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KELKI HIGHER SECONDARY SCHOOL
POST BOX # 305
THIMPHU, BHUTAN



Kelki School Management Board

Terms of Reference (TOR)

Section 1: Name

The name of the Board shall be Kelki School Management Board (referred hereafter as the Board).

Section 2: Purpose

The Board is formed to enable meaningful partnership between parents and the school to realise the vision of the school, provide strategic direction and engage in activities that impart wholesome education to the students.

Section 3: Composition/Representation

- 3.1. The Board shall comprise of a maximum of twelve members. Seven members shall represent the parents/guardians and five members, the school.
- 3.2. The five members representing the school shall comprise of the Principal, Staff Secretary, Boys' and Girls' captains of the school and the Proprietor/Management Trustee.
- 3.3. The Principal shall serve as the Member Secretary of the Board whereas the Staff Secretary shall be the Teachers' Representative.
- 3.4. The Boys and Girls captains will represent the students.
- 3.5. School Proprietor/Management Trustee will represent the Management.
- 3.6. Besides the 12-member SMB, the Thromdey Education Officer or an official of the Ministry of Education may participate as an observer.

Section 4: Nomination, Election and Tenure

- 4.1. Representatives of the parents, inclusive of both genders, shall be nominated and elected by the parents during the Parent Teachers Meeting.

- 4.2. Before the nomination and election process takes place, the Member Secretary shall list the total number of vacancies and inform the general parents-teachers meeting of such vacancies.
- 4.3. There shall be a Chairperson and Deputy Chairperson of the Board, who shall be elected from amongst the representatives of the parents.
- 4.4. Members shall serve a term of two years, which may be extended based on the request of the Board and consent of the member.

Section 5: Resignation/ Cessation of Membership

- 5.1. The Board shall declare a vacancy if a member becomes physically and mentally incapable of discharging his/her responsibilities.
- 5.2. Any member, who wishes to resign from the Board shall inform the Chairperson of his/her intention preferably at the end of the academic year.
- 5.3. Membership of the Board shall be deemed to have ceased if a member fails to attend three consecutive meetings without reasonable explanation.

Section 6: Functions

The School Management Board shall:

- a) provide strategic direction to the school in order to realise its vision,
- b) guide the school in ensuring compliance to and implementation of relevant policies and guidelines of the government,
- c) also guide the school in enabling it provide quality education to the students,
- d) propose for discussion such activities which are important for the development of the school,
- e) provide support in instituting proper system for smooth functioning of the school,
- f) review the progress and performance of the school, and share review reports with all stakeholders along with suggestions for improvements,
- g) assist the School Management Team to address cases of serious disciplinary issues,
- h) endorse collection and the usage of school development fund,
- i) approve the school's annual calendar,
- j) support the school in conducting atleast two general parents-teachers meeting in a year, and,
- k) conduct extraordinary meetings of the SMB as and when required.

Section 7: Meetings

- 7.1. The Board shall have a minimum of two general meetings every year. The meetings shall be normally conducted in May and November.
- 7.2. Extraordinary meetings may be convened upon the request of the Chairperson, or by the Deputy Chairperson in the absence of the former.
- 7.3. The date of the meetings as well as any change in schedule shall be intimated to the members by the Member Secretary in consultation with the Chairperson.
- 7.4. The quorum to convene a meeting shall be two-third of the total members of the Board.
- 7.5. Attendance at the meeting will be noted in the minutes of the Meetings. If a member does not attend two consecutive meetings, his/her absence shall be reported to the next Board Meeting.
- 7.6. A sitting fee of Nu. 2000 shall be paid to the members. The fee may be revised from time to time.

Section 8: Decisions

The Board shall take decisions based on consensus of members. Where members are not able to arrive at consensus, decisions will be taken by a simple majority of the members present, which will be determined by show of hands.

Section 9: Review of Terms of Reference

This Term of Reference may be revised from time to time. Any proposal for amendment, removal of existing provisions or addition of new ones may be proposed by the members.