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General Notice No. 944 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that GRAPEVINE PRODUCE DEALERS (U) LIMITED, has been by a special resolution passed on 21st July, 2017, and with the approval of the Registrar of Companies, changed in name to HANS & SID INVESTMENTS LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 29th day of August, 2017.

NABWEBALE LILIAN AGABA,  
*Assistant Registrar of Companies.*

General Notice No. 945 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that COVERMARK LIMITED, has been by a special resolution passed on 5th September, 2017, and with the approval of the Registrar of Companies, changed in name to COVERMARK INSURANCE SERVICES LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 13th day of October, 2017.

TUMWINE ANITA,  
*Assistant Registrar of Companies.*

General Notice No. 946 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that SAFE WATERS FOUNDATION AFRICA LIMITED, has been by a special resolution passed on 30th August, 2017, and with the approval of the Registrar of Companies, changed in name to SAFE WATERS FOUNDATION LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 17th day of October, 2017.

NABWEBALE LILIAN AGABA,  
*Assistant Registrar of Companies.*

General Notice No. 947 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that THE EDDEV FOUNDATION LIMITED, has been by a special resolution passed on 16th September, 2017, and with the approval of the Registrar of Companies, changed in name to TUSOME AFRICA LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 17th day of October, 2017.

NABWEBALE LILIAN AGABA,  
*Assistant Registrar of Companies.*

General Notice No. 948 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that OKRA INVESTMENT LIMITED, has been by a special resolution passed on 28th August, 2017, and with the approval of the Registrar of Companies, changed in name to OKRA ENGINEERING SERVICES LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 19th day of September, 2017.

NABWEBALE LILIAN AGABA,  
*Assistant Registrar of Companies.*

General Notice No. 949 of 2017.

THE COMPANIES ACT, LAWS OF UGANDA, 2000.  
(Act No. 1 of 2012).

## NOTICE.

PURSUANT to Section 40(4) of the Companies Act, (No. 1/2012) Laws of Uganda, 2000, notice is hereby given that SOFT WRKS LIMITED, has been by a special resolution passed on 15th September, 2017, and with the approval of the Registrar of Companies, changed in name to SOFTWRKS LIMITED, and that such new name has been entered in my Register.

Dated at Kampala, this 18th day of September, 2017.

NABWEBALE LILIAN AGABA,  
*Assistant Registrar of Companies.*

General Notice No. 950 of 2017.



THE REPUBLIC OF UGANDA

MINISTRY OF EDUCATION AND SPORTS

**BASIC REQUIREMENTS AND MINIMUM  
STANDARDS INDICATORS FOR EDUCATION  
INSTITUTIONS**

**Foreword**

Over the last decade, Government prioritized quality Education for All as key National Priority Systematic measures for addressing Education concerns such as access, equity, affordability and efficiency were instituted and implemented. The success and achievements Uganda is registering under the Universal Primary and Universal Secondary Education are not only manifestations of this, but are also reflections of our commitments to the realization of other national and international obligations and aspirations such as the Millennium Development Goals (MDGS), Education for All (EFA) and other socio-economic transformations and human development targets.

The Education Act, 2008 has given effect to policy reforms geared towards provision of quality education and training in addition to addressing emerging challenges confronting the system such as poor school attendance of both learners and teachers, high drop-out rates, low levels of attainment in numeracy and literacy, absenteeism, school fires, violent student strikes, preventable disease incidences and child abuse, among others. All these vices and tendencies are outcomes of inadequacies in the development, organization and management of our educational institutions.

The revised manual on Basic Requirements and Minimum Standards (BRMS) Indicators for Education institutions is an important tool and big step towards facilitating and guiding institutions, (both Government, community and private), in creating a conducive learning environment by putting in - place measures and mechanisms essential for prevention, alleviation or total elimination of impediments to the achievement of quality education in this Country. The BRMS advances further, Governments and Education Development Partners efforts and commitment to support schools in this endeavour. The BRMS provides a strong foundation and comprehensive framework for an effective and systematic development, organization and management of schools.

This is critical not only, in guaranteeing academic excellence, but also in promoting physical and mental health, safety and security and child-friendly environments essential in delivering quality education.

More than ever before, school managers need to adhere to Government policy and guidelines for effective organisation and management of the education functions under their jurisdictions. This Manual details the structures, systems and procedures essential for enhancing this. It also highlights the need and how learners and staff can actively participate in the organisation and management of their schools by evaluating and appraising key day-to-day activities on top of being aware of policies and guidelines that affect them as cited in this manual.

I express my appreciation to all those who have contributed to this effort; the President's Office, the Ministries of Internal Affairs, Local Government, Gender, Labour and Social Development, Defence, Health, Works and Transport

and Education and Sports. In particular, I acknowledge the financial support of UNICEP and the coordination by the Directorate of Education Standards.

Finally, I call upon all stakeholders in the education sector to spare no effort in implementing and monitoring schools' compliance with these revised BRMS.

Hon. Mwesigwa Rukutana,  
**Minister of State for Higher Education,**  
Also Holding Portfolio of  
**MINISTER OF EDUCATION AND SPORTS.**

**Background:**

In 2001 the Ministry of Education and Sports (MoES) issued the Basic Requirements and Minimum Standards Indicators for Education Institutions (BRMS) to schools and other relevant stakeholders to guide the organization and management of Educational Institutions. However, awareness and compliance by schools are still inadequate. Poor and/or disastrous outcomes and occurrences such as strikes, school fires, internal strife, child abuse, grievances or unresolved conflicts (within schools) and other forms of poor school performance are a clear manifestation of this inadequacy.

It was therefore decided that the BRMS be reviewed to make them more responsive to emerging issues in Educational Institutions.

This BRMS has been reviewed by a multi-sectoral team comprising of members from the public and private sectors, development partners, international and national NGOs and other organizations. The activity was undertaken under the coordination of the Directorate of Education Standards, with a view of fulfilling the MoES' vision of "Provision of Quality and Appropriate Education and Sports Services for All".

**SCOPE**

The BRMS cover all levels of education (Pre-primary, Primary, Secondary, BTVEET and Teacher Education), Comprehensive operationalization of the BRMS will require cross referencing with relevant documents cited in the text, and the respective guidelines issued from time to time.

**DEFINITION OF KEY CONCEPTS/PHRASES:**

Basic Requirements means the minimum necessities for the provision of quality education and training in Education Institutions.

Minimum Standards Indicators refer to the basic set measures or benchmarks of expected performance and achievement for effective teaching, learning and institutional management.

Teacher refers to all cadres of staff who deliver lessons.

Child Friendly Schools (CFS) refer to Schools which promote the social, physical, moral and intellectual well being of a child.

The success or failure of an Educational Institution will be measured against performance regarding the following indicators:

1. Overall Management
2. Provision and Management of Structures and Facilities
3. Staff Organization and Development
4. Organization and Management of Teaching and Learning Processes
5. Organization and Development of Co-curricular Activities
6. Learners' Organization and Development

7. Finance Generation and Management
8. Organization and Development of Institution Parents/Community
9. Organization and Development of Health, Sanitation and Environment
10. Discipline Management and Development
11. Time Organization and Management
12. Organization and Management of Institution Safety and Security
13. Provision and Management of Boarding facilities

#### INDICATOR 1

##### OVERALL MANAGEMENT

The institution should have:

- a) The National Flag and Flag pole
- b) A Mission statement
- c) A Motto
- d) A Vision
- e) An Annual Work Plan.
- f) An Institution Management Structure (displayed)
- g) Management information and records:
  - i) Institution Management Committee/Board of Governors Governing Council File
  - ii) School Inspection file
  - iii) Discipline Committee file
  - iv) Staff Meetings file
  - v) Finance Committee file
  - vi) Co-curricular Activities Committee file
  - vii) Staff Appraisal file: Termly and Annual
  - viii) Health, Sanitation and Environment Committee file.
  - ix) Safety and Security Committee file
  - x) Institution - Parents - Community file
  - xi) Learners Organization and Development file
  - xii) A personal file for each member of staff
  - xiii) A personal file for each student
  - xiv) Admission file
  - xv) A file for each department (e.g. Maths, English, etc.)
  - xvi) Examinations file
  - xvii) School Practice file (Teacher Education)
  - xviii) Industrial Training/Internship file (Business/Technical/Vocational)
  - xix) Visitors' book
  - xx) Log Book for major events and comments by visitors
  - xxi) Staff Duty Roster book
  - xxii) Staff daily attendance book
  - xxiii) Stores inventory book
  - xxiv) Correspondence receipt/delivery book
  - xxv) Punishment and Reward Records book
  - xxvi) Finance Diary (Quick financial jottings)
  - xxvii) Desk Diary
  - xxviii) File index book
  - xxix) Continuous Assessment/course work record file; Cumulative record card
- h) Relevant Statutory/Policy Documents and other instruments for Institution Management:
  - i) The National Constitution (1995)
  - ii) The Local Governments Act (1997)
  - iii) Local Governments Financial Regulations (1998)
  - iv) Government White Paper on Education (1992)
  - v) The Education Act 2008
  - vi) The Teaching Service Commission Regulations (1994) and 1996 (the Professional Code of Conduct)
  - vii) The Management Committee Rules/Board of Governors Rules and Regulations (1994)

- viii) Relevant level National Curriculum and Syllabuses
- ix) The Public Health Act
- x) The Children Statue (1996)
- xi) Children Act Cap 59 (2000)
- xii) Security Guidelines to Educational Institutions
- xiii) Alternatives to Corporal Punishment (2008)
- xiv) The Human Rights Convention
- xv) General Timetable (displayed.)
- xvi) Institution Rules and Regulations (displayed)
- xvii) Programme of key activities/meetings (displayed)
- xviii) Duty roster (displayed.)
- xix) Institution Prospectus (not primary)
- xx) Up-to-date staff/list with qualifications and teaching subjects/courses for post primary teachers
- xxi) Schedule of duties of staff (displayed)
- xxii) Relevant guidelines, policies and circulars issued from time to time
- xxiii) Institution basic means of transport
- xxiv) African charter on the rights and welfare of the child.
- xxv) Road safety and highway code
- xxvi) Basic means of transport
- xxvii) BRMS booklet
- xxviii) An institution bank account
- xxix) Clear institution land-ownership documents (Land certificate, land agreement papers, written documents on offer of land)
- xxx) Child friendly school checklist

- i) Institution committees:
  - i) School Management/Board of Governors committees
  - ii) Staff Finance Committee
  - iii) Staff Academic Committee
  - iv) Staff Discipline Committee
  - v) Staff Co-curricular Activities Committee
  - vi) Staff Health, Sanitation and Environment Committee
  - vii) Staff Safety and Security Committee
  - viii) Learners' Council /Prefects Body
  - ix) Learners Safety and Security Committee
- j) A suggestion box for each of the following:
  - i) Teaching and non-teaching staff
  - ii) Learners
  - iii) Parents and the Community

#### INDICATOR 2

##### PROVISION AND MANAGEMENT OF STRUCTURES AND FACILITIES OF THE INSTITUTION SHOULD HAVE

The institution should have:

- a) A clear signpost showing:
  - i) Name of institution
  - ii) Government or Private (in case of Private indicate LICENCED OR REGISTERED by Ministry of Education and Sports)
  - iii) Licence or Registration Number
  - iv) Post Office Box Number