**ANNEXURE A**

Notice of Nomination Validation Meeting and Election

Election of Parents of Learners to Governing Body

*(Regulations 18, 19, 22 and 23 of the Procedures for the Election and Establishment of Governing Bodies at Public Schools Regulations, 2024)*

NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMIS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice is hereby given as follows:

1. A parent of a learner who attends the above-mentioned school whose name is on the voters’ roll of the school may nominate any other parent of a learner who attends the school whose name is on the voters’ roll of the school, or second the nomination of such a parent, by delivering a completed nomination form to the school no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

2. Various nomination validation meetings, which may be attended by parent nominees, will be held on—

*(a)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

*(b)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

*(c)* Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

to transact the following business:

(i) consider all nominations;

(ii) reject all nominations that are ineligible or not completed properly; and

(iii) compile a list of parent nominees who are eligible to be candidates.

3. Any person may lodge an objection to any nomination with the school electoral officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and surname) in writing by 16:00 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date).

4. An election will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (venue), and the voting station will open at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) and close at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) and will be open for the following time slots (if a manual election):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This election will only be held if more parent candidates are nominated than the number of members to be elected.

5. Counting of ballots will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (venue) after polling at the election has closed and nominees may attend the session.

6. You are hereby reminded to—

*(a)* bring a form of identification to be allowed to vote. The form of identification must be a South African identity card or green barcoded identity document, a temporary identity document issued by the Department of Home Affairs or, in the case of a foreigner, a permit issued in terms of the Immigration Act, 2002 (Act 13 of 2002); and

*(b)* take the following factors into account when nominating and voting for parent candidates:

(i) the principle of equity;

(ii) the need to redress past injustices; and

(iii) the need for representivity.

7. If the number of parent candidates nominated equals the number of members to be elected and they are eligible to serve as members on the governing body, the parent candidates will be deemed to be elected governing body members and there will be no election.

8. If the number of parent candidates nominated is more than the number of members to be elected and they are eligible to serve as members on the governing body, an election must be held.

9. If the number of parent candidates nominated is less than the number of members to be elected and they are eligible to serve as members on the governing body, the school electoral officer must declare the parent candidates to be duly elected and call for more nominations of parent candidates.

DATE SIGNATURE OF SCHOOL ELECTORAL OFFICER

ADDRESS:

Please affix the school stamp of the office of the school electoral officer:

|  |
| --- |
| STAMP |

**ANNEXURE B**

NOMINATION FORM

Election of Parents of Learners as Members of Governing Body

*(Regulations 18, 19, 22 and 23 of the Procedures for the Election and Establishment of Governing Bodies at Public Schools Regulations, 2024)*

NAME OF SCHOOL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSER:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Residential address)

being a parent of a learner of the above-mentioned school, hereby nominate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PROPOSER

SECONDER:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Residential address)

being a parent of a learner of the above-mentioned school, hereby second the nomination of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF SECONDER

NOMINEE:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

with PERSAL/EMPLOYMENT/IDENTITY number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Residential address)

hereby declare that I am fully aware that—

1. I may not be nominated for, appointed or co-opted as a member of a governing body or I cease to be a member of a governing body if I—

*(a)* have at any time been convicted by a court of law of an offence for which I received a suspended prison sentence without the option of a fine, or was sentenced to imprisonment without the option of a fine, unless I have received a free pardon, or the period of suspension or imprisonment has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(b)* have a child, including an adopted child, spouse, life partner, parent, sibling, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law or sister-in-law who—

(i) is a member of the governing body concerned; or

(ii) works at the school concerned;

*(c)* work at or for the school;

*(d)* have a financial, economic or personal interest in the school or work for a sole proprietor or juristic person that has a financial or economic interest in the school;

*(e)* have been declared unsuitable to work with children in terms of the Children’s Act, 2005 (Act 38 of 2005), or the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007);

*(f)* am mentally ill and have been declared as suchby a court of law;

*(g)* am an unrehabilitated insolvent;

*(h)* am not listed on the voters’ roll of the school concerned;

*(i)* do not have a child enrolled as a learner at the school concerned;

*(j)* *(in the case of an educator, in the employ of the Western Cape Education Department, appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), or by the school)*, have been found guilty of misconduct and have—

(i) received a fine;

(ii) been suspended without pay;

(iii) been demoted; or

(iv) received a combination of the sanctions contemplated in subparagraphs (i) to (iii),

unless the period of my sanction has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(k) (in the case of a non-educator, in the employ of the Western Cape Education Department, appointed in terms of the Public Service Act, 1994 (Proclamation 103 of 1994), or by the school)* have been found guilty of misconduct and have—

(i) been suspended without pay;

(ii) been demoted; or

(iii) received a combination of the sanctions contemplated in subparagraphs (i) and (ii),

unless the period of my sanction has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(l)* have been removed from the governing body by the Head of Department in terms of regulation 6(8) during the previous three years;

*(m)* am a principal at any other school; or

*(n)* am an official of the Western Cape Education Department who has direct supervisory responsibilities at the school concerned.

2. I further declare, based on the points listed in (1) above, that I am not ineligible to be nominated or to serve on the governing body of a school under the auspices of the Western Cape Education Department.

3. I further declare that I consent to being vetted by an accredited vetting agency to determine compliance with point (1) above if I am elected to the governing body and an allegation based on point (1) is made against me.

4.I further declare that, after having considered points (1), (2) and (3) above, I duly accept the above-mentioned nomination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF NOMINEE

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full name)

the school electoral officer hereby declare that this nomination is accepted / rejected.

(Delete which is not applicable)

DATE SIGNATURE OF SCHOOL ELECTORAL OFFICER

Please affix the school stamp of the office of the school electoral officer:

|  |
| --- |
| STAMP |

**ANNEXURE C**

Notice of Nomination and Election Meeting

Election of Educators / Non-Educators to Governing Body

*(Regulations 25, 26 and 27 of the Procedures for the Election and Establishment of Governing Bodies at Public Schools Regulations, 2024)*

NAME OF SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMIS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice is hereby given that a meeting for the nomination and election of candidates for the election of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (educators / non-educators) as members of the governing body for the above-mentioned school will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(time) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(venue). Should a quorum not be reached, a follow-up meeting will be held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

It will be determined at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time) on the day of the nomination and election meeting whether enough educators / non-educators entitled to vote are present for the meeting to go ahead. Educators / non-educators are therefore encouraged to attend the meeting.

Please arrive at the meeting before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time).

An educator / non-educator may be nominated at the meeting or by lodging with the school electoral officer not more than seven days before the above-mentioned meeting a nomination form duly completed by a proposer, a seconder and the nominee. For this purpose, nominations will be accepted at the school from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) until\_\_\_\_\_\_\_\_\_\_\_ (time) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date).

If the number of candidates nominated equals the number of members to be elected, the candidates will be deemed to be elected governing body members.

If more candidates are nominated than the number of members to be elected, a poll will be conducted after the nominations have been submitted.

DATE SIGNATURE OF SCHOOL ELECTORAL OFFICER

ADDRESS:

Please affix the school stamp of the office of the school electoral officer:

|  |
| --- |
| STAMP |

**ANNEXURE D**

NOMINATION FORM

Election of Educators / Non-Educator as Members of Governing Body

*(Regulations 25, 26 and 27 of the Procedures for the Election and Establishment of Governing Bodies at Public Schools Regulations, 2024)*

NAME OF SCHOOL:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPOSER:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Residential address)

being an educator / non-educator of the above-mentioned school, hereby nominate

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF PROPOSER

SECONDER:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Full name)

of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Residential address)

being an educator / non-educator of the above-mentioned school, hereby second the nomination of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF SECONDER

NOMINEE:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name)

with PERSAL/EMPLOYMENT number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Residential address)

hereby declare that I am fully aware that—

1. I may not be nominated for, appointed or co-opted as a member of a governing body or I cease to be a member of a governing body if I—

*(a)* have at any time been convicted by a court of law of an offence for which I received a suspended prison sentence without the option of a fine, or was sentenced to imprisonment without the option of a fine, unless I have received a free pardon, or the period of suspension or imprisonment has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(b)* have a child, including an adopted child, spouse, life partner, parent, sibling, grandfather, grandmother, father-in-law, mother-in-law, brother-in-law or sister-in-law who—

(i) is a member of the governing body concerned; or

(ii) works at the school concerned;

*(c)* have a financial, economic or personal interest in the school or work for a sole proprietor or juristic person that has a financial or economic interest in the school;

*(d)* have been declared unsuitable to work with children in terms of the Children’s Act, 2005 (Act 38 of 2005), or the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007);

*(e)* am mentally ill and have been declared as suchby a court of law;

*(f)* am an unrehabilitated insolvent;

*(g)* am not listed on the voters’ roll of the school concerned;

*(h)* *(in the case of an educator, excluding the principal, appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998), or by the school)*, have been found guilty of misconduct and have—

(i) received a fine;

(ii) been suspended without pay;

(iii) been demoted; or

(iv) received a combination of the sanctions contemplated in subparagraphs (i) to (iii),

unless the period of my sanction has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(i) (in the case of a non-educator, appointed in terms of the Public Service Act, 1994 (Proclamation 103 of 1994), or by the governing body)* have been found guilty of misconduct and have—

(i) been suspended without pay;

(ii) been demoted; or

(iii) received a combination of the sanctions contemplated in subparagraphs (i) and (ii),

unless the period of my sanction has expired at least three years before the date of my nomination or appointment as a member of the governing body;

*(j)* have been removed from the governing body by the Head of Department in terms of regulation 6(8) during the previous three years;

*(k)* am a principal at any other school; or

*(l)* am an official of the Western Cape Education Department who has direct supervisory responsibilities at the school concerned.

2. I further declare, based on the points listed in (1) above, that I am not ineligible to be nominated or to serve on the governing body of a school under the auspices of the Western Cape Education Department.

3*.* I further declare that, after having considered points (1) and (2) above, I duly accept the above-mentioned nomination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF NOMINEE

OR

(IF PROPOSED AT NOMINATION AND ELECTION MEETING AND NOT PRESENT TO COMPLETE THE NOMINATION FORM)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

(Full name)

declare that written proof to my satisfaction has been submitted that the above-mentioned nominee,who is not present at the nomination and election meeting to complete the nomination form, will, if elected, be willing to serve as a member of the governing body.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE OF SCHOOL ELECTORAL OFFICER

This nomination is accepted / rejected.

(Delete which is not applicable)

DATE SIGNATURE OF SCHOOL ELECTORAL OFFICER

Please affix the school stamp of the office of the school electoral officer:

|  |
| --- |
| STAMP |

**ANNEXURE E**

**AGENDA**

**NAME OF SCHOOL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE OF MEETING:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIRPERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **ITEM**  **NO.** | **DISCUSSION TOPIC** | **RESPONSIBILITY** |
| **SECTION A: PROCEDURAL MATTERS** | | |
| A.1 | Opening and welcome | Chairperson |
| A.2 | Attendance and apologies | All |
| A.3 | Adoption of agenda | All |
| A.4 | Approval of minutes of | All |
| **SECTION B: MATTERS ARISING** | | |
| Issues from previous meeting that must be reported on | | |
| B.1 |  | |
| B.2 |  | |
| **SECTION C: STANDING ITEMS** | | |
| C.1 | Principal’s report | Principal |
| C.2 | Finance | Treasurer |
| C.3 | Staff issues | Principal |
| C.4 | Safety and security | Principal |
| C.5 | Parent issues | Chairperson |
| C.6 | Governing body issues | Chairperson |
| C.7 | Property and maintenance | Chairperson |
| C.8 | Approval of departmental documents | Chairperson |
| C.9 | Policies (Name of policy) | Chairperson |
| **SECTION D: NEW ITEMS FOR THE WESTERN CAPE EDUCATION DEPARTMENT / DEPARTMENT OF BASIC EDUCATION** | | |
| Circulars/Minutes/Directives/Legislation/Policies, etc. | | |
| D.1 |  | Principal |
| D.2 |  | Principal |
| **SECTION E: CORRESPONDENCE** | | |
| Letters/Emails/Correspondence to the governing body (Not from the Western Cape Education Department or Department of Basic Education) | | |
| E.1 |  | Principal |
| E.2 |  | Principal |
| **SECTION F: NEW ITEMS** | | |
| Any other item that does not fit into any of the above categories | | |
| F.1 |  | Chairperson |
| F.2 |  | Chairperson |
| **SECTION G: CLOSURE** | | |
| G.1 | Announcements – not personal (No discussions) | Chairperson |
| G.2 | Next scheduled meeting | Chairperson |
| G.3 | Summary and closure | Chairperson |

**POSSIBLE AGENDA ITEMS FOR DISCUSSION UNDER SECTION C**

**C.1 PRINCIPAL’S REPORT**

**C.1.1 Educational Support Programmes**

C.1.1.1 National School Nutrition Programme

C.1.1.2 Remedial support

C.1.1.3 Extra classes

**C.1.2 Learner Issues**

C.1.2.1 Discipline, attitude and school uniform

C.1.2.2 Attendance

C.1.2.3 Additional support for struggling learners

C.1.2.4 Performance

C.1.2.5 Class sizes

C.1.2.6 Learner / educator ratios

C.1.2.7 Learner assessments

C.1.2.8 Admissions

C.1.2.9 Extracurricular and extramural activities

C.1.2.10 Representative Council of Learners (if applicable)

C.1.2.11 Homework submission

C.1.2.12 Expulsions and / or suspensions

**C.1.3 Curriculum Issues**

C.1.3.1 Content coverage

C.1.3.2 Assessment

C.1.3.3 Drop-out rates

C.1.3.4 Academic results

C.1.3.5 Subject choices

C.1.3.6 Book choices

C.1.3.7 Also see paragraph 6.7 of Circular 0043/2021

**C.2 FINANCE**

C.2.1 Budget and financial statements

C.2.2 School fees (payments and non-payments)

C.2.3 Exemptions

C.2.4 Debt collections

C.2.5 Investments

C.2.6 Liabilities (loans and overdrafts)

C.2.7 Purchases

C.2.8 Procurement plan

C.2.9 Contracts

C.2.10 Fundraising

C.2.11 Disposals, inventories and asset register

C.2.12 Section 38A of the South African Schools Act, 1996 (Act 84 of 1996)

**C.3 STAFF ISSUES**

C.3.1 Discipline

C.3.2 Attendance

C.3.3 Additional support for struggling staff members

C.3.4 Performance

C.3.5 Remuneration / compensation

C.3.6 Bonuses

C.3.7 Staff assessment

C.3.8 Section 51A of the Western Cape Provincial School Education Act, 1997 (Act 12 of 1997)

C.3.9 Appointment, composition and vacancies

C.3.10 Retirements, dismissals and resignations

C.3.11 Secondments

C.3.12 Transfers

C.3.13 Promotions

C.3.14 Staff development

**C.4 SAFETY AND SECURITY**

C.4.1 Access control and visits to school

C.4.2 Guarding

C.4.3 Screening

C.4.4 Business continuity

C.4.5 Safeguarding of vital documents

C.4.6 Evacuation, drills and testing

C.4.7 Alarm, siren and intercom

C.4.8 Creation of conducive learning environment

C.4.9 School patrol during periods, breaks and after school

**C.5 PARENT ISSUES**

C.5.1 Involvement

C.5.2 Communication

**C.6 GOVERNING BODY ISSUES**

C.6.1 Training

C.6.2 Vacancies

C.6.3 Commitment of members

C.6.4 Discipline of members

**C.7 PROPERTY AND MAINTENANCE**

C.7.1 Building maintenance

C.7.2 Cleaning of building and premises

C.7.3 Expansions, enhancements and renovations

C.7.4 Renting / leasing of building or premises

**C.8 APPROVAL OF DEPARTMENTAL DOCUMENTS**

C.8.1 Annual Academic Performance Report (AAPR)

C.8.2 Academic Performance Improvement Plan (APIP) or Individual Learner Support Plan (ILSP) / Individual Learner Development Plan (ILDP) in the case of Severe Intellectual Disability (SID), Autism Spectrum Disorder (ASD) or Profound Intellectual Disability (PID) learners

C.8.3 School Development Plan (SDP)

C.8.4 School Improvement Plan (SIP)

C8.5 School Self Evaluation (SSE)

C8.6 School Governing Body Functionality Tool

C8.7 Building Blocks for Effective School Management (Availability of Management Documents)

**C.9 POLICIES** (Name of Policy)

C.9.1 Consultation

C.9.2 Review

C.9.3 Update

C.9.4 Approval