



# MINISTRY OF EDUCATION

YEAR OF BREAKTHROUGH



Marela House, 19 Thurston Street, Suva, Fiji Islands  
Private Mail Bag, Government Buildings, Suva

Ph: (679) 3314477

Fax: (679) 3303511

Our Reference:

Your Reference:

Date:

8<sup>th</sup> June 2007

## CIRCULAR MEMORANDUM DSPS02/07

To: ALL Head Teachers, Principals and School Managers

RE: **SCHOOL CONSTITUTION**

I refer to the above and advise that the Ministry of Education is concerned that some schools continue to operate without a Constitution. Some schools are operating under the constitution of their founding institutions.

Head Teachers, Principals and school Managers are hereby reminded that the school constitution is a requirement for the establishment of a school. Furthermore, the constitution must be approved by the Permanent Secretary for Education. Once established, the school is issued with a registration number after the requirements of the establishment process are fully satisfied.

If your school does not have a constitution specific to and for your school, you are hereby requested to develop one. The school constitution must be approved by the Annual General Meeting [AGM] of all the stakeholders of the school or a Special Annual General Meeting may be convened for that purpose.

A sample school constitution is available on pages 33 to 37 of the *School Management Handbook* used in the Leadership and Management Training for all schools Heads, Managers and Treasurers country-wide by officers from FESP-AusAid and the Ministry.

After the school constitution is approved by the school's AGM or Special AGM, it must be sent to the Permanent Secretary for Education, through your District Education Office, for approval.

Please consult with your District Education Office or the *Assets & Monitoring Unit* at Headquarters, if you need assistance in the development of your school's constitution.

Each school must have an approved Constitution by the end of **February 2008**.

Thank you for your cooperation.

Jimione Buwawa,  
for: **Permanent Secretary for Education.**

### **Distribution**

Director, Primary Education  
A/Director, Assets & Monitoring Unit  
District Senior Education Officers

Director, Secondary Education  
Divisional Education Officers  
School Managers

BA. Lead 3

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Extract from Minutes of  
Council 24/9/02

## 10.0 Resolutions

## 10.1 Review of Constitution

Working Committee to give a Terms of Reference to the Constitution Review Committee in order to enable the Committee to commence a review

10.2 Establishment of Board of Governors - Nasinu Muslim College & Nasinu Muslim Primary School

10.2.1 A Board of Governors to manage day to day affairs of Nasinu Muslim College and Nasinu Muslim Primary School established on following terms & conditions -

## 10.2.2 Membership of the Board:

- a) Six (6) members to be nominated by Nasinu Branch
- b) National President shall appoint four (4) members of which two (2) shall be from amongst National Office Bearers and two (2) independent members.
- c) Chairman of the Board shall be appointed from one of the four (4) appointees of National President.
- d) Board shall draw up its own Rules & Regulations and present it to Working Committee and Council for approval.
- e) Funds shall be held and managed by Nasinu Branch.
- f) Board shall appoint School Manager and Secretary from one of the nominees of Nasinu Branch.

10.2.3 Appointment to the Board was made as follows:-

FML National President's  
Nominee

Br. Abdul Hafiz (Chairman)  
Br. Subhan Ali  
Br. Mohammed Shameem  
(to be appointed later)

FML Nasinu Branch Nominees

Branch President. Br. Mohammed  
Sanif Buksh  
Branch Secretary, Br. Altaf Ali  
Branch Treasurer, Br. Mohammed  
Hanif  
Branch Vice Presidents Brs Saiyad  
Nizamud Dean and Shereen Khan  
Branch Asst Treasurer Br. Saizad  
Mohammed

Ex Officio

National President, General  
Secretary, General Treasurer.

10.3 Confirmation of Appointment of a Working Committee Member

Br. Sultan Ali appointed a member of the Working Committee.

10.4 Resolution for RISEAP General Assembly - 25<sup>th</sup> - 29<sup>th</sup> July, 2002

The above resolution was presented by the National President Br. Hafizud Dean Khan and approved by the Council for presentation to RISEAP General Assembly on 25<sup>th</sup> 29<sup>th</sup> July, 2002 is attached and marked Schedule 'B'