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Institution Development and Coordination Minute: 0004/2023

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers and Principals

Subject: Election of new Provincial Principals' Forum members in January 2024

1. The Provincial Principals' Forum (PPF) discusses matters of mutual interest between the Western Cape Education Department (WCED) and principals' representatives to improve the quality of learning and teaching at schools under the auspices of the WCED.
2. The two-year term of the current district and provincial representatives will end at the end of 2023. The WCED wishes to thank all those members who served during the current term for their excellent leadership and the contributions they have made to achieve their overall goal of developing partnerships for education reform and improving the delivery of quality education. The forums were hubs of constructive interaction at circuit, district and provincial level.
3. Districts and schools are reminded that circuits and districts must elect new chairpersons and vice-chairpersons at their circuit principals' forum (CPF) and district principals' forum (DPF) meetings at the start of 2024 for a new two-year term that will end at the end of 2025. When accepting nominations to serve on the DPF and PPF the members must do so with the understanding that they commit to attend all meetings over the two-year period.
 - 3.1 One of the two elected CPF and DPF members must be from a primary school and the other from a high school.
 - 3.2 Circuits and districts must make a concerted effort to ensure that opportunities are given to principals who have not previously served on the DPF and the PPF in order to increase the capacity of all principals to achieve sustainable improvements in their learning and to fulfil a need for more professional development across the province.

- 3.3 Diversity within the DPF and PPF will enable the creation of a stimulating professional learning environment and the forums are encouraged to take steps ensuring that there is gender balance in their representation.
4. Annexure A outlines the framework to guide districts and new forum members.

SIGNED: AJE MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2023-12-06