



Western Cape
Government

Education

2021 GOVERNING BODY ELECTIONS
HANDOVER CERTIFICATE FROM OUTGOING GOVERNING BODY CHAIRPERSON
TO NEWLY ELECTED GOVERNING BODY CHAIRPERSON

(THIS CERTIFICATE IS THE PROPERTY OF THE SCHOOL AND SHOULD BE KEPT SAFELY BY THE SCHOOL PRINCIPAL)

SCHOOL: _____

DISTRICT: _____

EMIS NO.: _____

I, _____ (full names), the newly elected chairperson of the governing body of
_____ (school's name), hereby certify that I have received the following documents
from the outgoing governing body chairperson:

KEY AREA	ITEM	Mark with a cross (X) where applicable	
		YES	NO
1. LEGISLATION	1.1 The South African Schools Act, 1996 (Act 84 of 1996), as amended, 1.2 The Education Laws Amendment Act, 2007 (Act 31 of 2007), 1.3 Western Cape Provincial School Education Act, 1997 (Act 12 of 1997), 1.4 Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021,		

	<p>1.5 Regulations on the Declaration of Personal Interests of Members of Governing Bodies in the Procurement of Goods and Services for Public Schools, 2013 (<i>Provincial Gazette Extraordinary 7197</i>), dated 18 November 2013,</p> <p>1.6 National Norms and Standards for School Funding (General Notice 869 of 2006),</p> <p>1.7 Regulations on Disciplining, Suspension and Expulsion of Learners at Public Schools in the Western Cape, dated 15 December 2011,</p> <p>1.8 National Regulations relating to Exemption of parents from the payment of school fees, 2006 (General Notice 1149 of 2006) ,</p> <p>OTHER DOCUMENTS</p> <p>1.9 The Constitution of the governing body,</p> <p>1.10 The Code of Conduct for members of governing bodies of public schools (<i>Provincial Gazette Extraordinary 6982</i>, dated 13 April 2012),</p> <p>1.11 The vision and mission statement of the school,</p> <p>1.12 Action plans for the following year based on the school development plan,</p> <p>1.13 Report by the principal to the governing body about the professional management relating to the school,</p> <p>1.14 List of staff members and the posts in which they find themselves and an organogram of staff,</p> <p>1.15 List of Western Cape Education Department (WCED) appointed staff members, subjects they teach, grades they teach, grades they are able to teach, other subjects able to offer,</p> <p>1.16 List of WCED appointed staff members who receive Section 38A remuneration from the school, proof that it was approved per staff member, the amount approved for the staff member for the year and for what it was approved per staff member,</p> <p>1.17 List of governing body appointed staff members, their nature of appointment, date from when employed at the school, end date of</p>		
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	<p>contract, salary of the person per month and annually, bonuses and basis for bonuses. Proof to show that all educators have SACE certificates,</p> <p>1.18 Indicate to the governing body whether their predecessors have joined a voluntary association representing governing bodies of public schools and the name of organisation, and</p> <p>1.19 Indicate to the governing body whether the teaching programme is in line with applicable conditions of employment of staff at the school.</p>		
<p>2. POLICIES</p>	<p>2.1 Admission policy,</p> <p>2.2 Finance Policy,</p> <p>2.3 Textbooks/LTSM Policy,</p> <p>2.4 School Safety Policy,</p> <p>2.5 Religious Observation Policy,</p> <p>2.6 Language Policy,</p> <p>2.7 Learner Code of Conduct,</p> <p>2.8 HIV and AIDS Policy,</p> <p>2.9 Buildings, Grounds and Maintenance Policy,</p> <p>2.10 Policy regarding the use of school buildings and facilities by non-school community members,</p> <p>2.11 Business/Education Continuity Policy,</p> <p>2.12 Policy regarding school sport and cultural activities,</p> <p>2.13 Compensation and/or remuneration Policy,</p> <p>2.14 Policy for extra mural curriculum of school,</p> <p>2.15 Policy for choice of subject options in terms of curriculum policy of the province,</p> <p>2.16 Staff development Policy,</p> <p>2.17 Policy on utilisation of resources, and</p> <p>2.18 Human Resource Management Policy</p>		

3. FINANCIAL RESOURCES	<p>3.1 Maintenance Plan, 3.2 Annual Procurement Plan, 3.3 Approved annual budget for this year, 3.4 Audited financial statements submitted in the previous year, 3.5 Monthly reconciled Cashbook for January, 3.6 Monthly reconciled Cashbook for February, 3.7 Monthly reconciled Cashbook for March (if applicable,) 3.8 Minute book, 3.9 Asset Register (Non-Consumables), 3.10 Inventory (Consumables), 3.11 Cash book, 3.12 Receipt book (current) (Serial number: _____), 3.13 Receipt book/s (completed) (Serial number: _____), 3.14 Petty cash (Amount: _____), 3.15 Bank statements for period 01 January to 30 June of current financial year, 3.16 Documentary proof of investment (if any) e.g. MEC permission, 3.17 List of NGOs/partners approved by district and operating in schools, 3.18 Copy of tenth school day statistics, 3.19 Copies of contracts of all staff employed by the public school, 3.20 Budget Prescriptions (Provincial Notice 10/2004, dated 23 January 2004), 3.21 Approved school budget for current financial year, and 3.22 Resolution to charge school fees – if applicable.</p>		
4. LEARNER PERFORMANCE	<p>4.1 Copies of analysis of results of previous three years (Grades 1 to 12), 4.2 Strategy to improve overall learner performance, 4.3 Strategy to improve learner performance in key subjects, 4.4 The School Development Plan, 4.5 The School Improvement Plan – current year, 4.6 Annual Academic Performance Report,</p>		

	4.7 Management Plan for school to provide progress report on learner performance to parents, 4.8 Reporting systems to hold staff accountable, 4.9 Systems by parents to plan an oversight role to effective learning, and 4.10 Annual Performance Improvement Plan for year.		
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Outgoing Governing Body Chairperson:

Name: _____ Signature: _____ Date: ____/____/____

Newly Elected Governing Body Chairperson:

Name: _____ Signature: _____ Date: ____/____/____

Principal:

Name: _____ Signature: _____ Date: ____/____/____