

Head: Management and Governance

Education District: \_\_\_\_\_

Dear Sir/Madam

**WRITTEN APOLOGY FOR NON-ATTENDANCE OF GOVERNING BODY TRAINING SESSION SCHEDULED FOR \_\_\_\_\_ (DATE)**

I, \_\_\_\_\_, the undersigned and a member of the governing body of \_\_\_\_\_ (name of school) would hereby like to tender my apology for not being able to attend the planned compulsory training to be conducted by the Western Cape Education Department (WCED) on \_\_\_\_\_ (date) at \_\_\_\_\_ (venue) from \_\_\_\_\_ (time) till \_\_\_\_\_ (time) for governing body members as per the invitation letter dated \_\_\_\_\_.

**Reason(s):**

I understand the importance of the training and have decided to attend the scheduled training on \_\_\_\_\_ (date) at \_\_\_\_\_ (venue) from \_\_\_\_\_ (time) till \_\_\_\_\_ (time) instead.

I fully understand that the governing body of the abovementioned school may act against me if I just stay away from these training sessions without valid reasons. I am also aware that the WCED schedules these training sessions to empower us to be better equipped for our tasks as governing body members.

If you need any further information, please call me on \_\_\_\_\_ or you may send me an email to \_\_\_\_\_.

Thanking you in anticipation

Kind regards

Signature: \_\_\_\_\_

Designation on governing body: \_\_\_\_\_

Head: Management and Governance  
Education District: \_\_\_\_\_

Dear Sir/Madam

**REQUEST FOR A CUSTOMISED TRAINING SESSION FOR THE GOVERNING BODY OF  
\_\_\_\_\_ (NAME OF SCHOOL)**

On \_\_\_\_\_ (date) the governing body of the abovementioned school held a meeting where a resolution was taken to approach the Western Cape Education Department (WCED) to conduct a training session for *(please delete what is not applicable)*:  
full governing body / Finance Officer / Bursar / SMT members / Finance Committee / Executive Committee / Recruitment and Selection Committee / Safety Committee / Maintenance Committee / Staff / \_\_\_\_\_ (mention committee).

**Topic(s):**

1	
2	
3	
4	
5	

**Proposed dates and venue:**

1	
2	
3	
4	
5	

If you need any further information please call me on \_\_\_\_\_ or you may send me an email to \_\_\_\_\_.

Thanking you in anticipation

Kind regards

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation on governing body: \_\_\_\_\_