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Enquiries: Heads: Management and Governance

Institutional Management and Governance Planning Minute: 0003/2017

To: Deputy Directors-General, Chief Directors, Directors and Heads: Management and Governance, Heads: Curriculum Coordination, Heads: Specialised Learners and Education Support, Circuit Managers, RCL Coordinators of Districts, Principals of Public Schools.

Subject: 2017 Female Principals Conference

1. The Western Cape Education Department (WCED) has successfully presented, for the past two years, 2015 and 2016, a conference for female principals as part of celebrating national women's month and recognising the leadership role played by women in the Western Cape Education Department's (WCED) employ.
2. Furthermore, the initiative highlights progress made in employment equity in senior positions at both school and office levels of the education system, punctuated by the introduction of a course for Women in and into Leadership and Management (WILM) which is offered annually at the Cape Teaching and Leadership Institute.
3. The Head of Department (HoD) agreed that the annual conference has to ensure that the WCED offers additional opportunities for development, social interface and professional support for women in leadership at school level.
4. A support network is a forum of people who provide emotional and practical help to fellow members of the network who are in need of such assistance and support. A support network provides a safety net for its members. The network intends to reduce and even end the professional isolation of female school leadership.
5. The 2015 and 2016 chapters of the event, in partnership with Old Mutual, proved to be a huge success. The conferences were intertwined with wellness activities sponsored by Old Mutual. This year will be no different.
6. The conference will take the form of plenary and breakaway sessions to encourage deeper professional and educational conversations.

7. The details of the conference are as follows:

Date: 12 August 2017
Venue: Old Mutual Building, Jan Smuts Drive, Pinelands
Time: 08:00 – 15:30

8. Logistical arrangements

8.1 Principals who wish to attend the conference should complete **Part A** of the attached form and fax it to **Ms Avril Malgas** at **086 729 5347**, **on or before 04 August 2017**. The information is required well in advance to determine and manage the logistics for the event.

8.2 Where possible, principals are requested to travel together when attending the conference. Principals will be reimbursed for travel expenses where the distance travelled exceeds 120 km in one direction. In order to claim travel expenses, the attached "Subsistence and Transport" and Z43 forms must be submitted to the designated official/s at the conference venue. Claims found to be incomplete or inaccurate shall not be processed.

8.3 Where the principal's travel is funded by the school, the claim must be made in the name of the school, which means that the claimed money will be paid into the school's account.

8.4 Accommodation will only be provided for principals who have to travel more than 200 km in one direction. Principals who require accommodation need to complete **Part B** of the attached form. This information is requested well in advance to ensure timeous procurement of accommodation. These **requests for accommodation must be received on or before 04 August 2017 and should be faxed to Ms Avril Malgas at 086 729 5347**. An e-mail to confirm accommodation will be sent to each delegate whose request for accommodation has been approved.

8.5 Where the principal is a male, the name of the deputy who is a woman may be registered for the conference. In smaller schools the second in charge, if a female, will be allowed to participate.

8.6 For any further enquiries, contact **Ms Avril Malgas** on telephone **021 467 2611**.

9. Principals are requested to ensure that the content of this minute are conveyed to all staff and interested parties in the school.

SIGNED: S NAICKER

ACTING DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT AND COORDINATION

DATE: 2017-06-28