



Western Cape
Government

Education

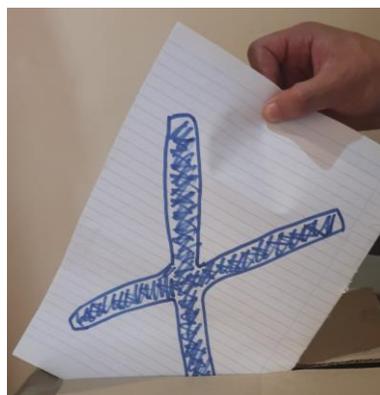
Wes-Kaap Onderwysdepartement
Western Cape Education Department
ISebe leMfundo leNtshona Koloni

WESTERN CAPE EDUCATION DEPARTMENT

GUIDELINES RELATING TO THE ELECTION OF GOVERNING BODIES OF ORDINARY PUBLIC SCHOOLS

2021

*“Reimagining School Governance under
Complex Conditions”*



Western Cape
Government

Education

2021
The Year of

Values-driven
Leadership
Enhancing functional schools



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1. INTRODUCTION

- 1.1 The 2021 School Governing Body (SGB) elections mark the ninth cycle of governing body elections, since the inception of our democracy. Governing body elections take place every three years and usually during the first quarter of a year. The 2021 election will take place during a worldwide coronavirus pandemic. This prompted the Western Cape Education Department (WCED) to think out of the box and to 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 processes for future elections. The coronavirus pandemic has also given us the opportunity to test our business continuity processes during a pandemic.
- 1.2 This guideline provides support for School Principals, Deputy Principals (or Second-in-Charges), School Electoral Officers (SEO), School Governing Bodies (SGB) and District Electoral Officers (DEO) to effectively manage and implement the governing body elections.
- 1.3 It contains information and directives to operationalise the legal framework for this election and to achieve the goal of ensuring that properly elected, competent and committed SGB members are elected to take on the governance responsibility for our public schooling system.
- 1.4 Given these uncertain times, it is fitting that this year the governing body elections will be held under the theme: ***“Reimagining School Governance under Complex Conditions.”***

2. LEGAL FRAMEWORK

- 2.1 Governing bodies at public schools in the Western Cape function in terms of the following legislative framework:
 - South African Schools Act, 1996 (Act No. 84 of 1996)
 - Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)
 - Government Gazette No 43889 of 6 November 2020 - Announcing the period for the 2021 School Governing Bodies

Elections and the time for the assumption of duties for the newly elected School Governing Bodies

- Government Gazette No 44135 of 8 February 2021 – Extension of the period for the elections to 30 April 2021
- Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations

2.2 To manage the governing body elections efficiently and effectively, please note that this guideline must be read together with the above-mentioned Acts and Regulations as well as any other relevant directives issued by the Western Cape Education Department (WCED).

3. ELECTION DATES

3.1 As per the instruction from the National Minister of Basic Education, based on her competence derived from section 54 of the South African Schools Act, 1996 (Act No. 84 of 1996), governing body elections must be completed by 30 April 2021.

[Double click on the embedded government gazettes for these notices.](#)



Gov Gazette SGB
Election - BasicEduc



Gov Gazeyye 44135
Extention of SGB Ele

3.2 Since schools only opened on 15 February 2021 and given that the Auditor-General season is during the months of March and April, it was decided that governing body elections in the Western Cape Province will take place from **20 March 2021 to 23 April 2021**.

3.3 Principals are advised to plan to hold their governing body elections **by 16 April 2021** to ensure that the election (should there be a need for a second/follow-up election) does not extend into May 2021.

3.4 The election of the educator, non-educator and learner members must be concluded before the election of parent members.

4. ELECTION ADVOCACY

4.1 Given that the South African Schools Act, 1996 (Act No. 84 of 1996) has assigned the responsibility for many critical functions to

governing bodies, it is important that suitable people are elected to school governing bodies.

- 4.2 During the build-up to the election we would like to encourage principals to put mechanisms in place to engage meaningfully with parents about their expectations of governing body members and encourage parents to be more involved in advocating the elections (even driving the communications campaign) to ensure optimal parent participation. Encourage canvassing and reading of manifestos
- 4.3 The inadequate provision of information to the parents about the nominated candidates was a major shortcoming in past elections. During this election we would like to improve on this part of the nomination process, with the help of schools and communities.
- 4.4 We have created a section on **WCEDonline** with information for the parents and community on the governing body elections:
<https://wcedonline.westerncape.gov.za/governing-body-elections>

5. ELECTION OFFICIALS

- 5.1 The elections will be managed by the:
 - Provincial Electoral Coordinator (PEC)
 - District Electoral Officer (DEO)
 - School Electoral Officer (SEO)
- 5.2 The PEC is responsible for the management of the election of governing bodies in the province. The PEC has been appointed by the Head of Department.
- 5.3 The DEO is responsible for overseeing and managing the governing body election process in the district. The duties of the DEO are contained in Annexure E.
- 5.4 The SEO is responsible to conduct the nomination and election of parent, educator and non-educator members to an SGB at a school identified by the DEO. The duties of the SEO are contained in Annexure F.
- 5.5 It is important to note that a principal may not act as SEO for the designation or election of members of the governing body at his or her particular school, owing to the fact that the principal is already a member of the SGB of his or her school. An SEO may only be

appointed for one school and may not be twinned with another school, meaning the principals of two schools may not be the SEO of each other's school. A principal may also not act as the SEO at a school where his or her child attends or is enrolled.

- 5.6 The SEO may appoint educators or non-educators from his or her school or the host school to assist with the elections at the school where he or she will manage the elections. They will form part of the school electoral team responsible for the elections.
- 5.7 According to the electoral code of conduct, the SEO, DEO, PEC and school electoral team must:
- (a) act honestly and courteously;
 - (b) act in a fair and unbiased manner;
 - (c) be familiar with the election process and applicable legislation pertaining to governing body elections;
 - (d) conduct the election according to these regulations;
 - (e) co-operate with the principal;
 - (f) manage the election process in a fair and just manner; and
 - (g) not exceed his or her powers.

6. MODES OF ELECTION - PARENTS, EDUCATORS, NON-EDUCATORS AND LEARNERS

- 6.1 Henceforth the governing body elections for parents will not take place by means of a nomination and election meeting as was done in. To reduce the risk of spreading the coronavirus it was decided that the election of parent members to governing bodies must take place by means of:
- (a) a manual election; or
 - (b) an e-election.

A hybrid/blended model will also be allowed

- 6.2 Both these modes of elections will start at 07:00 and close at 20:00. If a manual election is held, the voting station may be opened at various timeslots provided the voting station will be open for voting for a minimum of 10 hours in total and that contextual factors of the school is taken into consideration.
- 6.3 Both these modes of election are preceded by a manual nomination process.

6.4 Double click on the embedded excel tool designed to help you decide if an e-election mode is in the best interest of your school and that it will enable maximum electorate participation:



APPLICATION FORM
TO CONDUCT AN E-I

6.5 The nomination and election of the educator and non-educator members will take place via a nomination and election meeting, as was the case in the previous governing body elections.

6.6 **Double click on the embedded excel tool** below that was designed to help you determine whether a WCED employee is eligible to serve on the governing body of a school. This tool can be used at the Nomination Validation Meetings for parents, just before the counting process and/or the declaration of governing body members, and at the nomination and election meeting for educators and non-educators. Please note that this tool will be updated regularly with the latest data as it becomes available.

After you have entered the persal number in the tool it will reflect the following message if an educator or public servant/non-educator is not eligible to serve on the governing body.

“Mr/Mrs/Ms S Guilty, with persal number 21030501, is not eligible to serve on the SGB of this school, as an elected member, and will only be eligible to serve on an SGB as an elected member, under the auspices of the Western Cape Education Department, at the earliest on 17 April 2022”

If the educator or non-educator is eligible to serve on the governing body the message block in the tool will remain blank.

Please print and sign the tool and submit it to the DEO at the end of the elections.



Calculator to
ascertain whether W

6.7 The nomination and election of learner members will take place as contemplated in the Determination of the Functions and Procedures for the Establishment and Election of Representative Councils of Learners at Public Schools made by the Provincial Minister under Provincial Notice 272/2014 in Provincial Gazette 7317, dated 13 October 2014.

7. VOTERS' ROLL

7.1 The voters' roll is one of the most important documents of this election as no person will be allowed to be nominated and/or to vote if his or her name does not appear on the specific voters' roll.

7.2 The principal must make a voters' roll for each of the following categories of voters: all parents, educators and non-educators who are entitled to vote.

7.3 Parents must bring a form of identification to the voting station. The form of identification must be a South African identity card, a green barcoded identity document, a temporary identification document issued by the Department of Home Affairs, or in the case of a foreigner, a permit issued in terms of the Immigration Act, 2000 (Act 13 of 2000). Provided that in the event of such identification not being available an alternative form of identification may be accepted by a member of the school electoral team, such as a valid or non-expired drivers' licence and temporary drivers' licence.

7.4 It is therefore important that the identity number (ID number) for each parent entitled to vote is correctly captured on the voters' roll. If a school has opted for an e-election then the email and mobile number of parents are additional requirement for the voters' roll.

7.5 It is the duty of the SEO to verify the voters' rolls after the principal has finalised them.

7.6 The voters' roll on CEMIS must be used provided you have considered all risks such as:

- (a) all identity or passport numbers of parents have been captured as parents must provide their Identity Documents (ID) to vote during the manual election mode;
- (b) all the surnames of parents are spelt correctly;
- (c) all names of parents are spelt correctly; and
- (d) there are no duplicates on the voters' roll

7.7 A special tool has been developed to help you compile a detailed and thorough voters' roll based on the data captured on CEMIS. The Directorate Institutional Management and Governance will email the tool to all schools.

7.8 Refer to section 12 of this guideline for further clarity on the voters' roll.

8. DATE, TIME AND VENUE OF NOMINATION VALIDATION MEETING AND ELECTION OF PARENT MEMBERS

8.1 The SEO after consultation with the principal must—

(a) determine a date, time slots and venue for—

- (i) a meeting to validate the nominations from parents, which meeting must be held at least 10 days prior to the election;
- (ii) an election of parent members;
- (iii) the counting of votes; and

(b) inform the principal in writing thereof.

8.2 The nomination and election of parent members must be preceded by the election of the other categories of members of the governing body.

8.3 Refer to section 12 of this guideline for further clarity on this topic

8.4 SGB Election Calculator and SEO Management Plan

8.4.1 A special SGB election calculator has been developed to work out all the dates and activities needed to complete the elections processes. This tool is programmed for until 31 December 2025. All that is required is for the principal or SEO to capture the school EMIS number (by truncating the zero in front) and the election date on the calculator (section 1) and the rest of the dates and activities will be populated automatically. After the parent members have been elected, the principal is also required to enter the dates on which the parent members have been elected (section 50 on the calculator) and when the election of officer bearers took place (section 51 on the calculator). After the election and the election of office bearers, the printed version of the calculator must be stamped with the school stamp and submit a printed copy to the DEO by latest seven (7) days after the election of the office-bearers.

Double click on the embedded excel tool below to access the SGB election calculator.



FINAL UPDATED
SGB ELECTIONS CAL

8.4.2 A printed version of the SGB election calculator may be used as the management plan of the SEO. If used for this purpose, the SGB election calculator need only to be signed by the SEO before it is submitted to the DEO. The SEO must also attach a schedule for the processes of the school electoral team members monitoring the nomination validation meeting, the polling and the counting of votes. Both documents must be submitted to the DEO within seven days after the election of the office-bearers.

9. NOTICE OF NOMINATION VALIDATION MEETING AND ELECTION OF PARENT MEMBERS

9.1 The SEO must prepare a notice of the nomination validation meeting and election (***in the form*** of Annexure A) and a nomination form (***in the form*** of Annexure B) and must, at least 21 days prior to the election, provide the principal with a copy of the notice and nomination form.

9.2 The principal must at least 21 days prior to the date of the election for parent members ensure that the educators hand copies of the notice and nomination form to every learner of the school concerned with the oral instruction to hand it to his or her parents. The principal may use any other method to notify the parents of every learner at the school of the nomination validation meeting and election of parent members, as long as the method of notification does not place any parents at a disadvantage or impede their participation in the election process.

9.3 Nomination forms have also been placed on the WCED website for parents to access.

9.4 Refer to section 12 of this guideline for further clarity on the notice of the nomination validation meeting and election.

9.5 Please note that minutes of all nomination validation meetings must be kept and signed by the SEO (Form 5).

10. E-ELECTIONS

- 10.1 The nomination process for the manual elections applies to the e-elections, unless the e-voting system provides for the nomination process for an e-election to be undertaken electronically, in which case the nomination process for the manual elections applies, with the necessary changes. The polling and counting process is conducted via the e-voting system used by the school.
- 10.2 The technical requirements for e-elections is contained in Annexure G.
- 10.3 Refer to section 12 of this guideline for further clarity on the E-election mode.

11. COVID-19 PROTOCOLS

- 11.1 The principal and the SEO must ensure that all COVID-19 protocols are adhered to depending on the prevailing Regulations and Directives at the time of the elections.
- 11.2 Refer to section 12 of this guideline for further clarity on COVID-19 protocols for the elections.

12. EXPLANATION - NOMINATION VALIDATION MEETING, VOTING PROCESS, COUNTING PROCESS, E-ELECTION, VETTING, VOTERS' ROLL, COVID PROTOCOLS FOR A PARENT ELECTION

Open the embedded PowerPoint presentation below for a –

- step-by-step guide on how to conduct the Nomination Validation Meeting
- step-by-step guide on the Counting Process
- flow diagram of the Voting Process
- summary of the:
 - modes of election;
 - voters' roll;
 - vetting of governing body members;
 - nomination process for parent members;
 - dispute resolution procedures;
 - e-Election voting and counting process;
 - COVID- 19 protocols; and the
 - first steps after the election of the new governing body members.



2021-WCED-SGB
Election 2021 - Cour

13. MOST ASKED QUESTIONS

- **Why do we have to start on 20 March 2021?**

The reasons are as follows (a) the schools reopened on the 15 February 2021 and most schools use the learners to convey messages to their parents, the majority of schools are not so fortunate to sit with an infrastructure to notify their parents via other means, (b) the majority of schools will use rotational timetables meaning all learners will not be at school every day to give these documents to the parents, (c) we want schools to go through a canvass or manifesto read or advocacy period, this has not taken place in the past, as a result we have very many challenges with SGBs, (d) March is the start of the Auditor-General season.

- **Can SGB educators and non-educators participate in the election process?**

“educator” means any person, excluding a person who is appointed to perform extracurricular duties exclusively, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a *school*

A person employed as teacher whether state paid, school paid (SGB paid) and temporary employed. Grade R teachers and Grade R practitioners are regarded as teachers who should participate in the election. It is not about qualifications.

So, if:

- Linda Mofoka teaches for three days in the week accounting at a school, he is considered an educator if he/she is paid by the school.
- Sandy Peters comes in three days in the week to tutor maths to the learners and is an employee of the school, paid by the school, she is considered an educator.
- Iqbal Naidoo comes in five days a week to tutor the learners physical sciences, but he is paid by the parents of the learners

directly, he is not considered an employee of the school and as a result is not eligible to serve on the SGB.

- Susanna Petrus tutors maths at the school and has an arrangement with the school (this is not advised and allowed by operation of the law, but it is not the relevant issue now) that the parents may pay the fees into the school account and the school will then transfer the monies paid in, to Susanna at a certain date in the month. Note, that she is not working for the school, hence she is not eligible to be elected for the SGB.
- Mandela Wickus comes to school every day, but only works from 08h00 till 12h00 and teaches the music learners. He is paid by the school and is considered to occupy a 60% post. He is eligible to stand for the SGB as an educator member.
- Jan Botha and Siyabonga Petse coach rugby and soccer after school for four days and accompany the teams on Saturdays. They will not be considered as educators and are not eligible to represent the educators on the SGB
- Marna Haroon is on the pay roll of the school and is employed on a permanent basis, offering educational psychological services to learners and other educators at the school, but she does not teach any learner. She is eligible to serve on the SGB as an educator, irrespective whether she has a SACE certificate or not.
- Mandy Sali is a teacher assistant at the school. She is not eligible to represent the educators on the SGB, she is part of the support staff (non-educator staff) and not educator staff

“non-educator” means a person, other than an educator, appointed at a school in a contract or permanent capacity in accordance with the Public Service Act, 1994 (Proclamation 13 of 1994), or by the governing body

Anyone employed at a school not doing the work of teaching falls under support staff whether state or school paid. This will include secretaries, General Workers, Food Handlers, library assistant, etc. if they report and work at that school for a longer period such as a minimum of a twelve-month contract.

Please note: A person who studies to become a teacher, helping/assisting the teacher in the class is not an educator even if the person tutors of a subject/topic to learners. Regarded as non-educator

- **Do we have to provide ID numbers of parents to service providers for the e-election?**

Some schools have enquired about whether they must get the permission from their parents to provide their ID numbers to the service provider. It all depends on what the school indicated to the parents initially why they needed the ID numbers. Please refer to Section 26, 57 and 58 of the relevant Act.

What is important to note is:

- A school has the right to the ID number of a parent, as the school is a juristic person and may want to take legal action against a parent for non-payment of school fees for instance.
- A school will need the ID number to allow a parent to vote, but specifically to identify a parent, just like the IEC has it for local, provincial and national elections.
- The identification as per operation of the law must be a South African identity card or green barcoded identity document, or a temporary identity document issued by the Department of Home Affairs or, in the case of a foreigner, a permit issued in terms of the Immigration Act, 2002 (Act 13 of 2002): Provided that in the event of such identification not being available an alternative form of identification may be accepted by a member of the school electoral team.
- So, the school and the SEO may have access to the ID numbers of parents and there is no need to request permission.
- However, the parents have the right to object having their ID numbers supplied to a third party, as some of them will argue that the school did not state in the application form or admission form that the ID number will be provided to a third party at any stage or specifically for the voting process. The third party in this case is the service provider. It is common cause in this country that the ID is used for identification purposes in elections in South Africa. The SGB Elections are no different.
- In order to ensure that the school does not offend its parents base, the following is advised: (a) the ID number of the parent for e-elections is mapped onto a unique number generated by the school. (b) the principal supplies the SEO and SET with a voters' roll for parents with both the ID number and the unique number, but the service provider is not provided with the ID number, just the unique number. This will be properly explained in a follow-up email to all schools and stakeholders.

- **What are the requirements for the voters' roll for this election?**

We need duly completed voters' rolls for the parent members at all schools in this province. Some schools may have all the information per parent and then there may be schools where all the information is not readily available. Most of the information we will be able to import, but some will not be able to be imported unless it is already on CEMIS.

You are thus kindly requested to send the attached document out to parents to get all the requisite information about the parents or to adjust the form for the school's needs if needs be. If the school has all the relevant information, then it is not necessary. If a parent does not have an identity number, the parent will not be allowed to vote.

[Double click on the embedded excel tool below to access the SGB election calculator.](#)



INFORMATION
NEEDED FOR VOTER

- **How is the School Electoral Team selected?**

Many school principals and district officials have called regarding the school electoral team and they would prefer it to come from the host school, i.e. the school where the election is conducted and not from the school that manages the election. They feel it brings a lot of logistical challenges. I am however of the opinion that it is a risk. However, school electoral officers may appoint the school electoral teams from the host school. However, the SEO must understand that he/she will be relieved/deputised by his/her deputy / second-in-charge of the school where he/she is the school principal, and not by the deputy of the host school. The whole team will thus consist of:

- A principal (From Managing school) as SEO
- Deputies or SICs (From Managing school) to deputise for SEO
- Team Members (From Host school or Managing school, whichever one poses the least risk for the SEO)

So, if the election is conducted for school A (host school), then the school principal (and deputies or SICs) of school B may manage the election for school A, but school A will provide the members for the school electoral team. If the schools have already planned with the desired method in mind, it is also fine.

PLEASE NOTE: The Legal Adviser (Senior Counsel) says the stamp of the SEO must be used

To note:

- The host school must provide the equipment for the voting station, the screeners, thermometers, ballot boxes, ballots, Tripods, duplicating paper, generator, hand sanitizer, social distancing stickers, etc.
- The SEO **MUST** provide the stamp. The Stamp **MUST** not be provided by the host school
- If the host school has an e-election, they must provide a person with technical expertise
- It is requested that the SEO gets a person in his/her team who is very good in excel
- Twinning is **NOT** allowed. By not twinning it allows for expansion of opportunities for more principals and deputy to be learn and be exposed to the election process.
- We do not have a principled problem if the teams work over circuit boundaries, as some districts have been delineated in such a way that circuits' boundaries intersect at multiple points
- **Must the Deputy principal or second-in-charge also sign the School Electoral Officer appointment letter?**

No, but the principal and his/her deputy or second-in-charge must confirm in writing that the deputy or second-in-charge will substitute for the principal in his or her duties as a School Electoral Officer, when necessary. In the same way the principal informs the Circuit Manager when the deputy will deputize.

[Double click on the embedded excel tool below to access the SGB election calculator.](#)



Deputizing as
School Electoral Off

- **Can the Deputy Principal who is now Acting Principal be nominated to serve on the SGB as the educator representative?**

Yes, but he/she cannot serve as the teacher representative while he/she is acting as the principal. The governing body must co-opt another educator from the same school from nominations submitted by educators onto the governing body

for the duration of the period that the elected educator member acts as principal.

- **What is the role of the nominees at the Nomination Validation Meeting?**

Nominated candidates are invited to attend the meeting, but should not participate in any way in the process of verifying and finalising the list of nominees.

14. COPY OF OFFICIAL REGULATIONS

[Double click on the embedded](#)



8398-Ex-Ord
Gaz-schools-regs.pdf

15. GUIDELINE FOR SCHEDULE OF MEETINGS

[Double click on the embedded](#)



DIMG - GUIDELINES
FOR SGBs - SCHEDULE



2021 GOVERNING BODY ELECTIONS SCHOOL READINESS DECLARATION

This form must be completed by the school electoral officer and submitted to the district electoral officer at least 21 days before the first election at the school.

NAME OF SCHOOL: _____

EDUCATION DISTRICT: _____ CIRCUIT: _____

NAME OF SCHOOL ELECTORAL OFFICER: _____

NO.	STATE OF READINESS	YES	NO	COMMENTS/NEXT STEP(S)
1	School electoral officer has been appointed.			
2	School electoral team is in place and informed of their roles and responsibilities.			
3	School election date(s) has/have been finalised and communicated to all relevant stakeholders.			
4	School has an effective advocacy strategy in place.			
5	Venue(s) for the nomination validation and election meetings are suitable and accessible to all participants.			
6	Suitable furniture and stationery (including ballot boxes and voting booths) are available for the nomination and election meeting.			
7	Voter registration was done, and the voters' roll has been finalised.			
8	All relevant documents were made available to stakeholders (including relevant circulars and regulations).			
9	All Covid-19 protocols for a safe election are in place.			
10	School is compliant with all the requirements for an e-election, where applicable.			
Additional comments:				

SIGNATURE OF PRINCIPAL

DATE

SIGNATURE OF SCHOOL ELECTORAL OFFICER

DATE

**2021 SGB ELECTIONS
PARENT NOMINATION LIST**

NAME OF SCHOOL: _____

ELECTION DATE: _____

*This is a list of the parents whose nominations have been accepted and are eligible to be elected as parent members of our governing body. If the total number of parent candidates is more than the number required for our governing body (i.e. **members**), a poll must be held.*

PICTURE OF CANDIDATE (Optional)	FULL NAMES OF CANDIDATE

2021 GOVERNING BODY ELECTIONS
BALLOT PAPER
 PLEASE MAKE A NEAT X NEXT TO YOUR PREFERRED CANDIDATES

Nr.	PICTURE OF CANDIDATE	FULL NAMES OF CANDIDATE	OF	X	Nr.	PICTURE OF CANDIDATE	FULL NAMES OF CANDIDATE	OF	X
1					11				
2					12				
3					13				
4					14				
5					15				
6					16				
7					17				
8					18				
9					19				
10					20				

NOTE: Only a member of the electoral team may assist a voter who cannot complete this ballot paper to do so.



2021 GOVERNING BODY ELECTIONS
RESULT SLIP OF ELECTIONS

TYPE OF ELECTION

PARENT

EDUCATOR

NON-EDUCATOR

NAME OF SCHOOL: _____

EDUCATION DISTRICT: _____ CIRCUIT: _____

DATE OF ELECTION

No.	NAME AND SURNAME OF CANDIDATES (MOST TO LEAST VOTES)	NUMBER OF VOTES
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

TOTAL NUMBER OF ELIGIBLE VOTERS: _____

TOTAL NUMBER OF VOTES CAST: _____ REJECTED BALLOTS: _____

THE QUORUM AMOUNT FOR THIS SCHOOL (PARENT ELECTION): _____

NAME OF SCHOOL ELECTORAL OFFICER: _____

SIGNATURE OF SCHOOL ELECTORAL OFFICER

DATE

This form must be completed by the school electoral officer and submitted to the district electoral officer at least 2 days before the first election at the school.



2021 GOVERNING BODY ELECTIONS
MINUTES AND RESULT SLIP OF NOMINATION VALIDATION MEETING

TYPE OF ELECTION

PARENT

EDUCATOR

NAME OF SCHOOL: _____

EDUCATION DISTRICT: _____ CIRCUIT: _____

DATE OF MEETING

NOMINATION VALIDATION MEETING

1ST

2ND

3RD

No.	SURNAME OF PARENTS ELIGIBLE TO BE NOMINEES AND/OR ELECTED IF THE TOTAL NUMBER OF CANDIDATES IS EQUAL TO THE NUMBER OF MEMBERS REQUIRED
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

Legend for rejection:

- A** - Has not been nominated using the correct nomination form (Annexure B)
- B** - Nomination form has not been duly completed by the proposer, seconder and parent candidate
- C** - Ineligible to serve
- D** - Nominated himself or herself

No.	NAME AND SURNAME OF THE PARENT WHOSE NOMINATION HAS BEEN REJECTED	A	B	C	D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

TOTAL NUMBER OF ELIGIBLE NOMINEES: _____

TOTAL NUMBER OF NOMINATIONS RECEIVED: _____

TOTAL NUMBER OF REJECTED NOMINATIONS: _____

NAME OF SCHOOL ELECTORAL OFFICER: _____

SIGNATURE OF SCHOOL ELECTORAL OFFICER

DATE



GOVERNING BODY ELECTIONS

ELECTION DECLARATION FORM

This form must be completed by the school electoral officer and submitted to the district electoral officer

NAME OF SCHOOL: _____

EDUCATION DISTRICT: _____ CIRCUIT: _____

NAME OF SCHOOL ELECTORAL OFFICER:

DATE OF ELECTIONS FOR:

	COMPONENT	DATE OF ELECTION (IF APPLICABLE)	DATE OF NOMINATION VALIDATION MEETING (IF APPLICABLE)
1	Educator component		
2	Non-educator component		
3	Learner component		
4	Parent component		

PLEASE COMPLETE THE RELEVANT SECTION

SECTION A: Undisputed Elections

As the electoral officer for the abovementioned election(s), I declare that the elections for all component(s) of the elections were undisputed.

SIGNATURE

DATE

SECTION B: Disputed Elections

As the electoral officer for the abovementioned election(s), I declare that the following component(s) of the elections was/were disputed:



2021 GOVERNING BODY ELECTIONS
NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY

NAME OF SCHOOL: -

EDUCATION DISTRICT: _____

ELECTION DATE (EDUCATORS): _____

ELECTION DATE (NON-EDUCATORS): _____

ELECTION DATE (PARENTS): _____

Table with 4 columns: SURNAME AND NAME, TEL. NO., CELL NO., EMAIL. Rows include Principal, Parents (1-7), Educators (1-2), Non-educator (1), Learners (1-2), and Experts and representatives from organisations for parents of learners with special education needs, sponsoring bodies, organisations for disabled persons, and disabled persons, if applicable. (1-2)

3				
4				
5				
Members of school operating partners				
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

NAME OF SCHOOL ELECTORAL OFFICER: _____

SIGNATURE OF SCHOOL ELECTORAL OFFICER: _____ **DATE:** _____

This form must be completed by the school electoral officer and submitted to the district electoral officer at least 21 days before the first election at the school.



FORM 8 – COUNTING SHEET



2021 SGB elections
Counting Sheet 2.doc

FORM 9 – VOTER TURN OUT SHEET



2021 SGB Election
VOTER - Turnout Sheet

FORM 10 – BALLOT PAPER RECONCILIATION SHEET



BALLOT PAPER
STATEMENT SGB (2).doc

ANNEXURE A

Notice of Nomination Validation Meeting and Election

Election of Parents of Learners to the Governing Body

(Regulations 18, 19, 21 and 22 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)

NAME OF SCHOOL: _____ EMIS NUMBER: _____

Notice is hereby given that:

1. a parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school, may nominate any other parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school, or second the nomination of any parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school by delivering the nomination to the school by latest _____ (date).

2. various nomination validation meetings, which may be attended by parent candidates, may be held on:

(a) _____ (date) at _____ (venue)
at _____ (time); and

(b) _____ (date) at _____ (venue)
at _____ (time); and

(c) _____ (date) at _____ (venue)
at _____ (time).

To transact the following business:

- (i) consider all nominations;
- (ii) to reject all nominations that are ineligible; and
- (iii) to compile a list of parent candidates who are eligible to be nominees.

3. The voters' roll of parents, which is based on the school admission register, will be available for scrutiny at the school as from _____ (date) _____ (time), and a parent has the right to lodge a dispute until _____ (date) _____ (time) with the school principal. The principal will consider all disputes prior to publishing the voters' roll for parents by _____ (date). No names will be added after _____ (date).

4. Any person may lodge an objection with the school electoral officer _____ (name and surname) in writing to any nomination by 16h00 on _____ (date).

5. An election will be held on _____ (date), at _____ (venue), and the polls will open at _____ (time) and close at _____ (time) and will be open for the following slots (if a manual election):

This election will only be held if more parent candidates are nominated than the number of members to be elected.

6. A follow-up election may be held on _____ (date), at _____ (venue), and the voting station will open at _____ (time) and close at _____ (time) and will be open for the following slots (if a manual election):

This follow-up election will only be held if more parent candidates are nominated than the number of members to be elected and a quorum was not reached at the previous election.

7. Counting of ballots, after a quorum was established, will be held on _____ (date), at _____ (venue), after polling at the election has closed and nominees may attend the session.

8. Counting of ballots will be held on _____ (date), at _____ (venue), after polling at the follow-up election has closed and nominees may attend the session.

9. You are hereby reminded to—

(a) bring a form of identification to be allowed to vote. The form of identification must be a South African identity card or green barcoded identity document, or a temporary identity document issued by the Department of Home Affairs or, in the case of a foreigner, a permit issued in terms of the Immigration Act, 2002 (Act 13 of 2002); and

(b) take the following factors into account when nominating and voting for parent candidates:

- (i) the principle of equity;
- (ii) the need to redress past injustices; and
- (iii) the need for representivity.

10. If the number of parent candidates nominated equals the number of members to be elected, the parent candidates will be deemed to be elected governing body members.

11. If the number of parent candidates nominated is less than the number of members to be elected, the school electoral officer will call for more nominations of parent candidates.

DATE
ADDRESS: _____

SIGNATURE OF SCHOOL ELECTORAL OFFICER

ANNEXURE B

NOMINATION FORM

Election of Parents of Learners as Members of Governing Body

(Regulations 18, 19, 21 and 22 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)

NAME OF SCHOOL:

PROPOSER:

I, _____,
(Full name)

of _____ (Residential
address)

being a parent of a learner of the above-mentioned school, hereby propose

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF PROPOSER

SECONDER:

I, _____,
(Full name)

of _____ (Residential
address)

being a parent of the above-mentioned school, hereby second

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

 SIGNATURE OF SECONDER

CANDIDATE:

I, _____
 (Full name)

with ID NUMBER/PERSAL/EMPLOYMENT number

 of _____
 (Residential address)

hereby declare that I am fully aware that—

1. I may not be nominated for or appointed as a member of a governing body or I cease to be a member of a governing body if I—
 - (a) have at any time been convicted by a court of law of an offence for which I received a suspended prison sentence without the option of a fine, or was sentenced to imprisonment without the option of a fine, unless I have received a free pardon, or the period of suspension or imprisonment has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
 - (b) have been declared unsuitable to work with children in terms of the Children's Act, 2005 (Act 38 of 2005), or the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007);
 - (c) am mentally ill and have been declared as such by a court of law;
 - (d) am an unrehabilitated insolvent;
 - (e) (in the case of an educator, in the employ of the Western Cape Education Department, appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998)), have been found guilty of misconduct and have—
 - (i) received a fine;
 - (ii) been suspended without pay;
 - (iii) been demoted; or
 - (iv) received a combination of the sanctions contemplated in subparagraphs (i) to (iii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
 - (f) (in the case of a non-educator, in the employ of the Western Cape Education Department, appointed in terms of the Public Service Act, 1994, or by the governing body) have been found guilty of misconduct and have—
 - (i) been suspended without pay;
 - (ii) been demoted; or

- (iii) received a combination of the sanctions contemplated in subparagraphs (i) and (ii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
 - (g) do not have a child enrolled as a learner at the school concerned and am not a caregiver of a child enrolled as a learner at the school.
2. I further declare, based on the points listed in (1) above, that I am not ineligible to be nominated or to serve on the governing body of a school under the auspices of the Western Cape Education Department.
 3. I further declare that I consent to being vetted by an accredited vetting agency to determine compliance with point (1) above, if I am elected to the governing body and an allegation based on point (1) is made against me.
 4. I further declare that, after having considered points (1), (2) and (3) above, I duly accept the abovementioned nomination.

SIGNATURE OF CANDIDATE

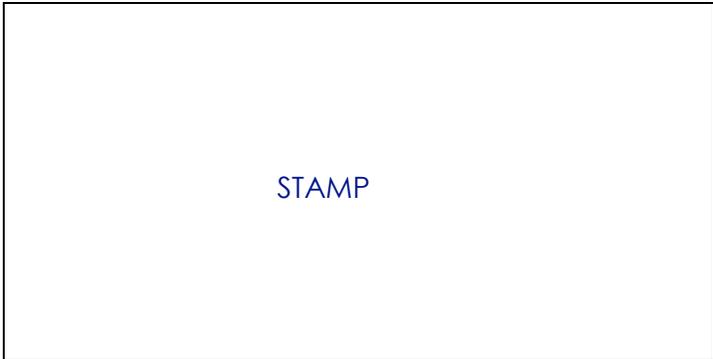
I, _____,
(Full name)

the undersigned hereby declare that this nomination is accepted / rejected.
(Delete which is not applicable)

DATE

SIGNATURE OF SCHOOL ELECTORAL OFFICER

Please affix the stamp of office of the school electoral officer.



ANNEXURE C

Notice of Nomination and Election Meeting

Election of Educators / Non-Educators to the Governing Body

(Regulations 24, 25 and 26 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)

NAME OF SCHOOL: _____ EMIS NUMBER: _____

Notice is hereby given that a meeting for the nomination and election of candidates for the election of _____ (educators / non-educators) as members of the governing body for the above-mentioned school will be held on _____ (date) at _____ (time) in _____ (venue). Should a quorum not be reached, a follow-up meeting will be held on _____ (date) at _____ (time). It will be determined at _____ (time) on the day of the nomination and election meeting whether enough educators / non-educators entitled to vote are present for the meeting to go ahead. Educators / non-educators are therefore encouraged to attend the meeting. Please arrive at the meeting before _____ (time). A candidate may be nominated at the meeting or by lodging with the school electoral officer not more than seven days prior the above meeting, a nomination form duly completed by a proposer, a seconder and the nominated candidate. For this purpose, nominations will be accepted at the school from _____ (date) until _____ (time) on _____ (date). If the number of candidates nominated equals the number of members to be elected, the candidates will be deemed to be elected governing body members. If more candidates are nominated than the number of members to be elected, a poll will be conducted after the nominations have been submitted.

DATE

SIGNATURE OF SCHOOL ELECTORAL OFFICER

ADDRESS: _____

ANNEXURE D

NOMINATION FORM

Election of Educators / Non-Educator as Members of Governing Body

(Regulations 24, 25 and 26 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)

NAME OF SCHOOL:

PROPOSER: I, _____,
(Full name)

of _____ (Residential
address)

being an educator / non-educator of the above-mentioned school, hereby propose

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF PROPOSER

SECONDER:

I, _____,
(Full name)

Of _____ (Residential
address)

being an educator / non-educator of the above-mentioned school, hereby second

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

SIGNATURE OF SECONDER

CANDIDATE:

I,

 (Full name)

with PERSAL/EMPLOYMENT number

 of

 (Residential address)

hereby declare that I am fully aware that—

1. I may not be nominated for or appointed as a member of a governing body or I cease to be a member of a governing body if I—
 - (a) have at any time been convicted by a court of law of an offence for which I received a suspended prison sentence without the option of a fine, or was sentenced to imprisonment without the option of a fine, unless I have received a free pardon, or the period of suspension or imprisonment has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
 - (b) have been declared unsuitable to work with children in terms of the Children's Act, 2005 (Act 38 of 2005), or the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007);
 - (c) am mentally ill and have been declared as such by a court of law;
 - (d) am an unrehabilitated insolvent;
 - (e) (in the case of an educator, excluding the principal, appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998)), have been found guilty of misconduct and have—
 - (i) received a fine;
 - (ii) been suspended without pay;
 - (iii) been demoted; or
 - (iv) received a combination of the sanctions contemplated in subparagraphs (i) to (iii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
 - (f) (in the case of a non-educator appointed in terms of the Public Service Act, 1994, or by the governing body) have been found guilty of misconduct and have—
 - (i) been suspended without pay;
 - (ii) been demoted; or
 - (iii) received a combination of the sanctions contemplated in subparagraphs (i) and (ii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body.
2. I further declare, based on the points listed in (1) above, that I am not ineligible to be nominated or to serve on the governing body of a school under the auspices of the Western Cape Education Department.

3. I further declare that, after having considered points (1) and (2) above, I duly accept the abovementioned nomination.

SIGNATURE OF CANDIDATE

OR

(IF PROPOSED AT NOMINATION AND ELECTION MEETING AND NOT PRESENT TO COMPLETE THE NOMINATION FORM)

I, _____,
(Full name)

declare that written proof to my satisfaction has been submitted that the above-mentioned candidate, who is not present at the nomination and election meeting to complete the nomination form, will, if elected, be willing to serve as a member of the governing body.

SIGNATURE OF SCHOOL ELECTORAL OFFICER

This nomination is accepted / rejected.
(Delete which is not applicable)

DATE

SIGNATURE OF SCHOOL ELECTORAL OFFICER

Please affix the stamp of office of the school electoral officer.





DUTIES OF THE DISTRICT ELECTORAL OFFICER

A district electoral officer must—

- (a) co-ordinate the governing body election processes in the district;
- (b) advise the education district office on the proposed strategy and implementation of the election in the district and ensure that the process is conducted as agreed with the provincial election co-ordinator;
- (c) compile a management plan to implement the governing body elections;
- (d) ensure that each school has an electoral officer and that the school electoral team is established;
- (e) ensure that the school electoral officers have the forms contemplated in the annexures and all necessary documents for the election process;
- (f) ensure that all school electoral teams are adequately trained and are aware of what their role entails;
- (g) ensure that school electoral team members receive these regulations and other documents relevant to the elections timeously;
- (h) ensure that election advocacy is conducted as planned;
- (i) ensure that the education district officials monitor the election process;
- (j) ensure that the names and contact details of the persons elected to the governing bodies are submitted to the provincial election co-ordinator within seven days of the elections taking place;
- (k) ensure that the names of the office-bearers are submitted to the provincial election co-ordinator within seven days of the receipt of these names from the principal;
- (l) ensure that the names of members who have been—
 - (i) co-opted to the governing body as contemplated in regulation 2(8) and (10); or
 - (ii) appointed or elected to the governing body to fill a vacancy as contemplated in regulation 6(6), are submitted to the provincial election co-ordinator within 14 days of the receipt of these names from the principal;
- (m) develop and maintain a database of newly elected members of governing bodies in the education district and submit it to the provincial election co-ordinator; and
- (n) compile a written report on the governing body elections and submit it to the provincial election co-ordinator.



Reference: SGB Elections 2021 - 2024
Enquiries: Deon Louw

APPOINTMENT AS SCHOOL ELECTORAL OFFICER 2021-2024

I, the undersigned, _____ and District Director of the _____ Education District of the Western Cape Education Department (WCED) of the Western Cape Government (WCG), hereby appoint and assign you, Mr / Mrs / Ms _____ as **Principal / Deputy Principal / Second-in-Charge**, of _____ (school at which you are employed) as **School Electoral Officer** at _____ (host school) for the School Governing Body elections with immediate effect until 30 April 2024.

You are hereby appointed as School Electoral Officer (SEO) for the period 2021-2024 to conduct **ALL** the nominations and elections, as the case may be, of parent, educator and non-educator members to the governing body of public schools at said school.

As the SEO for said school you will preside over the nomination and election of the said categories of members of the governing body and you must:

- (a) determine the dates, times and venues to conduct the nomination and election process, prepare the relevant notices and forms and submit these to the principal so that provisions in the provincial regulations for the establishment and election of governing bodies can be implemented;
- (b) inform the district electoral officer (DEO) of the mode of election chosen by the school and submit a management plan for the nomination and election process to the DEO;
- (c) verify the voters' rolls after the principal has finalised such;
- (d) compile nomination lists and notify the principal of the names of those whose nominations have been accepted;
- (e) determine whether a quorum was achieved in the appropriate manner and/or coherent with the rules applicable;
- (f) ensure that approved ballot papers are issued, and spoilt ballot papers are rejected as well as ballot papers are reconciled during the counting process;
- (g) assist any parent who is unable to cast his or vote due to illiteracy, blindness or any other physical defect;

- (h) verify the results of a poll and record it on the election result slip;
- (i) decide and settle all matters connected with the nomination of a candidate and the election of members;
- (j) endeavour to resolve all disputes in order to declare elections undisputed;
- (k) decide and settle objections to nominations of candidates/members whatever the case may be;
- (l) ensure that the nominations and elections go ahead should there be a dispute you are unable to resolve;
- (m) announce the names of duly elected members of the governing body;
- (n) if satisfied, declare the election to be free and fair;
- (o) notify each elected member in writing of his or her election;
- (p) notify the principal and district electoral officer in writing of the names and addresses of the persons elected;
- (q) provide the principal with scanned copies of all documents used during the nomination and election of members, including all ballot papers used during the election and nomination forms;
- (r) submit the original documents used during the nomination and election of members to the district electoral office for safe custody;
- (s) ensure that the Deputy Principal(s) / Second-in-Charge(s) where you are employed is/are part of the School Electoral Team (SET) that will manage the elections at the host school for the stated period;
- (t) appoint one or more educators and non-educators to form part of the SET to assist during the nomination and election processes at the host school. It does not matter from which school these SET members are selected, on the proviso that if any of them are employed at the host school, you must ensure that the host school's stamp is not used on the ballot papers of the host school; and,
- (u) ensure that all the SET members are trained and understand the relevant nomination process as well as the election process and each member complies with the relevant regulations applicable that deal with the procedures for the establishment and election of governing bodies at public schools.

DISTRICT DIRECTOR

DATE:

===== Please do not tear off, just sign and make a copy for yourself and submit original to the District Electoral Officer =====

Acceptance of assigned role, responsibilities and duties

I, _____, the undersigned, hereby accept the above duties and acknowledge that I fully understand the requirements of this appointment.

SCHOOL ELECTORAL OFFICER

DATE:

Cell number: _____ Landline number: _____

E-mail address: _____



TECHNICAL REQUIREMENTS FOR E-ELECTIONS

The service provider must provide a Cloud Based System.

- (a) The service provider should provide a fully managed and maintained system including regular scheduled backups and relevant updates.
- (b) The system should run on various platforms (e.g. Microsoft, Oracle etc.).
- (c) The solution should be user friendly and be able to run on devices such as Laptops, Tablets, Smart Phones and have Browser compatibility.
- (d) The programme must be accredited.
- (e) The information collected during elections may not be used in any form or for any purpose other than the purpose stipulated in the agreement.
- (f) If the service provider wishes to use such information in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the provincial department a written motivation for approval for the use of such.
- (g) The system must be able to generate reports and include the following functions:
 - (i) import voters roll from a spreadsheet format (List, No, Names/s, ID No, etc);
 - (ii) post pictures of candidates (user choice to toggle for on/off of function); allow for a number of votes per voter if there are multiple candidates;
 - (iii) provide real time results for quorum purposes;
provide admin panel for Electoral Officer to monitor proceedings;
 - (iv) authenticate parents on the voters' roll by ensuring that each parent has just one contactable mobile number and no two parents share the same mobile number
 - (v) set election start and end time.
 - (vi) incorporate a User Log.
 - (vii) provide the ability to cross-check and verify the correct operation of the e-voting and the accuracy of the result, to detect voter fraud, multiple votes by the same voter and to prove that all counted votes are authentic and that all votes have been counted.
 - (viii) provide an Audit Trail.