

FRAMEWORK AND GUIDELINES OF THE WESTERN CAPE PRINCIPALS' FORUMS

1. The purpose of the Provincial Principals' Forum (PPF)

- 1.1 The purpose of the circuit, district and provincial principals' forums is to:
 - 1.1.1 Provide input into national and Western Cape Education Department (WCED) educational initiatives with the aim of improving the quality of education delivery in all schools under the auspices of the WCED;
 - 1.1.2 Provide a platform for principals to share good practices and to learn from one another using Professional Learning Communities (PLCs). The District Principals' Forum (DPF) and PPF must encourage principals to form networks and strengthen principals' professionalism during their engagements. (*Annexure B contains the Department of Basic Education Guidelines for PLCs.*)
 - 1.1.3 Enable the forum members to seek solutions cooperatively with the WCED, via sub-committees and PLCs, using various platforms, to issues impacting on schools in the circuit, district and/or province;
 - 1.1.4 Provide principals with an opportunity to consult with the WCED on school- and education-related matters;
 - 1.1.5 Share information and views on management- and governance-related matters;
 - 1.1.6 Cooperate on any matter relating to the proper functioning of the provincial education system;
 - 1.1.7 Provide feedback to principals at DPFs and/or Circuit Principals' Forums (CPF).

2. Logistical arrangements

- 2.1 The WCED shall provide funding for light refreshments at all meetings of circuit, district and provincial principals' forums.
- 2.2 The forums must choose a suitable and central venues (including virtual platforms) for their meetings.
- 2.3 The WCED shall reimburse a principal who needs to travel for more than 50 kilometres to attend a meeting for a DPF and/or PPF meeting. A principal submitting a claim must ensure that the information supplied is accurate.
- 2.4 A principal who needs to travel back a long distance after the conclusion of the PPF meeting will be reimbursed for their accommodation in line with WCED financial prescripts.
- 2.5 No forum meeting may start earlier than 13:00.

3. The framework of the principals' forums

The table below outlines the framework for the meetings of the principals' forums.

[Definition: “principal” means an educator appointed or acting as the head of a school.]

| | Category | Circuit Principals' Forum (CPF) | District Principals' Forum (DPF) | Provincial Principals' Forum (PPF) |
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| 3.1 | Membership | <ul style="list-style-type: none"> ✓ All principals in the circuit. ✓ The CPF shall elect a chairperson and deputy chairperson to serve as office-bearers and to represent the circuit at DPF meetings. ✓ One of the two elected DPF representatives must be from a primary school and the other from a high school. ✓ Circuits must make a concerted effort to ensure that opportunities are given to principals who have not previously served on the DPF. | <ul style="list-style-type: none"> ✓ The DPF shall comprise the union of the two elected office-bearers from each circuit in the district <u>as well as two principals elected from all the special schools in the district.</u> ✓ The DPF shall elect a chairperson and deputy chairperson and also represent the district at PPF meetings. A definite attempt must be made to have an equal number of primary and secondary schools per circuit represented on the district forum. ✓ One of the two elected PPF members must be from a primary school and the other from a high school. ✓ Districts must make a concerted effort to ensure that opportunities are also given to principals who have not previously served on the PPF. | <ul style="list-style-type: none"> ✓ The PPF shall consist of the chairperson and deputy chairperson of each of the eight district offices. ✓ The PPF shall elect a chairperson and deputy chairperson. ✓ Special schools shall elect two principals (one urban and one rural) to serve on the PPF at their provincial meeting at the start of 2024. |
| 3.2 | Term of office | <ul style="list-style-type: none"> ✓ A principal shall remain a member of the CPF as long as | <ul style="list-style-type: none"> ✓ The DPF members are elected for a two-year term as per provincial calendar. | <ul style="list-style-type: none"> ✓ The PPF members are elected for a two-year term as per provincial calendar. |

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| | | <p>he/she is a principal of a school in the circuit.</p> <ul style="list-style-type: none"> ✓ The chairperson and deputy chairperson are elected for a period of two years as per provincial calendar. | <ul style="list-style-type: none"> ✓ The principal shall remain a member of the DPF as long as he/she is still a head of a school in the circuit that elected him/her to the DPF. ✓ When accepting nominations to serve at the DPF and PPF the member must do so with the understanding that they commit to attend all meetings over the two years. | <ul style="list-style-type: none"> ✓ The principal shall remain a member of the PPF as long as he/she is still a head of a school in the district that elected him/her to the PPF. ✓ When accepting nominations to serve at the DPF and PPF the member must do so with the understanding that they commit to attend all meetings over the two years. |
| 3.3 | Vacancies | <ul style="list-style-type: none"> ✓ Any vacancies within the CPF must be conveyed to the chairperson, and the name of the replacement must be submitted at least 10 days prior to the meeting. | <ul style="list-style-type: none"> ✓ Any vacancies within the DPF must be conveyed to the chairperson, and the name of the replacement must be submitted by the CPF at least 10 days prior to the DPF meeting. | <ul style="list-style-type: none"> ✓ Any vacancies within the PPF must be conveyed to the chairperson and the name of the replacement must be submitted by the DPF at least 10 days prior to the PPF meeting. |
| 3.4 | Quorum | <ul style="list-style-type: none"> ✓ A quorum for a meeting shall be a majority of the members of the CPF. | <ul style="list-style-type: none"> ✓ A quorum for a meeting shall be a majority of the members of the DPF. | <ul style="list-style-type: none"> ✓ A quorum for a meeting shall be a majority of the members of the PPF |
| 3.5 | Secretariat and other administrative functions | <ul style="list-style-type: none"> ✓ The circuit administrative support officer will provide administrative support to the secretariat and the CPF. ✓ Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and distributed at least seven days before the meeting. | <ul style="list-style-type: none"> ✓ The Head: Management and Governance will assign a responsible official to provide administrative support to the secretariat and the DPF. ✓ Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and | <ul style="list-style-type: none"> ✓ The Deputy Director-General: Institution Development and Coordination will assign a responsible official to provide administrative support to the secretariat and the PPF. ✓ Secretariat duties include arranging the meeting venue and ensuring agenda items are collated and distributed |

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| | | <ul style="list-style-type: none"> ✓ The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to CPF members at least 14 days after the meeting has taken place. | <ul style="list-style-type: none"> distributed at least seven days before the meeting. ✓ The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to DPF members at least 14 days after the meeting has taken place. | <ul style="list-style-type: none"> at least seven days before the meeting. ✓ The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to schools in the province at least 14 days after the meeting has taken place. |
| 3.6 | WCED representation | <ul style="list-style-type: none"> ✓ The relevant circuit manager must be present at all CPF meetings. | <ul style="list-style-type: none"> ✓ The relevant district director and the Head: Management and Governance must be present at all DPF meetings. ✓ Other district officials will be expected to attend as per agenda requirements. | <ul style="list-style-type: none"> ✓ The Head: Education and Deputy Director-General: Institution Development and Coordination or the person acting in the post and any two other Senior Management Service members must be present at all PPF meetings. |
| 3.7 | Number of meetings | <ul style="list-style-type: none"> ✓ Four CPF meetings per year must be scheduled at the start of a new term, within the time frames stipulated in the provincial school planning calendar. | <ul style="list-style-type: none"> ✓ Four DPF meetings per year must be scheduled within the time frames stipulated in the provincial school planning calendar. | <ul style="list-style-type: none"> ✓ Four PPF meetings per year must be scheduled on the dates set out in the provincial school planning calendar. |
| 3.8 | Election of office-bearers | <ul style="list-style-type: none"> ✓ At the first meeting of the new CPF term of office, the circuit manager shall serve as the electoral officer. | <ul style="list-style-type: none"> ✓ At the first meeting of the new DPF term of office, the district director shall serve as the electoral officer. | <ul style="list-style-type: none"> ✓ At the first meeting of the new PPF term of office, the Deputy Director-General: Institution Development and Coordination shall serve as the electoral officer. |