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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 informs schools of the new enhancements on CEMIS relating to the governing body voters' roll for parents, capturing governing body members' profiles and the self-evaluation tool to determine functionality of governing bodies*

**Subject: CEMIS enhancement relating to the governing body voters' roll for parents, the capturing of governing body members' profiles and the annual completion of the self-evaluation tool to determine functionality of governing bodies**

1. A functioning and involved governing body is one of the greatest indicators of a school that works. The role of parents in the running of a school and in their own children's education cannot be understated for the impact that we have seen it has.
2. Governing bodies is a module on CEMIS that allows schools to capture information relating to their governing bodies and also to assist schools to prepare a voters' roll in subsequent elections, by-elections and for the co-option of new members. The governing body module on CEMIS consists of the following sections:
  - 2.1 Capturing of parents' information in order to compile a voters' roll: Schools should note that only two parents can be captured per learner. The role that parents play in a school environment and in the education of their children is considerable and should not be undermined or taken for granted. Schools must make every effort to ensure that only parents who meet the legal requirements, as set out in the South African Schools Act (SASA), 1996 (Act 84 of 1996) are captured on CEMIS.

- 2.2 Profiles of elected governing body members: Between April and June each year, schools must capture and/or update the profiles of their governing body members on CEMIS.
- 2.3 Training of governing bodies: The Western Cape Education Department (WCED) is committed to ensure that all governing bodies are supported. Therefore, it is important that schools capture the training needs as well as training received for each governing body member.
- 2.4 Association: According to section 20(3) of SASA, a *governing body* may join a voluntary association representing *governing bodies* of *public schools*. This section allows schools to capture the payments made to the governing body association(s) a school is affiliated to.
- 2.5 The governing body functionality tool: Each school is required to evaluate the functioning of the governing body between **01 August and 30 September** each year. The evaluation, which is signed-off by the principal and chairperson of the governing body, includes rating governing bodies on the following:
  - 2.5.1 Governing body policies and legislation
  - 2.5.2 Meetings and assets
  - 2.5.3 Financial management
  - 2.5.4 Curriculum matters requiring governing body support
- 2.6 Quarterly governing body meetings: SASA requires that governing bodies meet at least once per term and schools can now capture their planned and actual meeting dates.
- 2.7 Dissolution of governing body: The revised *Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2017*, as published in *Provincial Gazette Extraordinary* No. 7810, dated 17 August 2017, allows for the Head of Department to dissolve a governing body. This section allows schools to capture the details should the governing body be dissolved.
3. Principals are reminded that the WCED and schools are audited annually and details of the governing bodies must be accurately captured and updated annually.

**SIGNED:** BK SCHREUDER

**HEAD: EDUCATION**

**DATE:** 2018-08-25