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Enquiries: DD Louw

Institutional Management and Governance Planning Minute: 0001/2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Circuit Managers, Principals and Chairpersons of governing bodies of public schools

**Subject: Guidelines for the handover process from the outgoing to the newly elected governing body**

1. Section 19(2) of the South African School's Act, 1996 (Act 84 of 1996), as amended, requires of a principal and other officers to assist governing bodies in the performance of their functions in terms of the Act.
2. The revised *Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021*, as published in the *Provincial Gazette Extraordinary No. 8398* of 12 March 2021, require that the principal convenes the first meeting of the newly elected governing body within ten days after the election and five days after he or she had been notified, in writing, by the school electoral officer of the date of the election and the names and addresses of the persons elected as members.
3. The principal must convene and chair a meeting between the office-bearers of the outgoing governing body and the office-bearers of the newly elected governing body, to be held within seven days of the first meeting of the new governing body for the handover process to take place.
4. The principal, who is the official representative of the Head of Department serving on the governing body, must conduct the handover process by officially providing all relevant governance files to the new governing body and ensure that there are adequate administrative measures in place aimed at sustaining the administrative and records management processes. The principal must, in the same meeting, conduct an induction session for the new members and answer any questions that the new governing body may have.

5. A handing-over certificate (Annexure A), signed by both the incoming and outgoing chairperson, must be completed and kept safely at the school.
6. Principals are reminded that the Western Cape Education Department is audited annually, and evidence of the actual handover process must be properly minuted and recorded.
7. Please bring the content of this minute to the attention of the outgoing governing body members.

**SIGNED:** HA LEWIS

**DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION**

**DATE:** 2021-04-20