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

Short summary: *Informing schools of the arrangements for the 2021 national governing body elections.*

Subject: Arrangements for the 2021 governing body elections

1. Introduction

- 1.1 This year marks the ninth cycle of governing body elections since the inception of our democracy. Governing bodies play a crucial role in assisting principals and school management teams to provide proper leadership and governance in our schools.
- 1.2 The national governing body elections are scheduled for 01 March to 30 April 2021. Principals are advised to plan to hold their governing body elections by 16 April 2021 to ensure that, should there be a need for a second/follow-up election, the election does not extend into May 2021.
- 1.3 The 2021 elections will take place during the COVID-19 pandemic. This prompted the Western Cape Education Department (WCED) to think outside the box and develop an election strategy adapted especially for these unprecedented times. The WCED has modified its election process to include the following two full-day modes of election: (a) a manual election or (b) an e-election. The hope is that these new election modes will introduce best practice for future elections.

- 1.4 The overall objective of the election process is to ensure that duly elected, competent and visionary governors are elected to support quality learning and teaching at schools.
- 1.5 The implementation of the 2021 election process requires the involvement of officials at all levels of the education system as well as relevant key stakeholders such as governing body associations.

2. **Revised provincial regulations**

The WCED has finalised the *Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021*, published in *Provincial Gazette Extraordinary* No. 8398 of 12 March 2021 (included in the attached guidelines).

3. **Guidelines relating to the election of governing bodies of ordinary public schools**

- 3.1 The attached guidelines (only available in English) provide support for principals, deputy principals (or second in charges), school electoral officers (SEO), governing bodies and district electoral officers to effectively manage and implement the governing body elections.
- 3.2 The guidelines contain information and directives to operationalise the legal framework for this election and to ensure that properly elected, competent and committed governing body members are elected to take on the governance responsibility for our public schooling system.
- 3.3 Included in the guidelines are all the necessary documents, including all forms and election notices, which will assist principals and the school electoral team to hold successful elections. The following are some of the important documents included in the guidelines:
 - a) *Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021* (page 18).
 - b) Governing Body Election Calculator and SEO Management Plan (page 11).
 - c) PowerPoint presentation on the nomination validation meeting, voting process, counting process, e-election, vetting, voters' roll and COVID-19 protocols for a parent election (pages 12–13).

4. **Support to schools**

- 4.1 It is the role of district electoral teams to oversee the election processes in education districts and circuits.

- 4.2 Should a school need support or have queries, the principal must contact the relevant district electoral team coordinator indicated below:

| Education district | District electoral team coordinator | Telephone number |
|---------------------------|--|-------------------------|
| Metro North | Mr L Rutgers | 021 938 3000 |
| Metro Central | Mrs B Robertson | 021 514 6700 |
| Metro South | Mrs L Primo | 021 370 2000 |
| Metro East | Mr E Magodla | 021 900 7000 |
| West Coast | Mrs A Truter | 021 860 1200 |
| Cape Winelands | Mr N Dalvey | 023 348 4681 |
| Overberg | Mr J Bailey | 028 212 1730 |
| Eden and Central Karoo | Mr M Harmse | 044 803 8308 |

5. **Advocacy**

- 5.1 Various advocacy strategies are planned at national, provincial and district levels in order to encourage parents, community members, teachers and non-teaching staff to participate in the governing body election process at schools.
- 5.2 School electoral teams are also encouraged to develop their own strategies to mobilise support for the coming elections at their schools.
6. Please bring the contents of this circular to the attention of all staff and governing body members.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2021-03-20