



Reference: 20210525-3302  
File no.: 12/12/13/1  
Enquiries: D Louw

Circular: 0042/2021  
Expiry date: None

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

Short summary: *To ensure appropriate training and support programmes for governing body members, with a particular emphasis on their role in creating a quality learning environment.*

**Subject: Training of governing bodies**

1. The section that deals with the training of governing body members in Circular 0039/2019, dated 16 October 2019, is hereby repealed.
2. Risk reports indicate that the lack of training or proper training of governing body members leads to them not understanding their roles properly and thus not being as effective as they may be.
3. **Modes of training available for governing bodies**
  - 3.1 In line with section 19(1)(a) and (b) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), the Western Cape Education Department (WCED) has established a programme to provide introductory training and continuing training to governing body members to promote the effective performance of their functions and to enable them to assume additional functions.
  - 3.2 The following governing body associations offer training to governing bodies on various topics with regards to school governance:
    - a) Federation of Governing Bodies of South African Schools (FEDSAS)
    - b) Governing Body Foundation

c) South African Association for Special Education (SANASE) (training on special needs).

3.3 The WCED will ensure on an ongoing basis that principals and other officers of the WCED render all the necessary assistance to governing bodies in the performance of their functions.

3.4 All governing body members are thus hereby requested to attend training (in line with sections 19(1)(a), (b) and 19(2) of the SASA) conducted by the WCED and/or any recognised governing body association to ensure that they execute their functions as required by the SASA and any provincial legislation.

#### 4. **Record keeping of training interventions**

4.1 When a governing body member attends a training session it is advised that he/she stays for the duration of the training session and ensures that he/she signs the attendance register.

4.2 The WCED recognises and appreciates the role that governing body associations play and the training they provide to governing body members. In this regard the principal must keep a proper record of training on behalf of the governing body, which must include the following:

- a) nature of the training
- b) persons who were trained
- c) positions these persons hold on the governing body
- d) name of the school
- e) content, extent, date and duration of the training.

4.3 The Head: Management and Governance (and/or the Director: Institutional Management and Governance Planning) must be provided with these records upon request.

5. If a member has already attended a specific training session in the past three years, he/she does not need to attend the training again.

6. If a governing body is instructed by the Head of Department and/or his/her delegate to attend a mandatory training session organised by the WCED due to the fact that the governing body does not perform its functions or part thereof properly, effectively and efficiently and a member is not able to attend the planned training session for his/her school, he/she must submit a written apology to the Head: Management and Governance. This must be done prior to the planned date for the training and the specific governing body member must supply valid reasons for non-attendance and must indicate which alternative session on the schedule he/she will attend. Annexure A must be completed if a member is unable to attend. The principal must inform the relevant Head: Management and Governance of the names of those who

are unable to attend a training session via a formal letter prior to the planned training session, with all the relevant Annexure As attached.

7. The principal, secretary and chairperson of the governing body must encourage governing body members to attend planned training sessions.
8. The chairperson must ensure that the matter of attendance at planned governing body training sessions is prioritised and discussed annually at a governing body meeting. Proof that the matter was on the agenda of the governing body meeting, a copy of the duly signed attendance register of the meeting and a copy of the duly signed minutes of the meeting indicating that the matter was tendered at the governing body meeting and discussed, as well as the resolutions emanating from said meeting must be properly filed for record purposes.
9. If the governing body feels that they would like to approach the Head: Management and Governance or the Office of the Director: Institutional Management and Governance Planning for a specific training session, customised to their specific needs, they may do so by completing Annexure B.
10. Planned training sessions on management and governance issues are compulsory for all principals. It is advisable for the deputy principal and/or second-in-charge and/or a School Management Team member to accompany the principal to these training sessions.
11. Kindly bring the contents of this circular to the attention of all concerned, especially all governing body chairpersons and members.

**SIGNED:** B WALTERS

**HEAD: EDUCATION**

**DATE:** 2021-06-30