

Education

Cap. 41.

EDUCATION (SAMUEL JACKMAN PRESCOD POLYTECHNIC BOARD OF MANAGE- MENT) ORDER, 1983

S.I.
1983/78.

Authority: This order was made on 24th May 1983 by the Minister under section 28(1) of the *Education Act*.

Commencement: 1st June, 1983.

1. This Order may be cited as the *Education (Samuel Jackman Prescod Polytechnic Board of Management) Order, 1983*.

2. (1) In this order,
“Board” means the Samuel Jackman Prescod Polytechnic Board of Management established by paragraph 3;
“chairman” means the chairman of the Board and “deputy chairman” shall be construed accordingly;
“Polytechnic” means the Samuel Jackman Prescod Polytechnic.

3. (1) There shall be established for the purpose of management of the Polytechnic a body to be called the Samuel Jackman Prescod Polytechnic Board of Management.

(2) The Schedule has effect with respect to the constitution of the Board, and otherwise in relation thereto.

4. (1) The seal of the Board shall be kept in the custody of the chairman or deputy chairman and may be affixed to instruments pursuant to a resolution of the Board and in the presence of the chairman or deputy chairman.

(2) The seal of the Board shall be authenticated by the signature of the chairman or deputy chairman.

(3) All documents, other than those required by law to be under seal, made by and all decisions of the Board may be signified under the hand of the chairman or deputy chairman or any member of the Board authorised to act in that behalf.

THE LAWS OF BARBADOS

5. The funds and resources of the Board shall consist of
- (a) such sums as may be voted for the purpose of the Polytechnic by Parliament,
 - (b) any other sums or property which may in any manner become payable to or vested in the Board in respect of any matter incidental to its functions.

6. (1) The Board shall keep accounts of its transactions to the satisfaction of the Minister and such accounts shall be audited annually by the Auditor General.

(2) The members, officers and servants of the Board shall grant to the Auditor General or to any public officer on the staff of the Auditor General's Department access to all books, documents, monies and property of the Board and shall, on request give him or the officer all such information within the knowledge of the members, officers and servants in relation to the operation of the Board.

7. The Board shall submit to the Minister

- (a) within 3 months after the end of each academic year, or within such further time as the Minister may allow, a report on the activities of the Polytechnic during that academic year,
- (b) on or before the 1st October in each year, a statement of its accounts, audited in accordance with paragraph 6 for the preceding financial year,
- (c) on or before the 31st October in each year, its estimates of revenue and expenditure for the Polytechnic in respect of the next financial year for the approval of the Minister.

8. (1) The Board may require the principal to attend any meeting of the Board at which the Board considers his presence necessary.

(2) The Board shall give the principal adequate and sufficient notice of any meeting mentioned in paragraph (1).

9. The Minister may, after consultation with the Board, give the Board

- (a) directions of a general character as to the policy to be followed in the exercise and performance of its functions in matters appearing to him to be of public interest,
 - (b) directions for the remedying of any serious defect or failure in the successful performance of its functions,
- and the Board shall give effect to any such directions.

SCHEDULE

(Paragraph 3(2))

1. (The Board comprises
 - (a) a chairman;
 - (b) a deputy chairman;
 - (c) a representative of the Ministry of Education; and
 - (d) 6 other persons to be appointed by the Minister in a personal capacity.
2. The Minister may appoint any person to act temporarily in the place of any member if the member is absent or otherwise unable to act.
3. (1) A member of the Board holds office for 3 years and is eligible for re-appointment.
(2) The Minister may revoke the appointment of any member of the Board.
(3) The chairman may at any time resign his office by instrument in writing addressed to the Minister and the resignation takes effect from the date of the receipt of the instrument by the Minister.
(4) A member of the Board, other than the chairman may at any time resign his office by instrument in writing addressed to the Minister and transmitted through the chairman and from the date of the receipt by the Minister of the instrument the member ceases to be a member of the Board.
4. No member of the Board may be appointed to any office or employment under the Board.
5. (1) The Board shall meet at least once every term and at such times as may be necessary or expedient for the transaction of its business; and such meetings shall be held at such places and times and on such days as the Board may determine.

(2) The chairman may at any time summon a meeting of the Board and shall summon a meeting within 7 days

- (a) of a request for that purpose of the Board; or
- (b) of a direction to that effect addressed to him by the Minister.

(3) The chairman, or in his absence the deputy chairman, shall preside at meetings of the Board.

(4) At any meeting of the Board, if both the chairman and the deputy chairman are absent or otherwise unable to act, the members of the Board present shall elect one of their number to preside at the meeting.

(5) The decisions of the Board shall be by a majority of votes and, in any case in which the voting is equal the chairman, or in his absence the deputy chairman, or other member presiding at a meeting has a casting vote.

6. At any meeting of the Board 5 members form a quorum.

7. (1) Minutes in proper form of each meeting of the Board shall be kept by such person as the Board may appoint for the purpose and shall be confirmed by the chairman or deputy chairman, as the case may be, as soon as practicable after each meeting at a subsequent meeting.

(2) A copy of the Minutes of every meeting of the Board shall be submitted to the Minister within 14 days after the meeting.

8. The Minister may be represented at any meeting of the Board by any person authorised by him in that behalf and the person may take part in the proceedings at the meeting, but may not vote on any matter.

9. Without affecting any other functions conferred or imposed on the Board under this order the functions of the Board are

- (a) to manage, conduct and supervise the activities of the Polytechnic,
- (b) to have general supervision of the buildings, premises and grounds of the Polytechnic,
- (c) to inquire into and adjudicate upon disciplinary charges made by the Principal against students of the Polytechnic,
- (d) to inquire into and adjudicate upon disciplinary charges against the non-teaching staff of the Polytechnic,
- (e) to consider and make recommendations to the Minister with respect to the programmes of instruction conducted or to be conducted at the Polytechnic.