

Rwanda

Ministerial Order determining the Responsibilities of School Management Board

Ministerial Order 2 of 2016

Legislation as at 18 January 2016

FRBR URI: /akn/rw/act/mo/2016/2/eng@2016-01-18

There may have been updates since this file was created.

PDF created on 21 February 2024 at 14:29.

[Check for updates](#)



About this collection

The legislation in this collection has been reproduced as it was originally printed in the Government Gazette, with improved formatting and with minor typographical errors corrected. All amendments have been applied directly to the text and annotated. A scan of the original gazette of each piece of legislation (including amendments) is available for reference.

This is a free download from the Laws.Africa Legislation Commons, a collection of African legislation that is digitised by Laws.Africa and made available for free.

www.laws.africa
info@laws.africa

There is no copyright on the legislative content of this document.

This PDF copy is licensed under a Creative Commons Attribution 4.0 License (CC BY 4.0). Share widely and freely.

Ministerial Order determining the Responsibilities of School Management Board Contents

Chapter One – General provisions	1
Article One – Purpose of this Order	1
Chapter II – Headmaster	1
Article 2 – General responsibility of the Headmaster	1
Article 3 – Responsibilities of the Headmaster at administrative level	1
Article 4 – Responsibilities of the Headmaster at pedagogical level	2
Article 5 – Responsibilities of the Headmaster in relation to finances	2
Article 6 – Responsibilities of the Headmaster at social life level	2
Chapter III – School authorities appointed on the basis of the category of school or the number of students	3
Article 7 – School categories for purposes of the appointment of school authorities	3
Article 8 – School authorities appointed on the basis of school category	3
Article 9 – Attributions of Deputy Headmaster in charge of studies	4
Article 10 – Attributions of Deputy Headmaster in charge of discipline	4
Article 11 – Attributions of school Bursar	4
Article 12 – Attributions of the Secretary	4
Chapter IV – Final provisions	4
Article 13 – Repealing provision	4
Article 14 – Commencement	5

Rwanda

Ministerial Order determining the Responsibilities of School Management Board

Ministerial Order 2 of 2016

Published in Official Gazette 3 on 18 January 2016

Assented to on 8 January 2016

Commenced on 18 January 2016

[This is the version of this document from 18 January 2016.]

The Minister of Education;

Pursuant to the Constitution of the Republic of Rwanda of 2003 as revised in 2015, especially in Articles 121, 122 and 176;

Pursuant to Law n° 23/2012 of 15/06/2012 governing the organization and functioning of Nursery, Primary and Secondary Education, especially in Article 16;

After consideration and approval by the Cabinet, in its session of 14/05/2015;

HEREBY ORDERS:

Chapter One

General provisions

Article One – Purpose of this Order

This Order determines the responsibilities of management board members of a nursery, primary or secondary school. It also determines other school authorities depending on the category of the school and the number of students.

Chapter II

Headmaster

Article 2 – General responsibility of the Headmaster

In general, the Headmaster shall be responsible for all academic and extra curricula activities all the time.

Article 3 – Responsibilities of the Headmaster at administrative level

In relation to administration, the Headmaster's responsibilities shall be:

- 1° to ensure respect of laws, orders and regulations in force;
- 2° to prepare rules and regulations in accordance with the school legislation in force; Orders, Instructions and specific conventions recognized by the State;
- 3° to ensure professional leadership;
- 4° to supervise and coordinate the elaboration of the school action plan;
- 5° to coordinate school activities;

- 6° to keep school diary;
- 7° to ensure order and discipline of the school;
- 8° to ensure respect of the school timetable;
- 9° to prepare and conduct the meetings of teachers and pupils;
- 10° to establish personnel files and students' identification forms;
- 11° to provide for the replacement of an absent teacher;
- 12° to identify mistakes done at school, punish those in his/her powers and submit the files to the relevant authorities if the mistake falls in thier powers;
- 13° to evaluate the staff at first level;
- 14° to establish school statistics;
- 15° to write and transmit all required reports.

Article 4 – Responsibilities of the Headmaster at pedagogical level

In relation to pedagogy, the Headmaster must:

- 1° ensure the implementation of the curriculum;
- 2° assist teachers to deliver courses professionally and motivate students.

Article 5 – Responsibilities of the Headmaster in relation to finances

In relation to finance, the Headmaster must:

- 1° organize inventory of all school property;
- 2° prepare and recommend for approval the school budget;
- 3° execute the budget according to current procedures and instructions;
- 4° manage the school property;
- 5° promote income generating activities;
- 6° promptly transmit required reports.

Article 6 – Responsibilities of the Headmaster at social life level

In relation to social life, the Headmaster must:

- 1° promote good relationships among school administration, students, teachers and other staff;
- 2° represent the school in its relationship with other parties;
- 3° promote socio-cultural and economic activities for the school and in the neighbourhood;
- 4° serve as a link between teachers, students, parents, the neighbors to the school and other third parties;
- 5° communicate to parents the behaviors of students;
- 6° ensure the health, hygiene, and cleanliness within the school and in the neighborhood;
- 7° ensure the protection and security of people and school property;
- 8° promote extra-curricula activities and encourage students to participate in sports and cultural activities;

- 9° communicate necessary information to teachers, parents, students, and other concerned people;
- 10° play the role of a parent for all students.

Chapter III

School authorities appointed on the basis of the category of school or the number of students

Article 7 – School categories for purposes of the appointment of school authorities

Nursery, primary and secondary schools shall be divided into the following three categories:

- 1° the first category composed of:
 - a. Nursery education
 - b. Primary education
 - c. Nursery and primary education
- 2° the second category composed of:
 - a. primary and secondary schools with less than seven hundred (700) students;
 - b. secondary schools with less than seven hundred (700) students;
- 3° the third category composed of:
 - a. primary and secondary schools with seven hundred (700) students or more;
 - b. secondary schools with seven hundred (700) students or more;

Article 8 – School authorities appointed on the basis of school category

A school in the first category shall have a Headmaster only.

A school in the second category shall have the following authorities:

- 1° Headmaster;
- 2° Deputy Headmaster in charge of studies;
- 3° Deputy Headmaster in charge of discipline;
- 4° Bursar;
- 5° Secretary.

A school in the third category shall have the following authorities:

- 1° Headmaster;
- 2° Deputy Headmaster in charge of studies;
- 3° Two (2) Deputy Headmasters in charge of discipline;
- 4° Bursar;
- 5° Secretary

Article 9 – Attributions of Deputy Headmaster in charge of studies

The Deputy Headmaster in charge of studies shall have the following responsibilities:

- 1° to prepare the elaboration of timetable;
- 2° to supervise the activities of teaching and learning;
- 3° to support teachers to acquire and look after teaching materials;
- 4° to ensure the interim in the absence of the Headmaster;
- 5° to prepare professional education training of the teachers.

Article 10 – Attributions of Deputy Headmaster in charge of discipline

The Deputy Headmaster in charge of discipline shall have the following responsibilities:

- 1° to ensure the students' discipline;
- 2° to supervise all extracurricula activities;
- 3° to support students in relation to health.

Article 11 – Attributions of school Bursar

The School bursar shall have the following responsibilities:

- 1° to manage the heritage and keep books of accounts for the school;
- 2° to shop for the school;
- 3° to take care of furniture, buildings, land and other property of the school;
- 4° to prepare the budget of the school;
- 5° to prepare income-generating projects for school;
- 6° to manage contractual staff of the school.

Article 12 – Attributions of the Secretary

The school Secretary shall have the following responsibilities:

- 1° to receive, prepare and dispatch letters;
- 2° to keep the school documents;
- 3° to receive and guide school guests;
- 4° to organize the office of the Headmaster;
- 5° to keep the agenda of activities of Headmaster.

Chapter IV Final provisions

Article 13 – Repealing provision

All prior provisions contrary to this Order are hereby repealed.

Article 14 – Commencement

This Order shall come into force on the date of its publication in the Official Gazette of the Republic of Rwanda.