



Reference: 20180112-8190
12/12/13/1
Enquiries: R Larney

Circular: 0002/2018
Expiry date: None

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Circuit Managers, Principals of public schools and Chairpersons of governing bodies

Short summary: *This circular introduces guidelines for the handover process from the outgoing to the newly elected governing body.*

Subject: Guidelines for the handover process from the outgoing to the newly elected governing body

1. Section 19(2) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), as amended, requires of a principal, and other officers, to assist governing bodies in the performance of their functions in terms of the Act.
2. The principal of a school is the official representative of the Head of the Western Cape Education Department (WCED) while serving on the governing body. He or she is therefore obliged to ensure that there are adequate administrative measures in place aimed at sustaining the administrative and records management processes.
3. The revised *Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2017*, published in *Provincial Gazette Extraordinary* No. 7810 of 17 August 2017, requires that the principal convenes the first meeting of the newly elected governing body within seven days after the parent election.
4. The principal must facilitate the handover process which must take place within 14 days of the first meeting of the new governing body.

5. The principal must conduct the handover process by officially providing all relevant governance files, including the governing body constitution, policies and procedures, to the new governing body.
6. The principal must, in the same meeting, conduct an induction session for the new members and answer any questions that the new governing body may have.
7. A handover certificate (Annexure A), signed by both the incoming and outgoing chairperson, must be completed and kept safely at the school.
8. Principals are reminded that the WCED is audited annually and evidence of the actual handover process must be properly minuted and recorded.
9. Please bring this to the attention of the outgoing governors.

SIGNED: BK SCHREUDER
HEAD: EDUCATION
DATE: 2018-01-18



2018 GOVERNING BODY ELECTIONS

HANDOVER CERTIFICATE FROM OUTGOING GOVERNING BODY CHAIRPERSON TO NEWLY ELECTED GOVERNING BODY CHAIRPERSON

This certificate is the property of the school and must be kept safely by the principal and should be made available on request to the circuit manager.

Name of school: _____ Venue of elections: _____

District Office: _____ Circuit: _____

I, _____ (full name), newly elected chairperson of the governing body of _____ (school's name), hereby certify that I have received the following documents from the outgoing governing body chairperson:

KEY AREA	ITEM	Mark with a cross (X), where applicable	
		YES	NO
1. LEGISLATION	1.1 The Constitution of the Republic of South Africa, 1996 (Act 108 of 1996)		
	1.2 The South African Schools Act (SASA), 1996 (Act 84 of 1996)		
	1.3 The Employment of Educators Act (EEA), 1998 (Act 76 of 1998)		
	1.4 The Public Service Act, 1994 (Act 103 of 1994)		
	1.5 Labour Relations Act, 1995 (Act 66 of 1995)		
	1.6 Labour Relations Amendment Act, 1998 (Act 127 of 1998)		
	1.7 Western Cape Provincial School Education Act, 1997 (act 12 of 1997)		

KEY AREA	ITEM	Mark with a cross (X), where applicable	
		YES	NO
	1.8 The Education Amendment Act, 2007 (Act 31 of 2007)		
	1.9 Measures relating to governing bodies of public schools (General Notice 993 of 1997) and its amendments		
	1.10 Guideline for the consideration of governing bodies of public schools (General Notice of 15 May 1998)		
	1.11 Guidelines for the consideration of governing bodies in adopting a code of conduct for learners (General Notice of 15 May 1998)		
	1.12 National norms and standards for school funding (General Notice 2362 of 1998) and its amendments		
	1.13 Misconduct of learners at public schools and disciplinary proceedings (General Notice 2591 of 2001)		
	1.14 Exemption of parents from the paying of school fees (General Notice 1293 of 1998)		
	1.15 The Constitution of the governing body		
	1.16 The vision and mission statement of the school		
	1.17 Action plans for the following year based on the school improvement plan		
2. POLICIES	2.1 Admission policy		
	2.2 Policy on school sport and cultural activities		
	2.3 Policy on use of school buildings and facilities by non-school community members		
	2.4 Policy on occupational health and safety		
	2.5 Religious policy		
	2.6 Language policy		
	2.7 HIV and AIDS policy		
	2.8 Code of conduct for learners		
	2.9 School's policy on payment of school fees		
3. FINANCIAL RESOURCES	3.1 Minute book		
	3.2 Copy of assets register of school		
	3.3 Cash book (electronic)		
	3.4 Current receipt book (serial number:)		

KEY AREA	ITEM	Mark with a cross (X), where applicable	
		YES	NO
	3.5 Completed receipt book(s) (serial numbers:)		
	3.6 Current cheque book (serial number:)		
	3.7 Used cheque book(s) (serial numbers:)		
	3.8 Petty cash (amount:)		
	3.9 Bank statements for period 01 January to 30 June of current financial year		
	3.10 Documentary proof of investment(s), if any		
	3.11 List of NGOs or partners approved by district office and operating in schools		
	3.12 Copy of tenth school day statistics		
	3.13 Copies of contracts of all staff employed by the governing body		
	3.14 Audited financial statements for period 01 January to 31 December of previous year		
	3.15 School's financial policy		
	3.16 School budget for current financial year		
4. LEARNER PERFORMANCE	4.1 Copies of analysis of school results of previous three years		
	4.2 Strategy to improve learner performance		
	4.3 The school's improvement plan		
	4.4 Results of Grades 3 and 6 literacy and numeracy assessments for the past three years		

DECLARATION BY SCHOOL OFFICIALS

We, the undersigned, declare that the above information is correct and complete.

Name of outgoing Governing Body Chairperson **Signature** **Date**

Name of newly elected Governing Body Chairperson **Signature** **Date**

Name of Principal **Signature** **Date**