
- (b) wat die goedgekeurde bedrag oorskry; of
- (c) wat strydig is met die regulasies in hierdie Hoofstuk,

is die betrokke bedrag gesamentlik en afsonderlik verhaalbaar op die lede van sodanige skoolkomitee wat vir sodanige uitgawe gestem het.

(19) Dit is die plig van die sekretaris van die skoolkomitee om—

- (a) op alle vergaderings waar voorgestel word dat 'n uitgawe aangegaan word, die bepalings van subregulasie (18) voor die stemming onder die aandag van lede te bring en te notuleer dat hy dit gedoen het; en
- (b) die name van lede wat ten gunste van die uitgawe genoem in paragraaf (a) van hierdie regulasie gestem het, te notuleer.

(20) Lenings uit skoolfondse word nie toegelaat nie.

(21) Die skoolkomitee mag onder geen omstandighede die oortrekking van 'n skoolfondsrekening toelaat nie en derhalwe moet die tesourier sorg dra dat die kasboek en grootboekrekenings daagliks bygehou word.

ALGEMEEN

52. (1) Alle materiaal en uitrusting wat uit skoolfondse aangekoop word of wat by wyse van subsidie verkry word of deur middel van skenkings toegeval het aan 'n skoolfonds, en besonderhede van uitreiking moet behoorlik in 'n voorraadregister, soos deur die direkteur vereis, opgeteken word.

(2) Voor 'n skool permanent sluit, besluit die direkteur na raadpleging met die kringinspekteur na watter ander skool of skole die skoolfonds en uitrusting wat uit sodanige fonds gekoop is, oorgeplaas moet word.

INSPEKSIE VAN REGISTERS, BATES OF VOORRADE, OORHANDIGING EN VOORRAADOPNAMES

53. (1) 'n Beampte wat skriftelik deur die direkteur daartoe gemagtig is, kan op alle redelike tye en sonder kennisgewing die skoolkomitee, prinsipaal of tesourier aansê om die rekeningboeke, registers, kwitansieboeke, bewysstukke, kontant voorhande en enige ander nodige state of stukke ten opsigte van die skoolfonds, voor te lê ten einde dit te ondersoek en sodanige beampte moet vir die inligting van en nodige optrede deur die skoolkomitee of tesourier, skriftelik in die kasboek aandui hoe enige foutiewe inskrywings en ander rekeningkundige sake aangesuiwer of reggestel moet word, of indien dit in orde is, sertifiseer dat dit in orde bevind is en onderteken en dateer.

(2) 'n Beampte in subregulasie (1) genoem, het in die teenwoordigheid van die prinsipaal of tesourier toegang tot alle boeke, registers, bewysstukke, dokumente, kontant, seëls of voorrade en kan sodanige ondersoek as wat hy nodig mag ag in verband daarmee instel.

(16) If there are previously approved estimates of recurrent expenditure such as telephone accounts, electricity and water supply, further approval by the school committee and circuit inspector shall not be necessary.

(17) No purchases shall be made on the hire-purchase system.

(18) Should any school committee incur expenditure—

- (a) for which the requisite approval of the circuit inspector or director, as the case may be, has not been previously obtained; or
- (b) which exceeds the amount approved; or
- (c) which is contrary to the regulations in this Chapter;

the amount concerned shall be recoverable, jointly and severally, from the members of such school committee who voted in favour of such expenditure.

(19) It shall be the duty of the secretary of the school committee to—

- (a) bring, prior to voting, the provisions of subregulation (18) to the notice of members at all meetings where it is proposed that any expenditure be incurred, and to record in the minutes the fact that he has done so; and
- (b) record in the minutes the names of members who voted in favour of the expenditure referred to in paragraph (a) of this subregulation.

(20) No loans shall be made from school funds.

(21) The school committee shall under no circumstances allow an overdraft on a school fund account, and the treasurer shall therefore exercise care that the cash book and ledger accounts are kept up to date daily.

GENERAL

52. (1) All materials and equipment purchased out of school funds or acquired by way of subsidy, or by means of donations which accrued to a school fund and particulars of issues, shall be properly entered in a stores register as required by the director.

(2) Before a school is closed permanently the director shall, after consultation with the circuit inspector, decide to which school or schools the school fund and equipment purchased out of such fund shall be transferred.

INSPECTION OF REGISTERS, ASSETS OR STORES, HANDING OVER AND STOCKTAKING

53. (1) An officer authorized thereto in writing by the director may at all reasonable times and without prior notification call upon the school committee, principal or treasurer to produce the books of account, registers, receipt books, vouchers, cash on hand and any other necessary statements or documents relating to the school fund for examination, and such officer shall for the information of and necessary steps by the school committee or treasurer indicate in writing in the cash book in what way any erroneous entries and other accounting matters shall be cleared or adjusted, or if it is in order certify that these have been found in order and append his signature and date.

(2) An officer referred to in subregulation (1) shall, in the presence of the principal or treasurer, have access to all books, registers, vouchers, documents, cash, stamps or stores, and may make such investigation in connection therewith as he may deem necessary.

(3) Wanneer dit blyk dat 'n verlies van of tekort in bates of voorrade van 'n skoolkomitee of enige ongeoorloofde of ongemagtigde uitgawe uit die fondse onder beheer van sodanige skoolkomitee plaasgevind het in omstandighede wat aandui dat 'n strafbare misdryf begaan is, moet die betrokke beampte die direkteur onmiddellik in kennis stel, en die direkteur moet die saak onverwyld aan die Prokureur-generaal rapporteer.

(4) Iemand wat enigeen van die dokumente en artikels in subregulasie (2) genoem, in sy bewaring het en, wanneer dit van hom vereis word, weier of opsetlik versuim of nalaat om aan 'n beampte genoem in subregulasie (1) toegang daartoe te verleen, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens honderd rand of, by wanbetaling van die boete, met gevangenisstraf vir 'n tydperk van hoogstens ses maande.

(5) Die bepalings van regulasies 67 en 68 van Hoofstuk IV is *mutatis mutandis* op 'n gemeenskapskool van toepassing.

HOOFSTUK IV

DIE INSTELLING VAN EN BEHEER OOR SKOOLFONDSE BY GEBIEDSKOLE

STIGTING VAN SKOOLFONDSE

54. (1) Die prinsipaal van 'n gebiedskool kan 'n skoolfonds stig met die doel om fasiliteite en geriewe by die skool te verskaf en om die belange van die skool en leerlinge te bevorder: Met dien verstande dat waar geen sodanige fonds bestaan nie en die direkteur dit van hom vereis, die prinsipaal 'n fonds by sodanige skool moet stig.

(2) Enige skoolfonds wat ingevolge vorige regulasies by 'n gebiedskool gestig en in stand gehou is, word vanaf die bepaalde datum geag kragtens subregulasie (1) gestig te wees en sodanige fonds is vanaf genoemde datum onderworpe aan die bepalings van die regulasies in hierdie Hoofstuk vervat.

SAMESTELLING EN BEVOEGDHEDE VAN SKOOLFONDSKOMITEE

55. (1) Die skoolfonds word bestuur deur 'n skoolfondskomitee wat bestaan uit—

- (a) die prinsipaal as voorsitter;
- (b) die vise-prinsipaal;
- (c) een onderwyser deur die direkteur aangewys na raadpleging met die senior inspekteur;
- (d) nog 'n persoon, wat nie 'n dienende onderwyser is nie, deur die direkteur aangewys op aanbeveling van die senior inspekteur.

(2) Die direkteur kan die skoolfondskomitee te eniger tyd ontbind indien hy oortuig is dat die komitee sy bevoegdheid op 'n onbehoorlike wyse uitgeoefen het en hy kan 'n persoon benoem om die skoolfonds te beheer tot tyd en wyl 'n nuwe komitee saamgestel is.

(3) Die komitee benoem sy eie sekretaris en volledige notule word gehou van die verrigtinge op elke komiteevergadering.

(4) Die skoolfondskomitee reël sy eie prosedure in verband met die saamroep en hou van vergaderings: Met dien verstande dat geen vergadering gehou mag word as daar minder as drie lede teenwoordig is nie.

(5) In alle regsgedinge in verband met 'n skoolfonds is die skoolfondskomitee bevoeg om as eiser of verweerder op te tree, en enige regskoste in verband daarmee aange-

(3) Whenever it appears that a loss of or deficiency in the assets or stores of a school committee or any unlawful or unauthorized expenditure from the funds under the control of such school committee occurred in circumstances indicating that a criminal offence has been committed, the officer concerned shall immediately inform the director and the director shall forthwith report the matter to the Attorney-General.

(4) Any person who has any of the documents and articles mentioned in subregulation (2) in his custody, and, when it is required of him, refuses or wilfully fails or neglects to allow access thereto to an officer mentioned in subregulation (1), shall be guilty of an offence and liable on conviction to a fine not exceeding one hundred rand or, in default of payment of the fine, to imprisonment for a period not exceeding six months.

(5) The provisions of regulations 67 and 68 of Chapter IV shall apply *mutatis mutandis* to community schools.

CHAPTER IV

ESTABLISHMENT AND CONTROL OF SCHOOL FUNDS AT TERRITORIAL SCHOOLS

ESTABLISHMENT OF SCHOOL FUNDS

54. (1) The principal of any territorial school may establish a school fund for the purpose of providing facilities and amenities at the school and promoting the interests of the school and pupils: Provided that where no such fund exists and the director requires him to do so, the principal shall establish a fund at such school.

(2) Any school fund established and maintained at a territorial school in terms of previous regulations, shall as from the specified date be deemed to have been established under subregulation (1) and such fund shall be subject to the provisions of the regulations contained in this Chapter from the said date.

CONSTITUTION AND POWERS OF SCHOOL FUND COMMITTEE

55. (1) The school fund shall be administered by a school fund committee consisting of—

- (a) the principal as chairman;
- (b) the vice-principal;
- (c) one teacher designated by the director after consultation with the senior inspector;
- (d) another person, other than a serving teacher, designated by the director on the recommendation of the senior inspector.

(2) The director may dissolve the school fund committee at any time if he is satisfied that the committee has exercised its powers in an improper manner and he may appoint any person to control the school fund until such time as a new committee has been constituted.

(3) The committee shall appoint its own secretary and detailed minutes shall be kept of the proceedings at each committee meeting.

(4) The school fund committee shall arrange its own procedure in regard to the manner in which meetings are convened and held: Provided that no meeting shall be held if there are less than three members present.

(5) In all legal proceedings relating to any school fund the school fund committee shall be capable of suing or

gaan, word teen die fonds in rekening gebring: Met dien verstande dat geen regsgeding deur die skoolfondskomitee ingestel of verdedig mag word sonder die goedkeuring van die direkteur nie.

BYDRAES TOT DIE SKOOLFONDS

56. (1) 'n Skoolfonds bestaan uit gelde wat deur 'n skoolfondskomitee ingesamel word deur middel van—

- (a) basaars, verkopings, konserte, ander funksies en reëlins ter insameling van fondse;
- (b) vrywillige bydraes deur of namens elke leerling in 'n primêre skool;
- (c) verpligte bydraes deur of namens elke leerling in 'n na-primêre skool;
- (d) die verkoop van tuinbou-, handwerk- en naaldwerkprodukte wat deur leerlinge voortgebring word as deel van hul onderrig op skool: Met dien verstande dat artikels wat vir die Departement voortgebring word en waarvoor hy die materiaal verskaf, nie hierby ingesluit word nie;
- (e) donasies ten behoeve van die skoolfonds;
- (f) afslag deur leweransiers in subregulasie (3) vermeld en enige ander bron van inkomste ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is;
- (g) vrywillige bydraes vir spesifieke doeleindes ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is.

(2) (a) Bydraes deur leerlinge in primêre skole moet vrywillig wees en sorg moet gedra word dat geen leerling op enige wyse leed aangedoen of skade berokken word omdat hy geen bydrae betaal nie of 'n bydrae betaal wat minder is as wat die skoolfondskomitee graag sou wou ontvang.

(b) Bydraes deur leerlinge in na-primêre skole soos voorgeskryf in paragraaf (e) (iii) is verpligtend.

(c) Dit staan 'n skoolfondskomitee vry om met die goedkeuring van die direkteur geen bydraes van leerlinge in te vorder nie en die insameling van fondse te beperk tot die bronne van inkomste gemeld in paragrafe (a), (d), (e) en (f) van subregulasie (1) van hierdie regulasie.

(d) 'n Skoolfondskomitee mag geen bydraes kragtens paragrafe (b) en (c) van subregulasie (1) van hierdie regulasie insamel nie tensy die senior inspekteur dit aanbeveel.

(e) Bydraes in paragrafe (b) en (c) van subregulasie (1) genoem, mag nie sonder die goedkeuring van die direkteur die volgende bedrae te bowe gaan nie:—

- (i) 10c per kwartaal per leerling in laer primêre skole;
- (ii) 30c per kwartaal per leerling in hoër primêre skole; en
- (iii) R1 per kwartaal per leerling in na-primêre skole of klasse plus 'n verdere bydrae van hoogstens R6 per leerling per jaar in ambagskole of per leerling wat 'n tegniese kursus by 'n na-primêre gebiedskool volg.

(3) Gelde wat ten opsigte van boeke en skryfbehoeftes van die leerlinge ingesamel word en wat deur die skoolfondskomitee in trust gehou word, mag slegs vir die doel waarvoor dit ingesamel is, aangewend word: Met dien verstande dat enige afslag deur leweransiers toegestaan, 'n bron van inkomste vir die skoolfonds vorm.

(4) 'n Verhoging van die bydraes tot 'n skoolfonds of die instelling van 'n ander basis van berekening van sodanige bydraes mag slegs met die goedkeuring van die direkteur geskied.

being sued and any legal costs involved shall be borne by the fund: Provided that no legal proceedings shall be instituted or defended by the school fund committee without the approval of the director.

CONTRIBUTIONS TO A SCHOOL FUND

56. (1) A school fund shall consist of moneys collected by any school fund committee by means of—

- (a) bazaars, sales, concerts, other functions and arrangements for the raising of funds;
- (b) voluntary contributions by or on behalf of each pupil at a primary school;
- (c) compulsory contributions by or on behalf of each pupil at a post-primary school;
- (d) the sale of gardening, handicraft and needlework products which are produced by pupils as part of their instruction at school: Provided that articles which are produced for the Department and for which it provided the material, shall not be included herein;
- (e) donations in aid of the school fund;
- (f) discount by suppliers referred to in subregulation (3), and any other source of income in respect of which the prior approval of the director has been obtained;
- (g) voluntary contributions for specific purposes in respect of which prior approval has been obtained from the director.

(2) (a) Contributions by pupils in primary schools shall be voluntary and care shall be taken that no pupil shall in any way suffer if he either does not contribute or contributes an amount less than that which the school fund committee would like to receive.

(b) Contributions by pupils in post-primary schools as laid down in paragraph (e) (iii) shall be compulsory.

(c) Any school fund committee may, with the approval of the director, dispense with the collection of contributions by pupils and confine the collection of funds to the sources of income mentioned in paragraphs (a), (d), (e) and (f) of subregulation (1) of this regulation.

(d) A school fund committee shall not collect contributions in terms of paragraphs (b) and (c) of subregulation (1) of this regulation unless the senior inspector recommends it.

(e) Contributions referred to in paragraphs (b) and (c) of subregulation (1) shall not exceed the following amounts without the approval of the director:—

- (i) 10c per quarter per pupil in lower primary schools;
- (ii) 30c per quarter per pupil in higher primary schools;
- (iii) R1 per quarter per pupil in post-primary schools or classes plus a further contribution not exceeding R6 per pupil per year in trade schools or per pupil who is taking a technical course at any post-primary territorial school.

(3) Money collected from pupils in respect of books and stationery and held in trust by the school fund committee shall be used only for the purpose for which it has been collected: Provided that any discount granted by the suppliers shall form a source of income to the school fund.

(4) Any increase in the contributions to any school fund or the introduction of any other basis of calculation of such contributions shall take place with the approval of the director only.

AANWENDING VAN SKOOLFONDSE

57. Die doeleindes waarvoor skoolfondse aangewend mag word, is soos volg:

Laer Primêre Skole

(1) (a) Ligvoorsiening, uitgesonderd koste van elektriese krag vir uitvoering van voorgeskrewe leerplanne en die installering van elektriese ligte;

(b) skoonmaak- en sanitêre benodigdhede, soos politoer, stoflappe, ontsmettingsmiddels, toiletpapier, emmers, borsels, besems en seep;

(c) kleinere reparasies soos die herstel van ruite, krane en slotte;

(d) watervoorsiening vir skoolgebruik, en aanlê van grasperke en blomtuine uitgesonderd koste van watervoorsiening vir uitvoering van voorgeskrewe leerplanne;

(e) die aankoop van onderrigbenodigdhede en -hulpmiddels wat deur die direkteur goedgekeur is;

(f) sportbenodigdhede en die koste verbonde aan die aanlê van sportvelde;

(g) aankoop van gegradeerde klasboeke vir gebruik deur die leerlinge waar sodanige boeke nie deur die Departement verskaf word nie: Met dien verstande dat sodanige aankope onderworpe is aan die goedkeuring van die senior inspekteur;

(h) leeskamergeriewe;

(i) koste en uitgawes verbonde aan die ouditering en administrasie van die skoolfondsrekening;

(j) doeleindes in regulasie 56 (1) (g) vermeld: Met dien verstande dat wanneer die oogmerk met die insameling van bydraes vir 'n spesifieke doel bereik is en daar 'n kreditalans is, daardie balans met goedkeuring van die direkteur vir enige ander doel in die belang van die leerlinge of skool aangewend kan word;

(k) ander doeleindes wat deur die skoolfondskomitee as noodsaaklik geag word in die belang van die leerlinge of die skool en ten opsigte waarvan vooraf goedkeuring van die direkteur verkry is.

Hoër Primêre en Na-primêre Skole

(2) (a) Dieselfde doeleindes as dié in regulasie 57 (1) voorgeskryf;

(b) spesiale uitrusting soos tikmasjiene, afrolmasjiene en projektors mits deur die direkteur goedgekeur en die onderhoud daarvan;

(c) benodigdhede en hulpmiddels vir die skooltuin, skoolvakke en kursusse deur die direkteur goedgekeur;

(d) aankoop van biblioteekboeke en tydskrifte;

(e) telefoondienste.

BOEKJAAR

58. Die boekjaar van die skoolfondsrekening strek van 1 Januarie tot 31 Desember.

BANKREKENING

59. (1) Net een lopende rekening vir gelde onder beheer van die skoolfondskomitee moet by die naaste geregiſtreerde handelsbank op naam van die skoolfondskomitee geopen word.

(2) Waar die inkomste en uitgawe 'n bankrekening nie regverdig nie, kan 'n spaarrekening by die Bantoebelegingskorporasie, 'n poskantoor, bouvereniging of handelsbank met die skriftelike goedkeuring van die direkteur geopen word.

APPROPRIATION OF SCHOOL FUNDS

57. The purposes for which school funds may be appropriated shall be as follows:—

Lower Primary Schools

(1) (a) Provision of lighting, excluding cost of electric power for the execution of prescribed syllabuses and the installation of electric lights;

(b) cleaning and sanitary requisites such as polish, dusters, disinfectants, toilet paper, buckets, brushes, brooms and soap;

(c) minor repairs such as repairs to window panes, taps and locks;

(d) supply of water for use by the school and the laying out of lawns and flower gardens, excluding the cost of the supply of water for the carrying out of prescribed syllabuses;

(e) the purchase of teaching requisites and aids approved by the director;

(f) sports requisites and the cost involved in the laying out of sports fields;

(g) purchase of graded class books for use by pupils where such books are not supplied by the Department: Provided that such purchases shall be subject to the approval of the senior inspector;

(h) reading-room facilities;

(i) cost and expenditure in connection with the auditing and administration of the school fund account;

(j) purposes referred to in regulation 56 (1) (g): Provided that if the specific object has been achieved and a credit balance is left, such balance may, with the approval of the director be appropriated for any other purpose in the interests of the pupils or school;

(k) other purposes which are regarded by the school fund committee as essential in the interests of the pupils or the school and in respect of which prior approval has been obtained from the director.

Higher Primary and Post-primary Schools

(2) (a) The same purposes as those laid down in regulation 57 (1);

(b) special equipment such as typewriters, duplicators and projectors, if approved by the director, and the maintenance thereof;

(c) requisites and aids for the school garden, school subjects and courses approved by the director;

(d) purchase of library books and periodicals;

(e) telephone services.

FINANCIAL YEAR

58. The financial year of the school fund account shall be from 1 January to 31 December.

BANK ACCOUNT

59. (1) Only one current account for moneys under the control of the school fund committee shall be opened with the nearest registered commercial bank in the name of the school fund committee.

(2) Where the revenue and expenditure do not justify a bank account, a savings account may be opened with the Bantu Investment Corporation, a post office, any building society or a commercial bank with the written approval of the director.

(3) Alle gelde wat die skoolfondskomitee ontvang of wat deur hom in trust gehou word, moet in sodanige rekening gestort word.

(4) Waar daar op 'n lopende bankrekening gewerk word, geskied alle betalings per tjek op vorms wat van die bank verkry is.

(5) Die skoolfondskomitee mag onder geen omstandighede die oortrekking van die bankrekening toelaat nie.

(6) Die kasboek moet aan die einde van elke maand afgestreep, gebalanseer en met die bankrekening gerekon-silieer word.

BOEKHOUDING

60. (1) Die prinsipaal is verantwoordelik vir die uitreiking van alle kwitansies, die hou van rekeningboeke en registers vir gereelde bydraes van leerlinge, die veilige bewaring van sodanige boeke en alle stukke, dokumente en kwitansieboeke wat daarop betrekking het, en oor die algemeen vir die beheer van alle boekhou-aangeleenthede in verband met die skoolfonds.

(2) Kwitansies moet vir alle geld by ontvangs daarvan uitgereik word en kwitansies moet verkry word vir alle geld wat uitbetaal word.

(3) Met die goedkeuring van die senior inspekteur kan 'n skoolfondskomitee 'n bedrag van hoogstens *ses rand* (R6) in 'n kleinkasrekening volgens die voorskotstelsel hou en aanvullings moet op aanvraag per tjek geskied en transaksies moet behoorlik in die kleinkasboek ingeskryf word.

(4) Geen uitgawe bo *tien rand* (R10) mag aangegaan word ten opsigte van 'n diens of vir die aankoop van enige artikel nie tensy toestemming vooraf van die skoolfondskomitee verkry en fondse beskikbaar is.

(5) Geen uitgawes bo *vyftig rand* (R50) ten opsigte van 'n diens of die aankoop van enige artikel mag sonder die toestemming van die senior inspekteur aangegaan word nie.

(6) As daar 'n vooraf goedgekeurde begroting van wederkerende uitgawes soos salarisse, telefoonrekenings, water en ligte bestaan, is verdere goedkeuring van die skoolfondskomitee en senior inspekteur nie nodig nie.

(7) Alle betalings word gedoen slegs by voorlegging van 'n behoorlik gespesifiseerde rekening waarin die naam van die persoon aan wie die betaling gedoen moet word, die aard van die eis of gelewerde dienste en die bedrag verskuldig, duidelik gemeld word.

(8) Alle bewysstukke word in volgnommerorde sorgvuldig vir inspeksie en ouditering bewaar.

(9) Geen aankope mag volgens die huurkoopstelsel gedoen word nie.

(10) Skuld wat teenstrydig met die bepalinge van hierdie regulasies aangegaan is, mag nie teen die skoolfonds in rekening gebring word nie en lede wat hulle goedkeuring daaraan geheg het, is gesamentlik of afsonderlik daarvoor aanspreeklik.

(11) Lenings uit skoolfondse word verbied.

(12) 'n Begroting van inkomste en uitgawes moet jaarliks in Januarie deur die voorsitter van die skoolfondskomitee aan die senior inspekteur vir goedkeuring voorgelê word.

INVORDERING VAN INKOMSTE

61. (1) Slegs een kwitansieboek word op 'n keer gebruik.

(2) Kwitansies word in tweevoud met deurslagpapier in hulle volgnommerorde uitgeskryf en geen wysigings aan die naam, bedrag in woorde of syfers op 'n kwitansie is toelaatbaar nie.

(3) All moneys received or held in trust by the school fund committee shall be deposited in such account.

(4) Where a current bank account is operated all payments shall be effected by cheque on forms obtained from the bank.

(5) The school fund committee shall under no circumstances allow the bank account to be overdrawn.

(6) The cash book shall, at the end of each month, be ruled off, balanced and reconciled with the bank account.

BOOKKEEPING

60. (1) The principal shall be responsible for the issue of all receipts, the keeping of books of account and register for regular contributions by pupils, the safe custody of such books and all papers, documents and receipt books appertaining thereto, and generally for the control of all accounting matters in connection with the school fund.

(2) Receipts shall be issued for all moneys on receipt thereof and receipts shall be obtained for all payments made.

(3) With the approval of the senior inspector, the school fund committee may keep an amount not exceeding *six rand* (R6) in a petty cash account according to the imprest system, and replenishments shall take place on demand by cheque and transactions shall be properly recorded in the petty cash book.

(4) No expenditure in excess of *ten rand* (R10) shall be incurred in respect of any service or for the purchase of any article unless the permission of the school fund committee has first been obtained and funds are available.

(5) No expenditure in excess of *fifty rand* (R50) in respect of any service or the purchase of any article shall be incurred without the approval of the senior inspector.

(6) If there are previously approved estimates of recurrent expenditure such as salaries, telephone accounts, water and lights, further approval by the school fund committee or senior inspector shall not be necessary.

(7) All payments shall only be made on production of a properly detailed account in which the name of the person to whom payment is to be made, the nature of the claim or services rendered and the amount due are distinctly mentioned.

(8) All vouchers shall be carefully kept in serial number order for inspection and audit.

(9) No purchases shall be made on the hire-purchase system.

(10) Debt which has been incurred contrary to the provisions of these regulations, shall not be charged against the school fund and members who approved such debt shall jointly or severally be liable therefor.

(11) Loans from school funds shall be prohibited.

(12) Estimates of revenue and expenditure shall be submitted annually in January by the chairman of the school fund committee to the senior inspector for approval.

COLLECTION OF REVENUE

61. (1) Only one receipt book shall be used at a time.

(2) Receipts shall be made out in duplicate with carbon paper in their serial number order and no alterations to the name, amount in words or figures on any receipt shall be permissible.

(3) Waar 'n fout op 'n kwitansie begaan is, word die betrokke kwitansie gekanselleer en 'n nuwe kwitansie uitgereik.

(4) Besonderhede van kwitansies wat uitgereik is, word daaglik in die kasboek geskryf.

(5) Deurslae van gebruikte kwitansievorms asook die oorspronklikes en duplikate van gekanselleerde vorms word in hul oorspronklike posisies in die kwitansieboeke vir inspeksie en ouditering veilig bewaar.

BANKREËLINGS

62. (1) Waar bankfasiliteite bestaan, moet alle inkomste daaglik in rekening gebring en sover as moontlik op die dag van ontvangs by die bank gedeponeer word en alle gelde wat na bankure ontvang word, moet die volgende dag waarop die bank oop is, gedeponeer word.

(2) Waar geen bankfasiliteite bestaan nie of waar die fasiliteite sodanig is dat daaglikse deponering nie doenlik is nie, moet alle gelde by die eerste bankgeleentheid of soos skriftelik deur die senior inspekteur voorgeskryf is, gedeponeer word.

BELEGGINGS

63. Gelde wat nie vir lopende uitgawes nodig is nie, moet by die Bantoebeleggingskorporasie, 'n poskantoor, geregistreerde handelsbank of bouvereniging belê word en bewyse van enige beleggings moet vir ouditering bewaar word.

JAARLIKSE FINANSIËLE STATE

64. (1) So spoedig moontlik na 31 Desember maar nie later as 31 Januarie nie moet die prinsipaal die volgende state minstens in sesvoud aan die skoolfondskomitee voorlê:—

- (a) 'n Inkomste-en-uitgawerekening;
- (b) 'n balanstaat.

(2) Nadat die skoolfondskomitee die state nagegaan en as korrek gesertifiseer het, word een afskrif aan die senior inspekteur verstrek en vyf aan die ouditeur oorhandig wanneer die boeke vir ouditering voorgelê word.

AFSKRYWING VAN BATES OF ONINBARE INKOMSTE

65. Geen oninbare inkomste of verlore of gesteelde geld of ongebruikte kwitansie- of tjekvorms of enige bates mag sonder die magtiging van die direkteur afgeskryf word nie en sodanige magtiging word verleen slegs na ontvangs, deur die direkteur, van 'n staat ooreenkomstig die bepalings van regulasie 71 waarin gesertifiseer word dat die skoolfondskomitee die afskrywing van sodanige inkomste, geld, vorms of bates aanbeveel het.

BEHEER OOR SKOOLFONDSVOORRADE EN -UITRUSTING

66. (1) Die prinsipaal moet 'n aparte voorraadregister ten opsigte van skoolfondseiendom hou in die vorm soos deur die direkteur goedgekeur.

(2) Alle voorrade en uitrusting uit die skoolfonds aangeskaf of by wyse van subsidie of donasie verkry, moet op die datum van ontvangs in voorraad opgeneem word.

(3) Wanneer voorrade uitgereik word, moet 'n uitreikingsbewys uitgeskryf en besonderhede van die uitreiking in die voorraadregister aangeteken word.

(4) Wanneer voorrade wat aldus uitgereik is, aan die prinsipaal terugbesorg word, moet hy 'n ontvangsbewys

(3) Where a mistake has been made on any receipt the receipt concerned shall be cancelled and a new receipt shall be issued.

(4) Particulars of receipts issued shall be entered daily in the cash book.

(5) Carbon copies of used receipt forms as well as the originals and duplicates of cancelled forms shall be safely kept in their original positions in the receipt books for inspection and audit.

BANKING ARRANGEMENTS

62. (1) Where banking facilities exist, all revenue shall be accounted for daily and shall, as far as possible, be deposited at the bank on the day of receipt, and all moneys received after banking hours shall be deposited on the next day on which the bank is open.

(2) Where no banking facilities exist or where the facilities are such that daily depositing is not practicable, all moneys shall be deposited at the first banking opportunity or as determined in writing by the senior inspector.

INVESTMENTS

63. Moneys not needed for current expenditure shall be invested with the Bantu Investment Corporation, a post office or any registered commercial bank or building society, and proof of any investments shall be kept for auditing.

ANNUAL FINANCIAL STATEMENTS

64. (1) As soon as possible after 31 December, but not later than 31 January, the principal shall submit the following statements at least in sixfold to the school fund committee:—

- (a) A revenue and expenditure account;
- (b) a balance sheet.

(2) After the school fund committee has examined and certified the statements as correct, one copy shall be furnished to the senior inspector and five copies shall be handed to the auditor when the books are submitted for auditing.

WRITE-OFF OF ASSETS OR IRRECOVERABLE REVENUE

65. No irrecoverable revenue or lost or stolen money or unused receipt or cheque forms or assets shall be written off without the authority of the director, and such authority shall be granted only after receipt by the director of a statement in accordance with the provisions of regulation 71 in which it is certified that the school fund committee has recommended the writing off of such revenue, money, forms or assets.

CONTROL OF STORES AND EQUIPMENT OF THE SCHOOL FUND

66. (1) The principal shall maintain a separate stores register in respect of school fund property in the form approved by the director.

(2) All stores and equipment procured from the school fund or acquired by means of subsidy or donation, shall be taken on charge on the date of receipt.

(3) When stores are issued an issue voucher shall be made out and particulars of the issue recorded in the stores register.

(4) When stores so issued are returned to the principal, he shall issue a receipt therefor, close the issues column

daarvoor verstrek, die uitreikingskolom afsluit ten einde aan te dui dat die voorrade nie meer aan die betrokke persoon uitgereik is nie en sodanige voorrade weer in die ontvangskolom van die voorraadregister in voorraad opneem.

(5) Uitreikings- en ontvangsbewyse moet vir inspeksie en ouditering bewaar word.

(6) 'n Inventaris van vervaardigde artikels en ander skoolfondssuitrusting moet bygehou word in die vorm soos deur die direkteur goedgekeur.

OORHANDIGING VAN VOORRADE EN UITRUSTING

67. (1) Wanneer 'n nuwe prinsipaal aangestel word of wanneer die persoon wat beheer oor voorrade en uitrusting het, wissel, moet die vorige en nuwe prinsipaal of persoon wat beheer oor voorrade en uitrusting het, die voorrade wat oorhandig of oorgeneem word, gesamentlik kontroleer met die register of ander stukke en 'n sertifikaat onderteken wat verskille spesifiseer, en hierdie sertifikaat moet vir ouditering bewaar en tekorte moet onmiddellik aan die direkteur gerapporteer word.

(2) Wanneer 'n prinsipaal sy pos ontruim en sy plaasvervanger nie beskikbaar is nie, moet oorhandiging aan 'n ander lid van die skoolfondskomitee geskied en sodra die nuwe prinsipaal diens aanvaar, moet daardie lid aan hom oorhandig soos voorgeskryf in subregulasie (1).

VOORRAADOPNAMES

68. (1) Die prinsipaal bygestaan deur minstens een personeellid, of ander persoon deur die senior inspekteur aangewys, moet elke jaar, nie later as 30 November nie, 'n voorraadopname van alle voorrade en uitrusting maak en daarna 'n sertifikaat opstel en onderteken dat voorraad opgeneem is, en sodanige sertifikaat moet alle tekorte, surplusse, verslete, onbruikbare, beskadigde, verouderde en oortollige voorrade wat tydens die opname aangetref is, aantoon.

(2) Die sertifikaat moet vir inspeksie en ouditering bewaar word en 'n afskrif daarvan moet aan die direkteur voorgelê word.

(3) Surplusvoorrade moet in die voorraadregister opgeneem word.

(4) Die skoolfondskomitee besluit oor die beskikking van vervaardigde, oortollige, verslete of onbruikbare voorrade en kan beskadigde of verouderde voorrade per publieke veiling of tender verkoop, of vernietig nadat die direkteur die nodige magtiging daartoe verleen het.

(5) Voorrade aldus van die hand gesit of verkoop, moet in die voorraadregister afgeskryf word en die magtiging daarvoor moet in die register aangeteken word.

(6) Voorrade wat weens nalatigheid seek geraak het of wat tekort is of wat kwaadwilliglik beskadig is, moet deur die verantwoordelike persoon vervang of herstel word.

INSPEKSIE VAN REGISTERS, BATES OF VOORRADE

69. (1) 'n Beampte wat skriftelik deur die direkteur daartoe gemagtig is, kan op alle redelike tye en sonder kennisgewing, die prinsipaal aansê om sy rekeningboeke, registers, kwitansieboeke, bewysstukke, kontant voorhande en enige ander stukke nodig vir inspeksie voor te lê.

(2) Opdragte wat uit 'n inspeksie voortvloei, moet skriftelik wees.

(3) Wanneer dit blyk dat 'n verlies van of tekort in bates of voorrade van 'n skoolfondskomitee of enige ongeoorloofde of ongemagtigde uitgawe uit die fondse onder beheer van sodanige skoolfondskomitee plaasgevind

so as to indicate that the stores are no longer on issue to the person concerned and again take such stores on charge in the receipts column of the stores register.

(5) Issue and receipt vouchers shall be kept for inspection and audit.

(6) An inventory of manufactured articles and other school fund equipment shall be maintained in the form approved by the director.

HANDING OVER OF STORES AND EQUIPMENT

67. (1) When a new principal is appointed or when the person in control of stores and equipment is succeeded by another person, the previous and the new principal or person in control of the stores and equipment shall together check against the register or other documents the stores handed or taken over and sign a certificate specifying discrepancies, and this certificate shall be kept for auditing and deficiencies shall be reported immediately to the director.

(2) When any principal vacates his post and his substitute is not available, handing over shall take place to any other member of the school fund committee and as soon as the new principal assumes duty that member shall hand over to him as laid down in subregulation (1).

STOCKTAKING

68. (1) The principal assisted by at least one staff member or other person designated by the senior inspector, shall each year not later than 30 November take stock of all stores and equipment and thereafter prepare and sign a certificate to the effect that stock has been taken, and such certificate shall reflect all deficiencies, surpluses, worn-out, unserviceable, damaged, obsolete and redundant stores which have been found during stocktaking.

(2) The certificate shall be kept for inspection and auditing and a copy thereof submitted to the director.

(3) Surplus stores shall be taken on charge in the stores register.

(4) The school fund committee shall decide on the disposal of manufactured, surplus, worn-out or unserviceable stores and may sell damaged or obsolete stores by auction or tender, or destroy them after the director has granted the necessary authority.

(5) Stores so disposed of or sold shall be written off in the stores register and the authority therefor recorded in the register.

(6) Stores which have been lost as a result of negligence or which are missing or which have been maliciously damaged, shall be replaced or repaired by the responsible person.

INSPECTION OF REGISTERS, ASSETS OR STORES

69. (1) Any officer authorized thereto in writing by the director, may at any reasonable time and without notice call upon the principal to produce for inspection his books of account, registers, receipt books, vouchers, cash on hand and any other documents required.

(2) Instructions arising from any inspection shall be in writing.

(3) When it appears that any loss of or deficiency in assets or stores of any school fund committee or any unlawful or unauthorized expenditure from the funds under the control of such school fund committee has

het in omstandighede wat aandui dat 'n strafbare misdryf begaan is, moet die beamppte die direkteur onmiddellik in kennis stel, en die direkteur moet die saak aan die Prokureur-generaal rapporteer.

(4) Iemand wat enigeen van die dokumente en artikels in subregulasie (1) van hierdie regulasie genoem, in sy bewaring het, en wanneer dit van hom vereis word, weier of opsetlik versuim of nalaat om aan 'n beamppte genoem in subregulasie (1) toegang daartoe te verleen, begaan 'n misdryf en is by skuldigbevinding strafbaar met 'n boete van hoogstens honderd rand of, by wanbetaling van die boete, met gevangenisstraf vir 'n tydperk van hoogstens ses maande.

TAAL WAT IN FINANSIËLE REGISTERS GEBRUIK MOET WORD

70. Alle rekeningboeke of ander registers wat ingevolge hierdie regulasies gehou moet word, moet in Afrikaans of Engels gehou word.

PERSONE WAT NAMENS DIE SKOOLFONDSKOMITEE MOET TEKEN

71. Wanneer—

- (a) 'n sertifikaat ingevolge hierdie regulasies deur 'n skoolfondskomitee uitgereik moet word; of
- (b) 'n tjek of ander verhandelbare stuk deur sodanige skoolfondskomitee uitgereik of gewissel moet word; of
- (c) 'n dokument deur sodanige skoolfondskomitee ingevul moet word vir die belegging van fondse of die tegeldemaking van enige belegging;

moet sodanige sertifikaat, tjek of ander stuk namens die skoolfondskomitee onderteken word deur die voorsitter en die sekretaris; Met dien verstande dat die skoolfondskomitee 'n addisionele lid kan magtig om te teken as plaasvervanger vir die voorsitter of die sekretaris.

BESKIKKING OOR BATES WAAR 'N SKOOL OPHOU OM TE BESTAAN

72. (1) Voordat 'n gebiedskool ophou om te bestaan, moet die prinsipaal op 'n datum deur die direkteur bepaal—

- (a) die rekords en registers wat in regulasies 60 (1) en 69 genoem word, tesame met 'n tjek ten gunste van die direkteur vir die kreditsaldo aangedui in die skoolfondskomitee se bankstaat wat deur die bankbestuurder as korrek gesertifiseer is; en
- (b) alle uitrusting, meublement en voorrade in die skoolfondskomitee se besit,

aan die direkteur in trust oorhandig en hy besluit na watter skool of skole dit oorgeplaas of op watter ander wyse daarvoor beskik word.

(2) Ondanks andersluidende bepalings in hierdie regulasies vervat, moet die direkteur nadat 'n skool vir goed gesluit is, die wyse bepaal waarop uitvoering gegee moet word aan 'n besluit in subregulasie (1) van hierdie regulasie beoog en enige koste in verband daarmee aangegaan, word teen die saldo van die skoolfonds in rekening gebring.

BEVOEGDHEDE VAN DIREKTEUR

73. (1) As enige persoon in gebreke bly om stappe te doen of om 'n besluit te neem wat by hierdie regulasies vereis word, kan die direkteur sodanige persoon versoek om die nodige stappe te doen of om die betrokke besluit te neem binne 'n gespesifiseerde tydperk en as enige

occurred in circumstances indicating that a criminal offence has been committed, the officer shall immediately notify the director and the director shall report the matter to the Attorney-General.

(4) Any person who has in his custody any of the documents and articles mentioned in subregulation (1) of this regulation and, when it is required of him, refuses or wilfully fails or neglects to give to an officer mentioned in subregulation (1) access thereto, shall be guilty of an offence and liable on conviction to a fine not exceeding one hundred rand or, in default of payment of the fine, to imprisonment for a period not exceeding six months.

LANGUAGE TO BE USED IN FINANCIAL REGISTERS

70. All books of account or other registers to be kept in terms of these regulations shall be maintained in Afrikaans or English.

PERSONS TO SIGN ON BEHALF OF THE SCHOOL FUND COMMITTEE

71. When—

- (a) any certificate is to be issued in terms of these regulations by a school fund committee; or
- (b) any cheque or other negotiable document is to be issued or cashed by such school fund committee; or
- (c) any document is to be completed by such school fund committee for the investment of funds or the realization of any investment,

such certificate, cheque or other document shall be signed on behalf of the school fund committee by the chairman and secretary: Provided that the school fund committee may authorize an additional member to sign as alternate for the chairman or the secretary.

DISPOSAL OF ASSETS WHERE ANY SCHOOL CEASES TO EXIST

72. (1) Before any territorial school ceases to exist, the principal shall hand over to the director in trust on a date determined by the director—

- (a) the records and registers mentioned in regulations 60 (1) and 69, together with a cheque in favour of the director for the credit balance reflected in the bank statement of the school fund committee and certified correct by the bank manager; and
- (b) all equipment, furniture and stores in the possession of the school fund committee,

and the director shall decide to what school or schools these shall be transferred or in what other manner they shall be disposed of.

(2) Notwithstanding anything to the contrary contained in these regulations, the director shall, after a school has been permanently closed, determine the manner in which effect shall be given to any decision contemplated in subregulation (1) of this regulation, and any costs incurred in connection therewith shall be a charge against the balance of the school fund.

POWERS OF DIRECTOR

73. (1) If any person fails to take steps or to make any decision required by these regulations, the director may request such person to take the necessary steps or to make the decision concerned within a specified period and, if any such person thereafter fails to act within the

sodanige persoon daarna in gebreke bly om binne die gespesifiseerde tydperk op te tree, of om die een of ander rede nie in staat is om op te tree nie, kan die direkteur die nodige stappe doen, die betrokke besluit neem of watter ander stappe hy ook al goed ag, doen.

(2) Enige handeling van die direkteur ingevolge subregulasie (1) word geag die handeling van sodanige persoon te wees.

HOOFSTUK V

DIE STIGTING, INSTANDHOUDING EN BEHEER VAN KOSHUISE VERBONDE AAN GEBIEDSKOLE

PERSONEEL

SUPERINTENDENT EN ASSISTENT-SUPERINTENDENT

74. (1) Die direkteur kan die prinsipaal van 'n gebiedskool waaraan een of meer koshuise verbonde is, aanstel as superintendent van een of meer sodanige koshuise met volle administratiewe en dissiplinêre verantwoordelikheid.

(2) Indien omstandighede dit vereis, kan die direkteur 'n vise-prinsipaal of 'n onderwyser as superintendent van een of meer koshuise aanstel.

(3) Die direkteur kan van tyd tot tyd 'n vise-prinsipaal of onderwyser aanstel om in 'n waarnemende hoedanigheid die pligte van die superintendent te vervul tydens sy afwesigheid weens siekte of onvermoë, of terwyl die aanstelling van 'n superintendent hangende is.

(4) Die prinsipaal van 'n skool wat nie ook die superintendent van 'n koshuis is nie, moet toesien dat die superintendent van die koshuis verbonde aan sy skool sy verantwoordelikhede behoorlik nakom en hy het te alle tye die reg van toegang tot 'n koshuis verbonde aan sy skool en tot alle boeke, rekords en voorrade wat in verband met die betrokke koshuis gehou word.

(5) Die direkteur kan een of meer assistent-superintendente aanstel om die superintendent by te staan in die uitvoering van sy pligte.

(6) Indien een of meer assistent-superintendente aangestel word, maak die prinsipaal 'n duidelike skriftelike verdeling van die pligte wat in regulasie 75 vervat is ten opsigte van die superintendent en die assistent-superintendent.

(7) Die assistent-superintendent voer die pligte wat aan hom toegewys word, onder toesig van die superintendent uit.

PLIGTE VAN 'N SUPERINTENDENT

75. Die pligte en verantwoordelikhede van die superintendent van 'n koshuis is om—

- (a) toe te sien dat alle departementele regulasies, voorskrifte en opdragte in verband met koshuise stiptelik en nageset nagekom en uitgevoer word;
- (b) die nodige stappe te doen in verband met die aanstelling van 'n plaasvervanger kragtens regulasie 74 (3), om in sy plek waar te neem terwyl hy met verlof of andersins afwesig is;
- (c) sy normale pligte uit te voer terwyl hy gedurende skoolvakansies inwonend is;
- (d) beheer oor die toelating van kosgangers en toesig oor die algemene organisasie van die koshuis en die welsyn van die kosgangers uit te oefen;
- (e) huishoudelike reëls op te stel vir die goeie bestuur van die koshuis en om toe te sien dat sodanige reëls nagekom word;
- (f) verlof van kosgangers te kontroleer;

specified period or, for some reason or other, is not able to act, the director may take the necessary steps, make the decision concerned or take such other steps as he may deem fit.

(2) Any action by the director in terms of subregulation (1) shall be deemed to be the action of such person.

CHAPTER V

THE ESTABLISHMENT, MAINTENANCE AND CONTROL OF HOSTELS ATTACHED TO TERRI- TORIAL SCHOOLS

STAFF

SUPERINTENDENT AND ASSISTANT SUPERINTENDENT

74. (1) The director may appoint the principal of any territorial school, to which one or more hostels are attached, as superintendent of one or more such hostels with full administrative and disciplinary responsibility.

(2) If circumstances so require, the director may appoint any vice-principal or any teacher as superintendent of one or more hostels.

(3) The director may from time to time appoint any vice-principal or any teacher in an acting capacity to perform the duties of the superintendent in his absence on account of illness or disability, or while the appointment of a superintendent is pending.

(4) The principal of any school who is not also the superintendent of a hostel, shall ensure that the superintendent of the hostel attached to his school duly discharges his responsibilities, and he shall have access at all times to any hostel attached to his school and to all books, records and stores held in connection with the hostel concerned.

(5) The director may appoint one or more assistant superintendents to assist the superintendent in the execution of his duties.

(6) When one or more assistant superintendents are appointed the principal shall make a distinct division in writing of the duties set out in regulation 75 in respect of the superintendent and the assistant superintendent.

(7) The assistant superintendent shall perform the duties allocated to him under the supervision of the superintendent.

DUTIES OF A SUPERINTENDENT

75. It shall be the duty and responsibility of any superintendent of any hostel to—

- (a) ensure that all departmental regulations, instructions and directions in connection with hostels are strictly complied with and carried out;
- (b) take the necessary steps for the appointment of a substitute in terms of regulation 74 (3) to act in his place while he is absent on leave or otherwise;
- (c) perform his normal duties while he is in residence during school holidays;
- (d) control the admission of boarders and supervise the general organization of the hostel and the welfare of the boarders;
- (e) draw up domestic rules for the proper management of the hostel and to ensure that such rules are observed;
- (f) control leave of boarders;

- (g) die pligte van die toesighoudende, huishoudelike en administratiewe personeel onder sy beheer skriftelik uiteen te sit en te verseker dat sodanige personeel ten volle vertrouwd is daarmee en dat dit stiptelik nagekom word;
- (h) uitspraak te gee in geskille wat deur die inwonende onderwyers of huishoudelike personeel na hom verwys word;
- (i) gereelde inspeksie uit te voer ten einde te verseker dat die voorgeskrewe rantsoen- en dieetskaal toegepas word, dat geen vermorsing plaasvind nie en dat die nodige sindelikhed gehandhaaf word;
- (j) in die geval van beserings of ernstige siekte van kosgangers op te tree ooreenkomstig opdragte wat van tyd tot tyd deur die direkteur uitgereik word of in die geval van 'n epidemie die vereistes van die sentrale Departement van Gesondheid van die Republiek na te kom;
- (k) te sorg vir die gesonde finansiële beheer en ekonomiese bestuur van die koshuis insluitende—
 - (i) stiptelike invordering van gelde;
 - (ii) hantering, veilige bewaring, behoorlike verantwoording en deponering van alle gelde;
 - (iii) vroegtydige beplanning in oorleg met die senior inspekteur en begroting vir inkomste en uitgawes en uitoefening van kwartaallike kontrole hieroor om te verseker dat verpligtings nie die inkomste oorskry nie;
- (l) die permanente en ander rekords te hou en om die finansiële prosedure ten opsigte van die hou van sulke rekords asmede die bestuur en instandhouding met inbegrip van die voorsiening van voorrade en uitrusting aan koshuise te volg wat van tyd tot tyd deur die direkteur vereis word en om alle amptelike briefwisseling te voer;
- (m) die voorgeskrewe rekords en registers in verband met die koshuis na te gaan en om opgawes soos deur die direkteur vereis, in te dien;
- (n) aanvrae om verbruiksgoedere wat voorgelê word, na te gaan en goed te keur;
- (o) rekwisisies vir uitrusting by die direkteur in te dien;
- (p) te reël vir die nodige magtiging om verbruikbare voorrade plaaslik aan te koop;
- (q) bestelvorms wat aan leweransiers uitgereik word te onderteken, verpligtings te beheer en rekeninge en huishoudelike opgawes na te gaan;
- (r) te sorg vir die behoorlike gebruik en instandhouding van amptelike uitrusting en die byhou van die goedgekeurde registers;
- (s) die nodige voorsorgmaatreëls teen inbraak en brand te tref.

BESOLDIGING VAN 'N SUPERINTENDENT

76. (1) 'n Superintendent is, vir amptelike dienste gelewer in 'n koshuis, geregtig op vry kos en inwoning, insluitende brandstof, lig, water en sanitêre dienste vir homself en sy eggenote: Met dien verstande dat wanneer dit nie van 'n koshuissuperintendent verwag word om gedurende 'n skoolvakansie diens te doen nie, hy gedurende sodanige tydperk nie vry kos en inwoning vir homself of vir sy eggenote ontvang nie.

(2) 'n Superintendent moet losiesgelde ten opsigte van sy afhanklike kinders betaal soos deur die Minister bepaal.

(3) Daar kan van 'n superintendent verwag word om die amptelike huisvesting wat vir hom beskikbaar gestel word, te bewoon en as die huisvesting onafskeibaar is van die koshuisgebou, kan dit van dié meubels voorsien word wat die direkteur nodig ag.

- (g) detail in writing the duties of the supervising, domestic and administrative staff under his control and to ensure that such staff are fully conversant with and strictly discharge such duties;
- (h) decide in disputes referred to him by the resident teachers or domestic staff;
- (i) undertake regular inspections in order to ensure that the prescribed ration and diet scale are applied, that no wastage takes place and that the necessary cleanliness is maintained;
- (j) take steps, in the event of injuries to or serious illness of boarders, in accordance with directions issued by the director from time to time or, in the case of an epidemic, to comply with the requirements of the central Department of Health of the Republic;
- (k) ensure the healthy financial control and economic management of the hostel, including—
 - (i) prompt collection of fees;
 - (ii) handling, safe custody, proper accounting and depositing of all moneys;
 - (iii) early planning, in consultation with the senior inspector, and budgeting for revenue and expenditure and exercising of quarterly control to ensure that commitments do not exceed revenue;
- (l) keep such permanent and other records and to follow such financial procedure in connection with the keeping of such records as well as the management and maintenance including the supply of provisions and equipment to hostels, as required by the director from time to time, and to conduct all official correspondence;
- (m) check the prescribed records and registers in connection with the hostel and to submit returns as required by the director;
- (n) check and approve requisitions submitted for consumable stores;
- (o) submit requisitions for equipment to the director;
- (p) arrange for the necessary authority to purchase consumable stores locally;
- (q) sign order forms issued to suppliers, to control commitments and to check accounts and domestic returns;
- (r) ensure that official equipment is properly used and maintained and that the approved registers are kept up to date;
- (s) take the necessary precautions against burglary and fire.

REMUNERATION OF A SUPERINTENDENT

76. (1) For official services rendered in a hostel, a superintendent shall be entitled to free board and lodging, including fuel, light, water and sanitary services, for himself and his wife: Provided that if any hostel superintendent is not required to remain on duty during school holidays, he shall not receive free board and lodging for himself or his wife during such periods.

(2) Any superintendent shall pay boarding fees in respect of his dependent children as determined by the Minister.

(3) Any superintendent may be required to occupy the official quarters provided for him and if such quarters are inseparable from the hostel buildings, they may be provided with such furniture as the director may deem necessary.

(4) Indien 'n afsonderlike huis as amptelike huisvesting vir 'n superintendent verskaf word en hy daarvoor huur moet betaal, moet 'n bedrag gelykstaande met die huur-geld daarvoor aan hom terugbetaal word en moet hy brandstof, lig en water gratis, op 'n basis deur die direkteur bepaal, ontvang.

(5) Indien amptelike huisvesting nie aan 'n superintendent verskaf word nie, moet hy vir sy dienste as superintendent vergoed word volgens 'n skaal wat deur die Minister bepaal word.

TOESIGHOUDENDE PERSONEEL

77. (1) Die direkteur kan op aanbeveling van die superintendent 'n onderwyser of 'n ander geskikte persoon aanstel om toesighoudende pligte in 'n koshuis uit te voer.

(2) Die getal toesighoudende poste word deur die direkteur bepaal om aan te pas by die behoeftes van die koshuis.

(3) Die besoldiging van die toesighoudende personeel word deur die Minister bepaal.

(4) Die gelde betaalbaar deur 'n toesighoudende personeelid ten opsigte van sy naasbestaandes of 'n besoekende kind van sodanige personeelid word deur die Minister bepaal.

HUISHOUDELIKE EN ADMINISTRATIEWE PERSONEEL

78. Die gebiedsowerheid kan huishoudelike en administratiewe personeel aanstel om in 'n koshuis se behoeftes te voorsien op 'n basis wat deur die Minister bepaal is.

TOELATINGS

79. (1) Die direkteur bepaal die maksimum getal kosgangers wat in 'n koshuis gehuisves mag word en sodanige getal mag nie sonder die skriftelike toestemming van die direkteur oorskry word nie.

(2) Geen leerling word toegelaat om in 'n koshuis te loseer of in te woon nie, tensy—

- (a) hy 'n Bantoe is;
- (b) sy ouer of voog die vereiste aansoekvorm om toelating behoorlik ingevul en ingedien het;
- (c) hy die ander dokumente soos die direkteur van tyd tot tyd mag vereis, ingedien het; en
- (d) hy behoorlik deur die superintendent toegelaat is.

(3) Die superintendent het die reg om wanneer hy dit nodig ag 'n mediese sertifikaat van 'n kosganger te eis, en die koste hiervan asook van noodsaaklike mediese behandeling en hospitalisasie gedurende sy verblyf in die koshuis moet deur die leerling of sy ouer of voog gedra word.

(4) Die direkteur het die reg om toelating of hertoelating van 'n leerling tot 'n koshuis te weier.

ANDER PERSONE

80. Behalwe kosgangers kan die volgende persone toegelaat word om in 'n koshuis in te woon en te eet teen tariewe wat deur die Minister bepaal word:—

- (a) Besoekende leerlinge en onderwysers;
- (b) toesighoudende personeel;
- (c) huishoudelike personeel;
- (d) naasbestaandes van toesighoudende en huishoudelike personeel; en
- (e) enige ander persone, indien omstandighede dit vereis, behoudens in elke geval die voorafgaande goedkeuring van die direkteur.

(4) If a separate dwelling is provided as official quarters for any superintendent and he is required to pay rent for such dwelling, he shall be reimbursed with an amount equal to such rent and he shall also receive fuel, light and water free of charge on a basis determined by the director.

(5) If any superintendent is not provided with official quarters he shall be remunerated for his services as superintendent according to a scale determined by the Minister.

SUPERVISING STAFF

77. (1) The director may on the recommendation of the superintendent appoint a teacher or any other suitable person to perform the supervising duties in a hostel.

(2) The number of supervising posts shall be determined by the director according to the needs of the hostel.

(3) The remuneration of supervising staff shall be determined by the Minister.

(4) The fees payable by a member of the supervising staff in respect of his next-of-kin or a visiting child of such a staff member shall be determined by the Minister.

DOMESTIC AND ADMINISTRATIVE STAFF

78. The territorial authority may appoint domestic and administrative staff to provide in the needs of a hostel on a basis determined by the Minister.

ADMISSIONS

79. (1) The director shall determine the maximum number of boarders who may be accommodated in a hostel and such number shall not be exceeded without the written permission of the director.

(2) No pupil shall be allowed to board or lodge in any hostel unless—

- (a) he is a Bantu;
- (b) his parent or guardian has duly completed and submitted the necessary application for admission form;
- (c) he has submitted such other documents as may be required by the director from time to time; and
- (d) he has been duly admitted by the superintendent.

(3) The superintendent shall have the right to demand, when he considers it necessary, a medical certificate from a boarder and the cost involved as well as that of essential medical treatment and hospitalization during his stay in the hostel shall be paid by the pupil or his parent or guardian.

(4) The director shall have the right to refuse admission or re-admission of any pupil to any hostel.

OTHER PERSONS

80. Apart from boarders, the following persons may be allowed to lodge and have meals in a hostel at rates determined by the Minister:—

- (a) Visiting pupils and teachers;
- (b) supervising staff;
- (c) domestic staff;
- (d) next-of-kin of supervising and domestic staff; and
- (e) any other persons, if circumstances so require, subject in each case to the prior approval of the director.

KOSHUISGELDE

81. (1) Alle koshuisgelde is betaalbaar ooreenkomstig die voorskrifte van die direkteur.

(2) Indien 'n leerling gedurende 'n skoolkwartaal tot 'n koshuis toegelaat word om 'n rede wat vir die direkteur aanneemlik is, betaal hy koshuisgelde vanaf die datum van toelating.

(3) Indien 'n kosganger gedurende 'n skoolkwartaal die koshuis verlaat en 'n aansoek om die terugbetaling van proporsionele koshuisgelde indien, moet die superintendent die aansoek met volle besonderhede aan die direkteur voorleë.

(4) Indien 'n kosganger gedurende 'n skoolkwartaal uit 'n koshuis verban word, word geen terugbetaling van gelde vir daardie kwartaal gedoen nie.

(5) Indien 'n kosganger se gelde nie betaal is teen die vervaldatum wat deur die direkteur bepaal is nie, kan hy uit die koshuis gesit word.

MAALTYE

82. Die superintendent moet 'n register hou van toevallige besoekers wat etes nuttig, soos deur die direkteur bepaal.

DISSIPLINE

83. Die superintendent van 'n koshuis is behoudens die bepalings van regulasies 84 (1), 86 (1) en (2) verantwoordelik vir alle dissiplinêre stappe teen kosgangers.

LYFSTRAF

84. (1) Geen persoon behalwe die prinsipaal, superintendent, assistent-superintendent of 'n onderwyser of 'n ander persoon wat in 'n toesighoudende hoedanigheid in 'n koshuis aangestel is, mag lyfstraf toedien nie.

(2) Lyfstraf deur 'n onderwyser of 'n ander persoon wat in 'n toesighoudende hoedanigheid in 'n koshuis aangestel is, moet in die teenwoordigheid van die prinsipaal, superintendent of assistent-superintendent toegedien word.

(3) Lyfstraf mag slegs aan manlike kosgangers toegedien word.

(4) By die toediening van lyfstraf mag slegs van 'n ligte lat gebruik gemaak word.

(5) 'n Register van lyfstraf wat toegedien is, moet in die vorm gehou word wat deur die direkteur goedgekeur is.

(6) 'n Kosganger wat 'n sertifikaat toon wat behoorlik deur 'n erkende mediese praktisyn onderteken is en waarin gesertifiseer word dat lyfstraf nadelig vir sy gesondheid sal wees, mag nie hierdie straf ontvang nie.

WANGEDRAG

85. (1) 'n Kosganger is skuldig aan wangedrag en stappe kan teen hom gedoen word soos in hierdie regulasies bepaal indien hy—

(a) skuldig is aan 'n ernstige oortreding van die goeie sedes of gebruik maak van of tekens toon dat hy gebruik gemaak het van bedwelmende drank of 'n verdowingsmiddel; of

(b) weier om 'n regmatige bevel te gehoorsaam wat aan hom gegee is deur iemand wat die gesag het om dit te gee, of so 'n bevel verontagsaam of opsetlik versuim om dit uit te voer of deur woord of gedrag ongehoorsaam is; of

HOSTEL FEES

81. (1) All hostel fees shall be payable in accordance with the instructions of the director.

(2) If any pupil is admitted to any hostel during any school quarter for a reason acceptable to the director, he shall pay hostel fees from the date of his admission.

(3) If any boarder leaves any hostel during any school quarter and applies for a refund of proportional hostel fees, the superintendent shall submit such application with full details to the director.

(4) If any boarder is expelled from a hostel during any school quarter, no fees shall be refunded in respect of that quarter.

(5) If any boarder's fees have not been paid by the due date, as determined by the director, he may be excluded from the hostel.

MEALS

82. The superintendent shall maintain a register of casual visitors partaking of meals as determined by the director.

DISCIPLINE

83. Subject to the provisions of regulations 84 (1), 86 (1) and (2), the superintendent of any hostel shall be responsible for all disciplinary steps against boarders.

CORPORAL PUNISHMENT

84. (1) No person other than the principal, the superintendent, an assistant superintendent or a teacher or any other person appointed in a supervisory capacity in a hostel, shall administer corporal punishment.

(2) Corporal punishment administered by any teacher or any other person appointed in a supervisory capacity in any hostel shall be administered in the presence of the principal, the superintendent or assistant superintendent.

(3) Corporal punishment may be administered to male boarders only.

(4) In administering corporal punishment only a light cane may be used.

(5) A register of corporal punishment administered shall be kept in the form approved by the director.

(6) A boarder producing a certificate duly signed by a recognized medical practitioner to the effect that corporal punishment would be detrimental to his health shall not receive such punishment.

MISCONDUCT

85. (1) A boarder shall be guilty of misconduct and may be dealt with as provided in these regulations if he—

(a) is guilty of any serious offence against good morals or takes or shows signs of having taken an intoxicant or drug; or

(b) refuses to obey, disregards or makes wilful default in carrying out a lawful order given to him by any person having authority to give such order or by word or conduct displays disobedience; or

- (c) nalatig, traag of oneerlik is in die uitvoering van sy pligte of sonder geldige rede of sonder verlof van skool wegbly; of
- (d) hom op 'n skandelige, onbehoorlike of onbetaamlike wyse gedra of 'n lid van die publiek met growwe onbeleefdheid behandel; of
- (e) skuldig bevind word aan 'n kriminele misdryf wat na die mening van die direkteur hom ongeskik maak as 'n kosganger; of
- (f) deur sy optrede of gedrag ongehoorsaamheid of verzet teen die wette van die Staat aanmoedig; of
- (g) deur sy optrede of gedrag 'n ander kosganger intimideer en sodoende verhoed dat laasgenoemde die reëls of voorskrifte van die koshuisowerheid nakom; of
- (h) opsetlik die eiendom van die koshuis of skool of van 'n ander leerling of kosganger beskadig of vernietig; of
- (i) na die mening van die direkteur op 'n manier gehandel het of handel wat die goeie dissipline en vooruitgang van ander kosgangers in die koshuis kan skaad.

PROSEDURE WANNEER 'N KOSGANGER VAN WANGEDRAG AANGEKLA WORD

86. (1) Wanneer 'n kosganger van wangedrag aangekla word, kan die superintendent, indien hy die beweerde wangedrag as van 'n ernstige aard beskou, die kosganger skors: Met dien verstande dat hy eers die goedkeuring van die prinsipaal moet verkry, indien die superintendent nie ook die prinsipaal van die skool is nie.

(2) Indien 'n leerling wat in 'n koshuis woon, geskors word, moet die prinsipaal so gou moontlik—

- (a) die ouer van sodanige skorsing in kennis stel; en
- (b) die saak aan die direkteur rapporteer.

(3) By ontvangs van die verslag van die prinsipaal moet die direkteur, indien hy so 'n stap nodig ag, die senior inspekteur opdrag gee om die saak te ondersoek.

(4) Indien, na die mening van die direkteur, 'n ondersoek nie nodig is nie, moet hy besluit watter stappe gedoen moet word.

(5) Indien die direkteur 'n senior inspekteur opdrag gee om 'n ondersoek in te stel, is die volgende van toepassing:—

- (a) Geen regsverteenvoording word by 'n ondersoek toegelaat nie; en
- (b) daar moet skriftelik aantekening gehou word van die verrigtings by die ondersoek en van alle getuienis wat daarby afgelê is.

(6) Na afloop van die ondersoek moet die aantekeninge van die getuienis waarvan in subregulasie (5) (b) van hierdie regulasie melding gemaak word, tesame met 'n aanbeveling van die senior inspekteur wat die ondersoek ingestel het, aan die direkteur voorgelê word.

(7) Die direkteur kan nadat hy die getuienis oorweeg het, besluit oor stappe wat gedoen moet word, en hy kan—

- (a) die kosganger uit die koshuis en skool verban; of
- (b) die kosganger slegs uit die koshuis verban; of
- (c) die skorsing van die kosganger intrek; of
- (d) die skorsing van die kosganger intrek en ander paslike dissiplinêre maatreëls tref wat hy nodig ag.

(8) Terwyl 'n kosganger geskors is, moet hy toegelaat word om in die koshuis te bly totdat sy saak afgehandel is.

- (c) is negligent, indolent or dishonest in the execution of his duties, or absents himself from school without a valid reason or without leave; or
- (d) conducts himself in a disgraceful, improper or unbecoming manner or treats with gross discourtesy a member of the public; or
- (e) is found guilty of a criminal offence, which in the opinion of the director makes him unfit to be a boarder; or
- (f) encourages, through his conduct or behaviour, disobedience or resistance to the laws of the State; or
- (g) by his conduct or behaviour intimidates any other boarder, thereby preventing the latter from complying with the rules or instructions of the hostel authority; or
- (h) wilfully damages or destroys the property of the hostel or school or of any other pupil or boarder; or
- (i) in the opinion of the director has acted or acts in a manner likely to prejudice the good discipline and progress of other boarders in the hostel.

PROCEDURE WHEN ANY BOARDER IS CHARGED WITH MISCONDUCT

86. (1) When a boarder is charged with misconduct the superintendent may, if he considers the alleged misconduct to be of a serious nature, suspend the boarder: Provided that he shall first obtain the approval of the principal, if the superintendent himself is not the principal of the school.

(2) If any pupil who resides in a hostel is suspended, the principal shall as soon as possible—

- (a) inform the parent of such suspension; and
- (b) report the matter to the director.

(3) On receipt of the report of the principal, the director shall, if he deems such a step necessary, instruct the senior inspector to hold an inquiry into the matter.

(4) If, in the opinion of the director, an inquiry is not necessary, he shall decide as to the steps to be taken.

(5) If the director instructs a senior inspector to hold an inquiry, the following provisions shall apply:—

- (a) No legal representation shall be allowed at the inquiry; and
- (b) a written record shall be kept of the proceedings and of all the evidence given at the inquiry.

(6) At the conclusion of the inquiry the record of evidence referred to in subregulation (5) (b) of this regulation shall be submitted to the director together with a recommendation by the senior inspector who conducted the inquiry.

(7) After the director has considered the evidence he may decide as to the steps to be taken and he may—

- (a) expel the boarder from the hostel and the school; or
- (b) expel the boarder from the hostel only; or
- (c) cancel the suspension of the boarder; or
- (d) cancel the suspension of the boarder and take such other suitable disciplinary measures as he may deem necessary.

(8) While a boarder is suspended, he shall be allowed to remain in the hostel until his case has been decided.

VERVOER VAN KOSGANGERS

87. 'n Kosganger word nie in 'n staatsvoertuig vervoer nie tensy hy, as hy 'n meerderjarige is, of sy ouer of voog as hy minderjarig is, die Staat gevrywaar het teen enige eis om skadevergoeding as gevolg van lewensverlies of persoonlike besering of teen enige verlies van of skade aan sy persoonlike eiendom.

HOOFSTUK VI

VOORWAARDES WAARONDER 'N PRIVATE
LOSIESAFDELING OF KOSHUIS IN, OF
VERBONDE AAN 'N GEBIEDSKOOL IN
STAND GEHOU EN BEHEER KAN WORD

SUPERINTENDENT

88. (1) Die direkteur kan aan die prinsipaal of enige onderwyser op die diensstaat van 'n gebiedskool of enige ander persoon, deur kom goedgekeur, vergunning verleen om 'n koshuis in, of verbonde aan sodanige gebiedskool in stand te hou en te beheer.

(2) Die persoon aan wie ingevolge subregulasie (1) vergunning verleen is om 'n koshuis in stand te hou en te beheer, staan vir die doeleindes van hierdie regulasies bekend as die superintendent.

VOORWAARDES WAARONDER 'N KOSHUIS IN STAND GEHOU
EN BEHEER KAN WORD

89. (1) Wanneer 'n koshuis in stand gehou word op 'n perseel wat deur die gebiedsowerheid gehuur word, moet die superintendent vir die gebruik van die perseel en meublement, as daar is, aan die gebiedsowerheid huurgeld betaal gelykstaande met tien persent van al die gelde wat ten opsigte van losies en inwoning in sodanige koshuis betaalbaar is.

(2) 'n Huurtoelae gelykstaande met die helfte van die huurgeld wat ingevolge subregulasie (1) betaalbaar is, moet, behoudens die volgende voorwaardes, aan die superintendent terugbetaal word:—

- (a) Die huurgeld moet nie later nie as 30 dae na die begin van die skoolkwartaal ten opsigte waarvan dié huurgeld betaalbaar is, aan die gebiedsowerheid betaal word;
- (b) die losiesgelde betaalbaar deur kosgangers is soos van tyd tot tyd deur die gebiedsowerheid vasgestel;
- (c) na betaling van uitgawes moet enige wins wat 'n koshuis afwerp, gebruik word om die toestand by dié koshuis in die algemeen te verbeter;
- (d) vir die doeleindes van paragraaf (c) kan uitgawes insluit of die koste van die verskaffing van vry losies en inwoning vir die superintendent, sy vrou en dié minderjarige kinders van die superintendent wat heeltemal van hom afhanklik is, of in die geval van 'n superintendent wat ongetroud is, die koste van vry losies en inwoning vir homself plus—
 - (i) 'n toelae gelykstaande met vyf persent van die gelde wat ten opsigte van losies en inwoning in die koshuis ingesamel is, of
 - (ii) R120 per jaar, wat ook al die minste is.

(3) Die gebiedsowerheid kan betaling van 'n huurtoelae ten opsigte van 'n koshuis magtig al is die voorwaardes in subregulasie (2) nie nagekom nie, mits die ander bepalinge van hierdie regulasies nagekom is.

TRANSPORT OF BOARDERS

87. A boarder shall not be conveyed in a government vehicle unless he, should he be a major, or his parent or guardian, should he be a minor, has indemnified the State against any claim for compensation that might arise as a result of loss of life or personal injury or any loss of or damage to his personal property.

CHAPTER VI

THE CONDITIONS UNDER WHICH A PRIVATE
BOARDING SECTION OR HOSTEL IN, OR
ATTACHED TO, A TERRITORIAL SCHOOL MAY
BE MAINTAINED AND CONTROLLED

SUPERINTENDENT

88. (1) The director may permit the principal, or any teacher on the establishment of a territorial school, or any other person approved by him, to maintain and control a hostel in or attached to such territorial school.

(2) The person to whom permission is granted in terms of subregulation (1) to maintain and control a hostel shall, for the purposes of these regulations, be known as the superintendent.

CONDITIONS UNDER WHICH A HOSTEL MAY BE
MAINTAINED AND CONTROLLED

89. (1) When a hostel is maintained on premises hired by the territorial authority, the superintendent shall pay, for the use of the premises and furniture, if any, a rent to the territorial authority equal to ten per cent of all fees payable in respect of board and lodging in such hostel.

(2) A rent allowance equal to half the rental payable in terms of subregulation (1) shall be refunded to the superintendent, subject to the following conditions:—

- (a) The rental shall be paid to the territorial authority not later than thirty days after the commencement of the school quarter in respect of which such rental is payable;
- (b) the boarding fees payable by boarders shall be as determined by the territorial authority from time to time;
- (c) after payment of expenses any profit yielded by a hostel shall be utilized to improve in general the conditions at such hostel;
- (d) for the purposes of paragraph (c) expenses may include either the cost of providing free board and lodging to the superintendent, his wife and such minor children of the superintendent as are wholly dependent on him, or, in the case of an unmarried superintendent, the cost of free board and lodging for himself plus—
 - (i) an allowance equal to five per cent of the fees collected in respect of board and lodging in the hostel, or
 - (ii) R120 per annum, whichever is the lesser.

(3) The territorial authority may authorize the payment of a rent allowance in respect of a hostel although the conditions under subregulation (2) have not been observed, provided that the other provisions of these regulations have been complied with.

TOELATING EN DISCIPLINE

90. Die voorwaardes vir toelating en die staande reëls betreffende die dissipline van kosgangers moet vir goedkeuring aan die direkteur voorgelê word.

REG VAN TOEGANG TOT 'N KOSHUIS

91. Enige bevoegde beampte deur die direkteur aangewys, het te eniger redelike tyd die reg van toegang tot 'n koshuis.

VERSLAE EN OPGAWES

92. Die superintendent moet die verslae hou en die opgawes verstrek wat die direkteur van tyd tot tyd vereis.

INSPEKSIE VAN KOSHUIS

93. Alle boeke, verslae, voorrade en persele van 'n koshuis kan te eniger redelike tyd deur 'n bevoegde beampte deur die direkteur aangewys, geïnspekteer word.

**INTREKKING VAN VERGUNNING OM 'N KOSHUIS
IN STAND TE HOU**

94. Die vergunning om 'n koshuis in stand te hou en te beheer, kan deur die direkteur na skriftelike kennisgewing van een skoolkwartaal aan die superintendent, ingetrek word.

ADMISSION AND DISCIPLINE

90. The conditions of admission and the standing rules regarding the discipline of boarders shall be submitted to the director for approval.

RIGHT OF ENTRY INTO A HOSTEL

91. Any competent officer designated by the director shall at any reasonable time have the right of entry into any hostel.

REPORTS AND RETURNS

92. The superintendent shall keep such records and render such returns as the director may require from time to time.

INSPECTION OF HOSTEL

93. Any competent officer designated by the director may at any reasonable time inspect all books, reports, stock and premises of any hostel.

**WITHDRAWAL OF PERMISSION TO MAINTAIN AND CONTROL
A HOSTEL**

94. The permission to maintain and control a hostel may, after written notice of one school quarter to the superintendent, be withdrawn by the director.

INHOUD.

Departement van Bantoe-Onderwys.

GOEWERMENTSKENNISGEWING.

No.	BLADSY
R.1755 Regulasies met betrekking tot Staats-Bantoe-skole en Bantoe-gemeenskapskole waarvan die beheer en bestuur aan 'n gebiedsowerheid toevertrou is	1

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