

FAQs

Constitution of the Board

1. Do we need to get JPN's (Registrar) acknowledgement of our Instrument of Governance (Instrument) for our Mission schools?

When JPN issues certificates to the Board members, it is an implicit acknowledgement of the Instrument. Even if JPN does not acknowledge the IOG the BOG is properly constituted as required by the Education Act.

2. What are the procedures involved in the appointment of members to the Board?

Legally, the appointment of Board members to the Board must be based on and in compliance with Government Gazette 1996 on Education Act 1961 Amendment P.U. 334, a copy of which is in Appendix 5 of the Handbook. In most cases, members of the Board are appointed by the Mission Authority. However, in some cases, certain categories (PIBG, alumni) can nominate their representatives.

3. Is there a minimum number of members in the Board?

By virtue of the fact that the IOG and then the BOG is initiated at the instance of the MA, the MA would have appointed at least three (3) members of the BOG. By P.U. 334, membership of the BOG shall include 3 from the MA, 3 from the Trustees of the educational institutions, 3 from the PIBG, and 3 from the alumni. Additionally, up to 3 members may come from representatives elected by supporters of the educational institution. The MOE reserved to themselves to appoint, if they so desire, not less than 3 members to the BOG.

4. How is the Chairman of the Board elected, appointed, nominated or designated?

The Chairman of the Board can be elected, appointed, nominated or designated depending on the Mission Authority concerned.

5. The Instrument does not mention about the appointment of a vice-Chairman, Treasurer or Auditors. Should the Board appoint such anyway?

It is incumbent upon the Board to ensure that the Instrument establishes accountable office bearers with integrity. The Instrument must contain elements of effective and efficient administrative and managerial governances.

6. Do Mission schools have a group called the 'penyokong' as stated in the Education Act?

There is a provision in P.U. 334 concerning this. Please refer to the answer for question 3 above.

Responsibilities of the Board

7. How often should Board members visit the school?

The Education Act 1996 has no specific rulings with regard to the frequency of visits by members of the Board. However, it is incumbent upon the Board to visit the school regularly to ensure the proper use and safety of the school properties.

8. Is there a minimum number of Board meetings in a year? What should attendance at Board meetings be like?

In the past, schools have three terms in a school year before the system changed. It is recommended that BOGs should meet at least three times a year to review what is going on in the school otherwise the BOG members will have no basis to manage the school assets and the security of the school and the students.

Rights of the Owners

9. What are the duties of the Board with regards to the school properties?

The land and the buildings of the school belong to the Mission Authority. The Board is expected to ensure the proper maintenance and use of these properties and the rights of the owner are safeguarded.

10. What are the types of insurances that the Board has to purchase for the school?

Fire insurance and public liability insurance. These two insurances only cover damages of buildings and structures due to fire and accidents. All movable assets are classified as government property and are to be maintained by MOE.

All movable assets, which any entity had laid claim to, are to be recorded in an asset record book to be maintained by the BOG setting out clearly the asset claimed and the entity whose ownership is asserted, as distinguished from all other movable assets which would by default belong to the MOE.

Fund-raising

11. How does the Board carry out fund-raising activities?

The Board needs to refer to the proper authorities on the procedures involved in fund-raising activities.

12. When a school embarks on a campaign to raise funds to build a new structure to house new classrooms or other facilities, what are the procedures involved and the responsibilities of the Board?

First and foremost, the school and the Board must discuss the project with the Mission Authority before doing anything else.

13. Can the school administration or the PIBG run its own fund-raising activities or do they need to do so through the Board?

In different states, the procedures are slightly different. Generally, the school administration and the PIBG have to discuss this with the Board, and the funds raised for this purpose have to go into the Board's account.

Rental Income

14. Should the Board oversee the rental of the bookshop, canteen, hall, field, courts and other school property owned by the MA?

If the rental is collected by the Board, then the Board has to oversee it. The Board may delegate this function but ultimate liability rest with the Board.

15. If the Board allows the school to handle the rental of the bookshop and canteen, does the Board have to ensure that all regulations regarding the running of a canteen be followed by the vendor?

The Board is still liable to ensure that all regulations are complied with by the vendor through the school administration.

Bible Knowledge

16. Can school facilities be used for the teaching of Bible Knowledge? Can Bible Knowledge be taught within school hours?

Yes, school facilities can be used for the teaching of Bible Knowledge but outside of school hours.

17. Who can teach Bible Knowledge?

Any teacher with a teaching permit can teach Bible Knowledge as a subject in the school.

Allocations

18. How does the Board practice integrity in its dealings with contractors? There are cases of contractors calling up the school even before the school knew how much it was getting. And there are cases of the PPD telling schools which contractor to engage and what jobs to do.

*The Board needs to practise integrity as a testimony to contractors and government officers.
The Board needs to follow the financial procedures as set out by the Accountant General.*

Miscellaneous

19. When an emergency occurs, for example when a roof is blown off or when the floods destroy the furniture, what should the Board and school do?

The affected areas concerned should be cordoned off immediately. The principal should report to the PPD and the JPN to seek their advice. The school should contact the Jabatan Kecemasan, Bahagian Perolehan dan Bekalan (Acquisition and Supplies) and the relevant departments of the state administration.

20. When should the Board notify the MA about the impending retirement of the Principal/Headmaster?

The Board should notify the MA at least six to twelve months earlier.

21. Are political activities allowed in our Mission schools?

Not allowed at all.