



MICHAELHOUSE

MANUAL PREPARED IN ACCORDANCE WITH SECTION 51 OF THE PROMOTION OF ACCESS TO INFORMATION ACT NO. 2 OF 2000 FOR THE SAINT MICHAELHOUSE DIOCESAN COLLEGE TRUST (IT 160/2004/PMB)

INTRODUCTION TO MICHAELHOUSE

Originally founded in Pietermaritzburg in 1896 by a Scottish priest, Canon James Cameron Todd, Michaelhouse has emerged as one of Southern Africa's finest independent senior boarding schools for boys. Our 600-hectare estate is situated in the Balgowan Valley in the beautiful Midlands of KwaZulu-Natal, amid rolling green hills, natural bush, forests and sparkling clear streams. A more idyllic environment in which a boy may develop and grow during his formative years is difficult to imagine. Our Founder wrote, "A man's tone - moral and spiritual as well as intellectual, is largely determined for life by his school."

Michaelhouse is an Anglican Foundation school in the Diocese of Natal and the School Visitor is the Bishop of Natal and a registered Public Benefit Organisation. The school operates through the Saint Michael's Diocesan College Trust with guidance and policy making authority vested in an elected Board of Governors. The day-to-day management of the school is in the control of the Rector and his management team.

SECTION 51(1)(A) – CONTACT DETAILS

Name:	Michaelhouse
Physical Address:	R103, Balgowan, KwaZulu-Natal, 3275
Postal Address:	Private Bag X1, Balgowan, KwaZulu-Natal, 3275
Trustees:	Mr JAF Hewat, Mr GM Ralfe, Mr NL Sowazi, Mr D Rautenbach
Board of Governors:	Revd J Pretorius, Mr M Gammie, Mr R Gush, Mr JAF Hewat, Mr N Jonsson, Mr M Lynn, Mr D Rautenbach, Mr P Roberts, Mr A Schaefer, Mr N Sowazi, Mr W Witherspoon, Dr Z Kubukeli, Mr A Clark, Mrs B Khumalo, Mr R Mkhulisi, Mr N Mthembu
Associate Governors:	Mr P Goss, Mr GM Ralfe, Mr D Sacco, Mr NR Tatham
Contact Person:	The Rector – Mr AR Clark
Telephone Number:	+2733 234 1000
Fax Number:	+2733 234 1103
E-mail address:	rector@michaelhouse.org

SECTION 51(1)(B) – THE SECTION 10 GUIDE ON HOW TO USE THE ACT

The guide is available from the South African Human Rights Commission (SAHRC). Please direct any queries in this regard to:

The South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal Address: Private Bag 2700
Houghton
2041

Telephone Number: +2711 484 8300

Fax Number: +2711 484 0582

Website: www.sahrc.org.za

E-mail address: PAIA@sahrc.org.za

SECTION 51(1)(C)

No notices have been published at this stage

SECTION 51(1)(D) – RECORDS AVAILABLE IN TERMS OF ANY OTHER LEGISLATION

Records are kept in accordance with other legislation as is applicable to Michaelhouse, which includes but is not limited to the following:

- Basic Conditions of Employment Act No. 75 of 1997
- Compensation for Occupational Injuries & Diseases Act No. 130 of 1993
- Employment Equity Act No. 55 of 1998
- Employment of Educators Act No. 76 of 1998
- Income Tax Act No. 58 of 1962
- Labour Relations Act No. 66 of 1995
- Local Government Municipal Property Rates Act No. 6 of 2004
- Medical Schemes Act No. 131 of 1998
- National Education Policy Act No. 27 of 1996
- Occupational Health & Safety Act No. 85 of 1993
- Pension Funds Act No. 24 of 1956
- Promotion of Access to Information Act No. 2 of 2000
- Regional Services Councils Act No. 109 of 1985
- Skills Development Act No. 97 of 1998
- Skills Development Levies Act No. 9 of 1999
- The South African Schools Act No. 84 of 1996
- Unemployment Insurance Act No. 30 of 1996
- Unemployment Insurance Contributions Act No. 4 of 2002

SECTION 51(1)(E) – ACCESS TO RECORDS HELD BY MICHAELHOUSE

1. The following records are available from Michaelhouse **without the request procedure in terms of the Act being applied:**

Michaelhouse – the Prospectus (limited numbers available, but it may be viewed at the school)

The Chronicle (school magazine) (limited numbers available, but it may be viewed at the school)

The Michaelhouse website (freely available online at www.michaelhouse.org)

2. The following records may be available from Michaelhouse **subject to receipt of a request in terms of the Act and to a decision taken by the Rector:**

ADMINISTRATION:

- o Accounting records
- o Annual financial statements
- o Auditor reports
- o Creditor's agreements and records
- o Debtor's statements and files as required by relevant legislation
- o Domain name registration
- o Health & Safety records
- o Licenses (television, computer software, etc.)
- o Minutes of Trust, Board, sub-committees, and management meetings
- o Schedule of school fees
- o School registration
- o Tax records
- o Trust Deed

HUMAN RESOURCES:

- o Appeal procedure
- o Code of Conduct
- o Disciplinary procedures
- o Employee correspondence records
- o Employee records
- o Employment contracts and staff personnel files
- o Grievance procedure
- o Payroll records
- o Pension fund records
- o Recruitment policy
- o Remuneration policy

ACADEMIC:

- o Database of parents, pupils, Trustees, Board of Governors and Associate Governors
- o School policies
- o School rules, regulations and disciplinary code

3. Request procedures:

FORM OF REQUEST:

- o The requester must use the prescribed form to make the request for access to a record. This must be made to the head of the private body. This request must be made to the address, fax number or email address of the body concerned [S53(1)].
- o The requester must provide sufficient detail on the request form to enable the head of the private body to identify the record and the requester. The requester should also indicate which form of access is required. The requester should also indicate if any other manner is to be used to inform the requester and state the necessary particulars to be so informed [S 53(2)(a) and (b) and (c) and (e)].
- o The requester must identify the right that is sought to be exercised or to be protected and provide an explanation of why the requested record is required for the exercise or protection of that right [S53(2)(d)].
- o If a request is made on behalf of another person, the requester must then submit proof of the capacity in which the requester is making the request to the satisfaction of the head of the private body [S53(2)(f)].

FEES:

A requester who seeks access to a record containing personal information about the requester is not required to pay the request fee. Every other requester, who is not a personal requester, must pay the required request fee:

- o The Head of the school must by notice require the requester (other than a personal requester) to pay the prescribed request fee (if any) before further processing the request [S54(1)].
- o The fee that the requester must pay to a private body is R50. The requester may lodge an application to the court against the tender or payment of the request fee [S54(3)(b)].
- o After the Head of the school has made a decision on the request, the requester must be notified in the required form.
- o If the request is granted, a further access fee must be paid for reproduction and for search and preparation and for any time that has exceeded the prescribed hours to search and prepare the record for disclosure. [S54(6)].

SECTION 51(1)(F) – OTHER INFORMATION AS MAY BE PRESCRIBED

The Minister of Justice and Constitutional Development has not made any regulations in this regard.

SECTION 51(3) – AVAILABILITY OF THE MANUAL

This manual is available from:

- The Michaelhouse website – www.michaelhouse.org
- The School Finance office during normal administrative business hours