

CASUAL VACANCIES

23. Subject to the provisions of clause 25 hereof, every casual vacancy shall be filled in the same manner and by the same appointing or electing authority as appointed or elected the member whose seat is to be filled.

24. Whenever a vacancy to be filled by appointment occurs it shall be the duty of the Board forthwith to notify the fact to the appointing person or body and to call upon him or it to make an appointment to fill the vacancy.

25. Whenever a vacancy to be filled by election occurs it shall be the duty of the Board to hold an election to fill the vacancy, which election shall be held on a day to be fixed by the Board, being not later than 50 days after the vacancy occurs:

Provided that the Board may in its discretion decide that no election shall be held to fill a casual vacancy if the vacancy occurs after the month of October immediately preceding the next ordinary election and before the persons elected at the ordinary election assume office.

PART III—THE GOVERNING BODY

POWERS OF THE BOARD

26. Subject to the provisions of this scheme and the Education Acts, there shall be vested in the Board the whole control and management of the school, and also the entire superintendence over all the affairs, concerns, and property thereof, with full power to appoint and suspend or dismiss all masters, teachers, lecturers, examiners, and other necessary officers and servants; and in all cases unprovided for by the Education Act or by this scheme it shall be lawful for the Board to act in such manner as shall appear to it best calculated to further the purposes intended to be served by the establishment of the school; and the Board shall, subject to the Education Acts and the regulations thereunder, and to this scheme, have full power from time to time to make, alter, and rescind bylaws and rules for defining the courses of study and education in the school, and also for regulating the discipline of the same, the conditions upon which the pupils shall be admitted, and, in general, touching all other matters, purposes, and things regarding the school.

27. The Board may establish or license hostels or boarding-houses for the accommodation of pupils, and may place such hostels or boardinghouses under the charge of teachers of the school or other suitable persons, and shall provide for the inspection of such hostels or boardinghouses.

28. No act or proceeding of the Board or of any committee of the Board or of any person acting as a member of the Board shall be invalid in consequence of there being a vacancy in the membership of the Board at the time of such act or proceeding, or by reason of there being a defect in the appointment or election of any person so acting, or by reason of his being incapable of being appointed or elected.

MEETINGS

29. The Board shall hold an annual meeting in the month of June in each year, at such time and place as the Board shall decide.

30. Except as provided by clause 37 of this scheme, at all meetings of the Board, the Chairman, or in his absence such member of the Board as the majority of the members assembled shall choose, shall preside, and the Chairman or presiding member shall have a deliberative vote, and in all cases of equality of votes shall also have a casting vote.

31. At all meetings of the Board a majority of all the members then in office shall constitute a quorum.

32. Subject to the provisions of this scheme, the Board may make, and may from time to time revoke, vary, or amend, bylaws for the conduct of business at its meetings, for determining how meetings shall be convened and where they shall be held, for the custody and use of the common seal, and for such other like matters as may be requisite for the conduct of the business of the Board.

33. Minutes of the proceedings of the Board shall be regularly entered in a proper book to be kept for that purpose, and at every regular meeting of the Board the minutes of the previous meeting and of any special meetings shall be read over and signed by the Chairman of the meeting at which the same are read and the minutes when so signed shall be held to be a true statement and record of the proceedings of the Board for all purposes whatever.

34. All things required by the School Acts or by this scheme to be done by the Board shall be done in accordance with and in pursuance of a resolution passed at a meeting of the Board.

CHAIRMAN

35. At the annual meeting the Board shall elect from its members a Chairman, who shall hold office until the commencement of the next annual meeting and who shall be eligible for re-election.

36. If the Chairman from any cause ceases to be a member of the Board or resigns the office of Chairman the Board shall, as soon thereafter as conveniently may be, elect another member of the Board to be Chairman in his stead; and the Chairman so elected shall hold office only until the commencement of the next annual meeting.

37. During any election of a Chairman the Secretary of the Board shall preside, but shall have no vote; and in the event of an equality of voting he shall determine the election by lot.

COMMITTEES

38. The Board may from time to time appoint standing or special committees of one or more of its members, and may delegate to any such committee any of the duties and powers of the Board, either subject to confirmation or in such manner as not to require subsequent confirmation by the Board:

Provided that the Board shall not delegate the power to make a permanent appointment to any position, or to dismiss any person holding a permanent appointment, or to institute an action, or to commit the Board, to any expenditure or liability in excess of £50.

39. The Board shall in all cases have and retain the right to revoke any appointment of a committee and to revoke the delegation to any committee of any duty or power of the Board.

40. Unless otherwise provided by the Board every such committee may fix and act by a quorum of its members.

41. The provisions of clause 33 of this scheme (relating to minutes of proceedings) shall apply so far as they are applicable and with the necessary modifications, to any committee appointed by the Board.

SECRETARY AND OFFICE

42. From time to time as may be necessary, the Board shall appoint a Secretary, and shall appoint him or some other person with authority to receive money on the Board's account. The Board shall forthwith inform the Minister of every such appointment. Where the Principal is appointed Secretary of the Board he shall not receive any additional remuneration in respect of that appointment.

43. Any notice or other such document given or made by or on behalf of the Board shall be sufficiently authenticated if it is signed by the Secretary, or any person acting as Secretary, of the Board.

44. The Board shall from time to time provide and maintain at some convenient place an office on the outside of which the name of the Board shall be printed or affixed.

45. Any notice or other such document shall be deemed to be served on the Board if addressed to the Board or to the Chairman or Secretary thereof and delivered at the Board's office during usual business hours to some person having charge of the office, or if sent by post in a prepaid registered letter addressed as aforesaid.

FINANCIAL PROVISIONS

46. The Board shall keep full and true accounts, in which shall be entered every sum received into and paid out of the Board fund in the order of date of each such receipt and payment, including all money received from rents or profits derived from lands or other property vested in the Board or under its control or management. All money received by or belonging to the Board shall be paid into such bank as the Board from time to time appoints to the credit of one or more accounts, and no money shall be drawn out of the bank except by authority of the Board and by cheque signed by the Secretary and by a member or members appointed by the Board for the purpose.

47. The Board shall, not later than the 31st day of March in every year, cause its accounts for the year ending with the immediately preceding 31st day of January to be balanced, and a true statement and account to be prepared, in the prescribed form, of the receipts and payments of the Board and of its assets and liabilities.

48. The Board may, out of any capital fund accumulated by it, or out of money coming into its hands by virtue of any Act or otherwise for the benefit of the school, being money for the application of which no express provision exists, expend any sum or sums in purchasing land for the benefit of the school, and in erecting and maintaining suitable buildings and premises thereon for use as school buildings, and may, subject to the approval of the Minister, expend any sum or sums in purchasing land and erecting and maintaining suitable buildings thereon for use as boardinghouses for the pupils, or as residences for the masters, teachers, or other officers employed in connection with the school.

PART IV—MANAGEMENT OF THE SCHOOL

49. There shall be provided at the school a general course of secondary education and one or more vocational courses; and every pupil enrolled for full-time instruction at the school shall be given instruction in accordance with the requirements of regulation 3 of the Education (Post-primary Instruction) Regulations 1954.*

50. The programme of each pupil shall be determined by the Principal after consultation with the parents or guardian of the pupil. No pupils shall be compelled to take Latin or to take more than one language besides English.

51. The school year shall consist of three terms of about 13 weeks each.

52. The Principal shall cause the pupils to be examined at least twice in each year.