



Western Cape
Government

Education

Annexure A

GUIDELINES RELATING TO MEETINGS FOR GOVERNING BODIES OF ORDINARY PUBLIC SCHOOLS

2021–2022

“Reimagining school governance under complex conditions”



Western Cape
Government
Education

2021
The Year of

Values-driven
Leadership
Enhancing functional schools



**GUIDELINES TO SCHEDULE MEETINGS FOR GOVERNING BODIES
WESTERN CAPE EDUCATION DEPARTMENT
MEETING SCHEDULE: 2021–2022**

A. Legislated and mandatory governing body meetings

Enabling/Empowering Legal Provision: Section 18 (2) (a) of the South African Schools Act SASA, (Act 84 of 1996) AND Regulations 33(1) and 33(2) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021, at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398 – A governing body must meet at least once every school term.

Frequency: Once a quarter or once a term

Notice period: at least 14 days (Documents to be sent to all governing body members 14 days prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last mandatory meeting and the draft minutes of all the special governing body meetings after the last mandatory meeting, plus the duly signed attendance registers of the last mandatory meeting and special governing body meetings held after the last mandatory meeting.)

Role of chairperson: to determine (in consultation with the secretary and principal) the date, time and venue of a meeting.

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing or email

NB: If the school decides to have more mandatory meetings per quarter, they may just insert rows below, on condition that there is at least one mandatory meeting held per quarter.

Term/Quarter	Period		Proposed dates
	From	To	
One	01 January 2021	30 April 2021	
Two	01 May 2021	09 July 2021	
Three	26 July 2021	30 September 2021	
Four	01 October 2021	31 December 2021	
One of 2022	01 January 2022	31 March 2022	

B. Special governing body meetings

Enabling/Empowering Legal Provision: Section 23 (2) of the Province of the Western Cape: Provincial Gazette Extraordinary 7810, dated 17 August 2017 AND Regulations 33(3) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021, at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398.

Frequency: No limit (It is not compulsory to have such meetings) and these meetings cannot be planned well ahead and it is only held when the chairperson (in consultation with the school principal and secretary) is of the opinion that a matter requires urgent attention.

Notice period: at least 24 hours (Documents to be sent to all governing body members 24 hours prior to the meeting, are: notice convening the meeting and agenda for the meeting.)

Role of chairperson: to determine (in consultation with secretary and principal) the date, time and venue of a meeting

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing or email

Please note that special governing body meetings do not substitute mandatory legislated meetings.

C. Meeting of the governing body with parents

Enabling/Empowering Legal Provision: Section 18 (2) (b) of the SASA, (Act 84 of 1996) AND Regulation 33 (11) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021 at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398 – A governing body must meet at least once a year with the parents (respectively).

Frequency: Once a year

Notice period: at least 30 days **suggested.** (Documents to be sent to all governing body members and parents at least 30 days prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last similar meeting, plus the duly signed attendance registers of the last similar meeting.)

Role of chairperson: to determine (in consultation with secretary and principal) the date, time and venue of a meeting.

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing or any system that the school uses to communicate with parents. (Could be given to learners and instruct/request them to deliver to their parents. The

Grade 8 and higher learners could be requested to sign acknowledgement of receipt thereof.)

Proposed date

- D. Meeting of the governing body with educators** (This is a mandatory and legislated meeting and minutes must be recorded; the other stakeholders of the school are not to attend this meeting). The principal must attend this meeting.

Enabling/Empowering Legal Provision: Section 18 (2) (b) of the SASA, (Act 84 of 1996) AND Regulation 33 (11) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021 at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398 – A governing body must meet at least once a year with the educators (respectively) at the school.

Frequency: Once a year

Notice period: at least 30 days **suggested** (Documents to be sent to all governing body members and educators at least 30 days prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last similar meeting, plus the duly signed attendance registers of the last similar meeting.)

Role of chairperson: to determine (in consultation with secretary of the governing body and principal) the date, time and venue of a meeting.

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing or email

Proposed date

- E. Meeting of the governing body with non-educators** (This is a mandatory and legislated meeting and minutes must be recorded; the other stakeholders at school are not to attend this meeting.)

Enabling/Empowering Legal Provision: Section 18 (2) (b) of the SASA, (Act 84 of 1996) AND Regulation 33 (11) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021 at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398 – A governing body must meet at least once a year with the non-educators (respectively) at the school.

Frequency: Once a year

Notice period: at least 30 days *suggested* (Documents to be sent to all governing body members and non-educators at least 30 days prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last similar meeting, plus the duly signed attendance registers of the last similar meeting.)

Role of chairperson: to determine (preferably in consultation with secretary of the governing body and principal) the date, time and venue of a meeting.

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing or email

Proposed date

- F. **Meeting of the governing body with learners** (per grade, per phase or for the whole school. Can take the form of an interactive assembly or a round table discussion, etc. Format not prescribed.) (This is a mandatory and legislated meeting and minutes must be recorded, and the staff members at school are not to participate at this meeting, but just to possibly assist with logistics and maintaining of discipline.) – Interactive meeting with learners only allowed for those learners attending Grade 8 and higher.

Enabling/Empowering Legal Provision: Section 18 (2) (b) of the SASA, (Act 84 of 1996) AND Regulation 33 (11) of the Procedures for the Establishment and Election of Governing Bodies, under Provincial Notice P.N 23/2021, dated 12 March 2021 at Public Schools Regulations, 2021 published in Provincial Gazette Extra Ordinary 8398 – A governing body must meet at least once a year with the learners (respectively) at the school.

Frequency: Once a year

Notice period: preferably at least 24 hours (Documents to be sent to all governing body members and learners at least 24 hours prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last similar meeting, plus the duly signed attendance registers of the last similar meeting.)

Role of chairperson: to determine (preferably in consultation with secretary of the governing body and principal) the date, time and venue of a meeting.

The secretary/principal is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: Via intercom/Notices pasted up at central places at school/ announcements in classes by teachers.

Proposed date

G. Annual budget meeting of the governing body with parents (This is not a consultation meeting; the parents may change budget and then approve the considered changes and the governing body MUST implement the changes and approvals.)

Enabling/Empowering Legal Provision: (i) Section 38 (2) of the SASA, (Act 84 of 1996) – Before a budget referred to in subsection (1) is approved by the governing body, it must be presented to a general meeting of parents convened on at least 30 days’ notice, for consideration and approval by a majority of parents present and voting; (ii) Section 38 A (4) states that, “The governing body must make the application contemplated in subsection (2) at least four months prior to the finalisation of the school’s budget.” Please note that the budget is finalised in the parents’ budget meeting and the governing body goes through a ratification process after that as the budget must be considered and approved by a majority of parents.

Frequency: Once a year

Notice period: at least **30 calendar days** (Documents to be sent to all governing body members and parents at least 30 days prior to the meeting, are: notice convening the meeting, agenda for the meeting, draft minutes of the last similar meeting, plus the duly signed attendance registers of the last similar and the notice must state that the budget will be available for inspection at the school at least 14 days prior to the budget meeting.)

Role of chairperson: to determine (in consultation with secretary and principal) the date, time and venue of a meeting.

The secretary of the governing body is obliged to send out the notice and other relevant documents for the meeting or is obliged to ensure that the notice and other relevant documents for the meeting are sent out.

Method: In writing (Could be given to learners and instruct/request them to deliver to their parents. The Grade 8 and higher learners could be requested to sign acknowledgement of receipt thereof.)

Proposed date

Please note: Section 18 (2) (e) of the SASA states that, “A constitution in subsection (1) must provide for rendering a report on its activities to parents, learners, educators and other staff of the school at least once a year.” Nothing in this subsection implies that it **MUST** be a meeting. So, it is not compulsory to have a meeting where this report is tendered. It could just as well be a written report, a meeting or the report could be dealt with at the meetings indicated at C, D, E and F supra respectively or at some of these meetings. If the governing body decides to deal with the report at meetings, then it is advised that the level and detail of reporting be tailormade for the audience and it is advised that interactive sessions only be allowed for learners enrolled in Grade 8 and

higher. This report could also be dealt with at the budget meeting for the parents' component.

Exemplar

Notice: Convening a mandatory/special governing body/regulatory meeting

All governing body members are hereby notified of a mandatory/special/regulatory **(delete what is not applicable)** governing body meeting of the **Best Primary School (name of school)** that will be held on **Friday, 28 August 2020 (day and date)**, starting at 18:00 (starting time) in **the office of the principal of said school (venue)**.

ANNEXURE C

<<< Name of school>>

<<Type of meeting>>

<<Day and date>>

<<Venue>>

<<Chairperson: _____>>

<<Secretary: _____>>

<<Recording or minute Secretary: _____>>

Minutes

Item no.	Discussion of topics (Salient points)	Resolution	Responsible person	Due date

AGENDA (FRAMEWORK)

NAME OF SCHOOL: _____

DATE: _____

CHAIRPERSON: _____		
ITEM NO.	DISCUSSION TOPIC	RESPONSIBILITY
SECTION A: PROCEDURAL MATTERS		
A.1	Opening and welcome	Chairperson
A.2	Attendance and apologies	All
A.3	Adoption of agenda	All
A.4	Approval of minutes of	All
SECTION B: MATTERS ARISING		
Issues from previous meeting that must be reported on		
B.1		
B.2		
B.3		
B.4		
B.5		
B.6		
SECTION C: STANDING ITEMS		
C.1	Principal's Report	Principal
C.2	Finance	Treasurer
C.3	Staff issues	Chairperson
C.4	Safety and security	Chairperson
C.5	Parent issues	Chairperson
C.6	Governing body issues	Chairperson
C.7	Property and maintenance	Chairperson
C.8	Approval of departmental documents	Chairperson
C.9	Policies (Name the policy)	Chairperson
SECTION. D: NEW ITEMS FROM THE WCED/DBE		
Circulars/Minutes/Directives/Legislation/Policies, etc.		
D.1		Principal
D.2		Principal
D.3		Principal
D.4		Principal

SECTION E: CORRESPONDENCE		
Letters/Emails/Correspondence to the governing body (Not from the WCED and/or the DBE)		
E.1		Secretary
E.2		Secretary
E.3		Secretary
E.4		Secretary
SECTION F: NEW ITEMS		
Any other item that does not fit into any of the other categories		
F.1		Chairperson
F.2		Chairperson
F.3		Chairperson
F.4		Chairperson
SECTION G: CLOSURE		
G.1	Announcements – not personal (No discussions)	Chairperson
G.2	Next scheduled meeting	Chairperson
G.3	Summary and closure	Chairperson

POSSIBLE AGENDA ITEMS FOR DISCUSSION

SECTION C		
Principal's Report		
C.1.1	Educational Support Programmes	
C.1.1.1	National School Nutrition Programme	All
C.1.1.2	Remedial support	All
C.1.1.3	Extra classes	All
C.1.2	Learner Issues	
C.1.2.1	Discipline, attitude and school uniform	All
C.1.2.2	Attendance	All
C.1.2.3	Additional support for struggling learners	All
C.1.2.4	Performance	All
C.1.2.5	Class sizes	All
C.1.2.6	Learner, educator ratios	All
C.1.2.7	Learner assessments	All
C.1.2.8	Admissions	All
C.1.2.9	Extra-curricular and extra-mural activities	All
C.1.2.10	Representative Council of Learners (if applicable)	All
C.1.2.11	Homework submission	All
C.1.2.12	Expulsions and/or suspensions	All
C.1.3	Curriculum Issues	
C.1.3.1	Content coverage	All
C.1.3.2	Assessment	All
C.1.3.3	Drop-out rates	All
C.1.3.4	Academic results	All
C.1.3.5	Subject choices	All
C.1.3.6	Book choices	All
C.1.3.7	Also see par. 6.7 of circular issued	All
	Finance	
C.2.1	Budget and financial statements	All
C.2.2	School fees (payments and non-payments)	All
C.2.3	Exemptions	All
C.2.4	Debt collections	All
C.2.5	Investments	All
C.2.6	Liabilities (loans and overdrafts)	All
C.2.7	Purchases	All
C.2.8	Procurement plan	All

C.2.9	Contracts	All
C.2.10	Fundraising	All
C.2.11	Disposals, inventories and asset register	All
	Staff Issues	
C.3.1	Discipline	All
C.3.2	Attendance	All
C.3.3	Additional support for struggling staff members	All
C.3.4	Performance	All
C.3.5	Remuneration/compensation	All
C.3.6	Bonuses	All
C.3.7	Staff assessment	All
C.3.8	Section 38A	All
C.3.9	Appointment, composition and vacancies	All
C.3.10	Retirements, dismissals and resignations	All
C.3.11	Secondments	All
C.3.12	Transfers	All
C.3.13	Promotions	All
C.3.14	Staff development	All
	Safety and Security	
C.4.1	Access control, visits to school, call tree	All
C.4.2	Guarding	All
C.4.3	Screening	All
C.4.4	Business continuity	All
C.4.5	Safe-guarding of vital documents	All
C.4.6	Evacuation and drills and testing	All
C.4.7	Alarm, siren and Intercom	All
C.4.8	Creation of conducive learning environment	All
C.4.9	School patrol during periods, breaks and after school	All
	Parent Issues	
C.5.1	Involvement	All
C.5.2	Communication	All
	Governing Body Issues	
C.6.1	Training	All
C.6.2	Vacancies	All
C.6.3	Commitment of members	All
C.6.4	Discipline of members	All
	Property and Maintenance	
C.7.1	Building maintenance	All
C.7.2	Cleaning building and premises	All
C.7.3	Expansions, enhancements, renovations	All

C.7.4	Renting/leasing of building or premises	All
Approval of Departmental Documents		
C.8.1	AAPR	All
C.8.2	Academic Performance Improvement Plan	All
C.8.3	School Development Plan	All
C.8.4	School Improvement Plan	All
Policies (name the policy)		
C.9.1	Consultation	All
C.9.2	Review	All
C.9.3	Update	All
C.9.4	Approve	All

ANNEXURE E

<<< Name of school>>

<<Type of meeting>>

<<Day and date>>

<<Venue>>

<<Chairperson: _____>>

TASK LIST

Name of policy: _____

List no.	Resolution	Responsible person	Due date	Status: (Completed/In progress/Not submitted yet)
1				
2				
3				
4				