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Enquiries: D Louw

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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 that governing bodies implement effective, efficient and transparent administration of governing body meetings.*

Subject: Administration of governing body meetings

1. This circular repeals and replaces the section that deals with meeting administration of governing body meetings as stated in Circular 0039/2019, dated 16 October 2019.
2. All school governing bodies are advised to draft, accept and approve a meeting schedule. On this schedule the governing body will stipulate all its meetings for the next twelve months at least. Please refer to **Annexure A** attached.
3. For each meeting to be conducted a letter convening the meeting must be sent out, even if the governing body has a written, agreed-upon and approved schedule for/of meetings. Please refer to **Annexure B** attached.
4. Four types of meetings will be conducted and held by a governing body, viz.:
 - 4.1 Mandatory meetings: At least one meeting per quarter that must be held by the governing body with a minimum of 14 days' notice period.
 - 4.2 Special meetings: Frequency differs from institution to institution and it is just held for a specific purpose; something that cannot wait for the mandatory meeting to take place is transacted here. Notice period is at least 24 hours. These meetings do not count as part of the mandatory meetings.

- 4.3 Regulatory meetings: These are the meetings stipulated in the South African Schools Act (SASA), 1996 (Act 84 of 1996), with specific notice periods, for instance budget meeting with a 30 days' notice period, etc. There are also other regulatory meetings where the SASA stipulates clearly that the governing body must meet at least once a year with the educators, at least once a year with the non-educators, at least once a year with the parents and at least once a year with the learners.
- 4.4 Other types of meetings with frequencies indicated:
- a) Disciplinary Committee meetings for learners, as per the need.
 - b) Finance Committee meetings, at least once per month. These meetings are mandatory.
 - c) Recruitment and Selection, as per the need.
 - d) Disposal Committee meeting at least once per year. Obsolete items written off to be noted in the school's annual audited financial statements.
 - e) Executive Committee meetings - if in place, the frequency will be very high.
 - f) Other Standing Committees, monthly or as per the need.
 - g) Annual General Meeting, where the budget is tendered to parents, at least once a year.
5. The following proof of evidence must be presented as proof that a meeting was conducted:
- a) Letter/Notice convening the meeting (even though there is a schedule)
 - b) Agenda
 - c) Attendance Register (duly signed by attendees) (not just names of attendees listed in the minutes)
 - d) Minutes (duly signed) with resolutions (please refer to the attached **Annexure C**, as a framework for the minutes).
6. Each notice convening the meeting must be accompanied by the agenda, indicating clearly the nature of the business that will be transacted at the meeting.
- 6.1 An agenda is a prepared list of items to be discussed and decided upon by the meeting.
- 6.2 It allows members to prepare before coming to a meeting.
- 6.3 In each governing body meeting policies may be discussed, so it will be a main item, with specific sub items, like "(a) the finance policy will be revised, (b) the admission policy will be updated, (c) the safety policy will be approved, etc."
- 6.4 The purpose of an agenda is to ensure that the meeting stays on track, that the orderly transaction of business can be facilitated and that nothing is overlooked.

- 6.5 In the interests of inclusivity and to prevent excluding members of the governing bodies, "General Items" must not be included on an agenda.
- 6.6 **Annexure D1** is the framework for the agenda of mandatory governing body meetings that will be applicable to schools under the auspices of the Western Cape Education Department henceforth. All items will not serve at each meeting. The agenda will be drawn up by the secretary in consultation with the principal and chairperson. **Annexure D2** is a list of possible points for discussion under the headings as indicated in Annexure D1.
- 6.7 The Principal's Report will always be a standing point on the agenda. The principal may extract important agenda items from the following list: finance matters, appointments, learner matters which includes the Representative Council of Learners (if the latter is applicable), placement and admission issues, curriculum matters, discipline matters amongst learners, discipline matters amongst staff members, learner attendance patterns, staff attendance patterns, arrival times of learners, arrival times of staff members, leasing of property, infrastructure issues, asset management issues, Learning and Teaching Support Material issues, safety and security issues with the emphasis on Business Continuity Management, the School Development Plan, School Improvement Plan, Subject Improvement Plan, School Management Plan, Annual and Quarterly Academic Performance Report, Academic Performance Improvement Plan, Whole School Evaluation/School Evaluation Authority findings and recommendations and implementation status of such, any other findings and implementation status thereof, reports of various subcommittees, district matters and/or requests and correspondence from Head Office or the Department of Basic Education.
7. After the meeting the secretary, in consultation with the principal, must draft a task list (please refer to the attached **Annexure E**) which will lead to the matters arising in the next meeting.
8. Kindly bring the contents of this circular to the attention of all concerned, especially all governing body members.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2021-06-30