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Enquiries: DD Louw

Institutional Management and Governance Planning Minute: 0002/2021

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 first meeting of the newly elected governing body and capturing  
of member profiles**

1. In terms of Regulation 31 of the *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, the first meeting of the newly elected governing body must be convened and chaired by the principal, who is the official representative of the Head of Department serving on the governing body. This has to be done within five days after he or she had been notified, in writing, by the school electoral officer of the names and addresses of the persons elected as members of the governing body.
2. Kindly note that the purpose of the first meeting of the governing body is to elect the office-bearers of the governing body and to determine the signatories for financial matters. Signatories must be given signing powers within seven days of the first meeting of the governing body. Regulation 2(1), (2), (3), (4) and (5) of the said document determine that only a parent member of a governing body, with voting rights, may serve as chairperson or deputy chairperson of the governing body. In the circumstances referred to in Regulation 2(6), any member of the governing body may serve as chairperson or deputy chairperson, except the principal, educator, non-educator, or learner at that school. Any enfranchised member of the governing body, excluding the principal, may serve as an office-bearer. A proposed agenda for the first meeting of the newly elected governing body is attached to assist principals in conducting a successful meeting and clarify the main objective of this important meeting to newly elected governing body members.

3. Principals are kindly requested to ensure that the personal details of all elected or appointed members of new governing bodies are captured directly on CEMIS. The information must be captured immediately after the new governing body's first meeting. The capturing must be done by the administration clerk at the school, verified for correctness and signed off by the principal.
  
4. Access to the governing body database on CEMIS will be given to the district electoral officer, who will verify the captured information by comparing it with the information provided by the school's electoral officer after the successful completion of the governing body election. The governing body profiles of all public schools must be captured and signed off by 30 May 2021.
  
5. Please bring the content of this minute to the attention of all newly elected governing body members.

**SIGNED:** HA LEWIS

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

**DATE:** 2021-04-20