

**PROPOSED AGENDA
FOR FIRST MEETING OF NEWLY ELECTED
GOVERNING BODY MEMBERS
<<NAME OF SCHOOL>>
MEETING AGENDA**

Information of Meeting

Objective: This is the first meeting of the newly elected governing body where the office-bearers will be elected and the signatories for financial matters will be elected.

Date:	
Location:	
Time:	
Meeting Type:	First Meeting /__ / Mandatory Meeting /__ / Special Meeting /__ /

Meeting called by (Principal):	
Note taker/Recording secretary (Staff member of school):	
Timekeeper:	

Expected attendees			
1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	

Number of enfranchised members to attend to achieve a quorum: ____

Preparation for meeting:

Please read:	The Regulations, Code of Conduct for governing body members, Finance Policy, Constitution of the school's governing body, etc.
Please bring:	The agenda, a pen, something to write in, the approved regulations, Code of Conduct for governing body members, Identity Document, etc.

1. **Opening and welcoming of members** 2 minutes
2. **Apologies, if any** 2 minutes
3. **Round of introduction:** (Allow members one minute each to introduce themselves to one another.) 15 minutes
4. **Purpose/Objective/Scope of the meeting** (Relevant bits) 20 minutes
 - 4.1 **Speak about the empowering provision of the meeting (Regulation 31).**
 - 4.2 **Address the issue of committees (Regulation 32).**
 - 4.3 **Address the issue of meetings of governing bodies (Regulation 33).**
 - 4.4 **Address the issue of minutes of proceedings of meetings (Regulation 34).**
 - 4.5 **Touch on Regulation 6.**
 - 4.6 **Touch briefly on Regulation 5.**
 - 4.7 **Touch briefly on Regulation 4.**
 - 4.8 **Touch briefly on Regulation 3.**
 - 4.9 **Talk briefly about training of members and the need for it.**
5. **Election of office-bearers** 20 minutes

Nominations for Chairperson (Must be a parent of a learner at the school if it is an ordinary public school. At a special school, any member may serve except a principal, learner, educator at the school or non-educator at the school.)	
Name and surname of nominee 1:	
Proposer:	
Secunder:	
Number of votes:	
Name and surname of nominee 2:	
Proposer:	
Secunder:	
Number of votes:	
Chairperson:	

Nominations for Deputy Chairperson (Must be a parent of a learner at the school if it is an ordinary public school. At a special school, any member may serve except a principal, learner, educator at the school or non-educator at the school.)	
Name and surname of nominee 1:	
Proposer:	
Secunder:	

Number of votes:	
Name and surname of nominee 2:	
Proposer:	
Secunder:	
Number of votes:	
Deputy Chairperson:	

Nominations for Treasurer (Must be an enfranchised member, except the principal. Note that minors cannot be contracted.)	
Name and surname of nominee 1:	
Proposer:	
Secunder:	
Number of votes:	
Name and surname of nominee 2:	
Proposer:	
Secunder:	
Number of Votes:	
Treasurer:	

Nominations for Secretary (Must be an enfranchised member, except the principal.)	
Name and surname of nominee 1:	
Proposer:	
Secunder:	
Number of votes:	
Name and surname of nominee 2:	
Proposer:	
Secunder:	
Number of votes:	
Secretary:	

6. The school may decide to co-opt a non-enfranchised member as minute secretary. This person will assist the secretary with minute taking, typing of agendas, circulating notices and agendas, assisting with logistics, recordings, etc. He/she does not have voting rights and may not propose or second any motion. If the person is a staff member, he/she will report to the principal and not the governing body.

7. Election of three signatories (It cannot be the treasurer as the treasurer will approve all payments from the school; these will be people who will authorise payments after a finance committee meeting where the payments or expenses, etc. were

duly approved. The principal must serve on the finance committee that must meet at least once a month. The principal may be part of the authorisers of payments, but not when he/she is a beneficiary thereof. All approvals must take place in a quorated governing body meeting or a FinCom meeting. (It will help if they could be elected via consensus.)

Nominations for Signatories	
Name and surname of nominee 1:	
Proposer:	
Seconder:	
Number of votes:	
Name and surname of nominee 2:	
Proposer:	
Seconder:	
Number of votes:	
Name and surname of nominee 3:	
Proposer:	
Seconder:	
Number of votes:	

8. **Closure and date and time for next meeting** (Please explain the schedule of meetings.)

Signature:	
Name and surname of principal:	
Date:	
Cell number:	
SCHOOL STAMP	