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No. S 321

COVID-19 (TEMPORARY MEASURES) ACT 2020 (ACT 14 OF 2020)

COVID-19 (TEMPORARY MEASURES) (ALTERNATIVE ARRANGEMENTS FOR MEETINGS FOR SCHOOLS) ORDER 2020

ARRANGEMENT OF PARAGRAPHS

Paragraph

1. Citation and commencement
 2. Definitions
 3. [Deleted]
 4. Application
 5. Alternative arrangements for meetings of committees of management
 6. Alternative arrangements for meetings of governing board
- The Schedules
-

In exercise of the powers conferred by section 27 of the COVID-19 (Temporary Measures) Act 2020, the Minister for Law makes the following Order:

Citation and commencement

1. This Order is the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Schools) Order 2020 and is deemed to have come into operation on 27 March 2020.

Definitions

2. In this Order, unless the context otherwise requires —
- “committee of management” and “manager” have the meanings given by section 2 of the Education Act (Cap. 87);
- “electronic means” means electronic communication, video conferencing, tele-conferencing or other electronic means;

“governing board” means the governing board constituted by the School Boards (Raffles Girls’ School — Secondary) Order (Cap. 284A, O 2);

“governor” has the meaning given by section 2 of the School Boards (Incorporation) Act (Cap. 284A);

“meeting” means —

(a) a meeting of a committee of management; or

(b) a meeting of the governing board;

“school” means any school —

(a) to which the Education Act applies; and

(b) that is administered by a committee of management.

3. [*Deleted by S 820/2020 wef 29/09/2020*]

Application

4. This Order sets out the alternative arrangements to personal attendance in respect of the following classes of meetings:

(a) meetings of committees of management;

(b) meetings of the governing board.

Alternative arrangements for meetings of committees of management

5.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of a committee of management set out in the second column of the First Schedule apply in respect of the provisions of the written law or legal instrument relating to such a meeting set out in the first column of that Schedule.

(2) [*Deleted by S 246/2021 wef 06/04/2021*]

Alternative arrangements for meetings of governing board

6.—(1) The alternative arrangements for the convening, holding, conducting or deferral of a meeting of the governing board set out in the second column of the Second Schedule apply in respect of the

provisions of the written law relating to such a meeting set out in the first column of that Schedule.

(2) [*Deleted by S 246/2021 wef 06/04/2021*]

FIRST SCHEDULE

Paragraph 5(1)

ALTERNATIVE ARRANGEMENTS FOR MEETINGS OF COMMITTEES OF MANAGEMENT

First column

Second column

Provision of Education Act or constitution, written scheme or deed of trust in accordance with which the school is managed

Alternative arrangement

- | | |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Provision for convening, holding, conducting or deferral of a meeting of a committee of management | <p>A meeting of a committee of management may be convened, held or conducted, whether wholly or partly, by electronic means.</p> <p>A meeting of a committee of management may be deferred to a date no later than 30 September 2020.</p> |
| 2. Provision for attendance at a meeting of a committee of management | <p>A manager of a school may attend a meeting by electronic means.</p> |
| 3. Provision for quorum at a meeting of a committee of management | <p>A quorum may be formed by managers of a school personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A manager of a school is electronically present at a meeting if the manager —</p> <p>(a) attends the meeting in the manner provided in item 2;</p> <p>(b) is verified by the secretary of the committee of management or a person appointed by the committee of management to verify the quorum as attending</p> |

FIRST SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of Education Act or constitution, written scheme or deed of trust in accordance with which the school is managed</i>	<i>Alternative arrangement</i>
	the meeting in the manner provided in item 2; and
	(c) is acknowledged by electronic means by the chairman of the meeting as present at the meeting.
4. Provision for a manager of a school to vote at a meeting of a committee of management	A manager of a school may vote at the meeting by electronic means.
5. Provision for laying and production of documents at a meeting of a committee of management	A document required to be laid or produced before a meeting of a committee of management may be so laid or produced by being sent with the notice of the meeting.
6. Provision for giving of notice of a meeting of a committee of management	A notice of a meeting may be sent by electronic means and —
	(a) must describe the means by which the meeting can be electronically accessed (including the online location, if the meeting is held at an online location);
	(b) must set out how a manager of a school may vote at the meeting by electronic means; and
	(c) may be accompanied by any other documents relevant to the meeting.
	For the purposes of this item, a notice is sent by electronic means only if the notice is sent by the secretary of the

FIRST SCHEDULE — *continued*

First column

Provision of Education Act or constitution, written scheme or deed of trust in accordance with which the school is managed

Second column

Alternative arrangement

committee of management by electronic mail —

- (a) to all managers of a school; and
- (b) to the electronic mail address of each manager notified by the manager to the committee of management.

SECOND SCHEDULE

Paragraph 6(1)

ALTERNATIVE ARRANGEMENTS FOR
MEETINGS OF GOVERNING BOARD

First column

Second column

*Provision of School Boards
(Raffles Girls' School —
Secondary) Order*

Alternative arrangement

- | | |
|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Provision for convening, holding, conducting or deferral of a meeting of the governing board</p> | <p>A meeting of the governing board may be convened, held or conducted, whether wholly or partly, by electronic means.</p> <p>A meeting of the governing board may be deferred to a date no later than 30 September 2020.</p> |
| <p>2. Provision for attendance at a meeting of a meeting of the governing board</p> | <p>A governor may attend a meeting by electronic means.</p> |
| <p>3. Provision for quorum at a meeting of the governing board</p> | <p>A quorum may be formed by governors personally or electronically present and satisfying the relevant quorum requirements.</p> <p>A governor is electronically present at a meeting if the governor —</p> <p>(a) attends the meeting in the manner provided in item 2;</p> <p>(b) is verified by the secretary of the governing board or a person appointed by the governing board to verify the quorum as attending the meeting in the manner provided in item 2; and</p> <p>(c) is acknowledged by electronic means by the chairman of the meeting as present at the meeting.</p> |

 SECOND SCHEDULE — *continued*

<i>First column</i>	<i>Second column</i>
<i>Provision of School Boards (Raffles Girls' School — Secondary) Order</i>	<i>Alternative arrangement</i>
4. Provision for a governor to vote at a meeting of the governing board	A governor may vote at the meeting by electronic means.
5. Provision for laying and production of documents at a meeting of the governing board	A document required to be laid or produced before a meeting of the governing board may be so laid or produced by being sent with the notice of the meeting.
6. Provision for giving of notice of a meeting of the governing board	<p>A notice of a meeting may be sent by electronic means and —</p> <p>(a) must describe the means by which the meeting can be electronically accessed (including the online location, if the meeting is held at an online location);</p> <p>(b) must set out how a governor may vote at the meeting by electronic means; and</p> <p>(c) may be accompanied by any other documents relevant to the meeting.</p> <p>For the purposes of this item, a notice is sent by electronic means only if the notice is sent by the secretary of the governing board by electronic mail —</p> <p>(a) to all governors; and</p> <p>(b) to the electronic mail address of each governor notified by the governor to the governing board.</p>

Made on 27 April 2020.

LOH KHUM YEAN
*Permanent Secretary,
Ministry of Law,
Singapore.*

[LAW 63/009 COVID Relief-V1; AG/LEGIS/SL/65C/2020/1 Vol. 1]