



## **FRAMEWORK AND GUIDELINES OF THE WESTERN CAPE PRINCIPALS' FORUMS**

### **1. The purpose of the principals' forums**

- 1.1 The purpose of the circuit, district and provincial principals' forums is to:
- 1.1.1 Provide input in national and Western Cape Education Department (WCED) educational initiatives with the aim of improving the quality of education delivery in all schools under the auspices of the WCED;
  - 1.1.2 Provide a platform for principals to share good practices and to learn from one another;
  - 1.1.3 Enable the forum members to cooperatively seek solutions with the WCED to issues impacting on schools in the circuit, district and/or province;
  - 1.1.4 Provide principals with an opportunity to consult with the WCED on school- and education-related matters;
  - 1.1.5 Share information and views on management- and governance-related matters;
  - 1.1.6 Cooperate on any matter relating to the proper functioning of the provincial education system;
  - 1.1.7 Provide feedback to principals at district and/or circuit forums.

### **2. Logistical arrangements**

- 2.1 The WCED shall provide funding for light refreshments at all meetings of circuit, district and provincial principals' forums.
- 2.2 The forums must choose a suitable and central venue for their meetings.
- 2.3 The WCED shall reimburse a principal who needs to travel for more than 50 kilometres to attend a meeting for a district and/or provincial forum. A principal submitting a claim must ensure that the information supplied is accurate.
- 2.4 A principal who needs to travel back a long distance after the conclusion of the Provincial Principals' Forum meeting will be reimbursed for their accommodation in line with WCED financial prescripts.
- 2.5 No forum meeting may start earlier than 13:00.

### **2 The framework of the principals' forums**

- 3.1 The table below outlines the framework for the meetings of the principals' forums.



### The framework of the principals' forums

#### Definitions:

“principal” means an educator appointed or acting as the head of a school.

	Category	Circuit Principals' Forum (CPF)	District Principals' Forum (DPF)	Provincial Principals' Forum (PPF)
3.1	Membership	All principals in the circuit. The CPF shall elect a chairperson and deputy chairperson to serve as office-bearers and also to represent the circuit at DPF meetings. One of the two elected district forum representatives must be from a primary school and the other from a high school.	The DPF shall comprise the union of the two elected office-bearers from each circuit in the district as well as two principals elected from all the Special Schools in the district. The DPF shall elect a chairperson and deputy chairperson and also represent the district at PPF meetings. A definite attempt must be made to have an equal number of primary and secondary schools per circuit represented on the district forum. One of the two elected provincial forum members must be from a primary school and the other from a high school.	The PPF shall consist of the chairperson and deputy chairperson of each of the eight district offices. The PPF shall elect a chairperson and deputy chairperson. Special Schools shall elect two principals (one urban and one rural) to serve on the PPF at their provincial meeting at the start of 2022.
3.2	Term of office	A principal shall remain a member of the CPF as long as he or she is a principal of a school in the circuit. The chairperson and deputy chairperson are elected for a period of two years as per provincial calendar.	The DPF members are elected for a two-year term as per provincial calendar. The principal shall remain a member of the DPF as long as he/she is still a head of a school in the	The PPF members are elected for a two-year term as per provincial calendar. The principal shall remain a member of the PPF as long as he/she is still a head of a school in the district that elected him/her to the PPF.

			circuit that elected him/her to the DPF.	
3.3	Vacancies	Any vacancies within the CPF must be conveyed to the chairperson, and the name of the replacement must be submitted at least ten days prior to the meeting.	Any vacancies within the DPF must be conveyed to the chairperson, and the name of the replacement must be submitted by the CPF at least ten days prior to the DPF meeting.	Any vacancies within the PPF must be conveyed to the chairperson and the name of the replacement must be submitted by the DPF at least ten days prior to the PPF meeting.
3.4	Quorum	A quorum for a meeting shall be a majority of the members of the CPF.	A quorum for a meeting shall be a majority of the members of the DPF.	A quorum for a meeting shall be a majority of the members of the PPF
3.5	Secretariat and other administrative functions	The Circuit Administrative Support Officer will provide administrative support to the secretariat and the CPF. Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and distributed at <u>least seven days</u> before the meeting. The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to CPF members <u>at least 14 days</u> after the meeting has taken place.	The Head: Management and Governance will assign a responsible official to provide administrative support to the secretariat and the DPF. Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and distributed at <u>least seven days</u> before the meeting. The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to DPF members <u>at least 14 days</u> after the meeting has taken place.	The Deputy Director-General: Institution Development and Coordination will assign a responsible official to provide administrative support to the secretariat and the PPF. Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and distributed at <u>least seven days</u> before the meeting. The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to schools in the province <u>at least 14 days</u> after the meeting has taken place.
3.6	WCED representation	The relevant circuit manager must be present at all CPF meetings.	The relevant district director and the Head: Management and Governance must be present at all DPF meetings. Other district officials will be expected to	The Deputy Director-General: Institution Development and Coordination or the person acting in the post and any two other broad management officials (Senior Management

			attend as per agenda requirements.	Service members) must be present at all PPF meetings.
3.7	Number of meetings	<u>Four</u> CPF meetings per year must be scheduled at the start of a new term, and at least seven days before the date of the DPF meeting.	<u>Four</u> DPF meetings per year must be scheduled within the time frames stipulated in the provincial school planning calendar.	<u>Four</u> PPF meetings per year must be scheduled on the dates set out in the provincial school planning calendar.
3.8	Election of office-bearers	At the first meeting of the new CPF term of office, the <u>circuit manager</u> shall serve as the electoral officer.	At the first meeting of the new DPF term of office, the <u>district director</u> shall serve as the electoral officer.	At the first meeting of the new PPF term of office, the <u>Deputy Director-General: Institution Development and Coordination</u> shall serve as the electoral officer.