

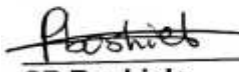
**GENERAL NOTICES • ALGEMENE KENNISGEWINGS**

**GENERAL NOTICE 11 OF 2021**

**REGULATIONS RELATING TO ESTABLISHMENT OF GOVERNING BODIES IN PUBLIC  
SCHOOLS**

**LIMPOPO DEPARTMENT OF EDUCATION**

I, **Shela Paulina Boshielo, Member of the Executive Council** for Education, do hereby give notice in terms of **Section 28 of the South African Schools Act No 84, 1996 (Act No.84 of 1996)** as amended that I have determined Regulations for establishment of Governing Bodies in ordinary Public Schools in the Limpopo Province.

  
\_\_\_\_\_  
**SP Boshielo**  
**Member of the Executive Council**

09/12/2020  
\_\_\_\_\_  
**Date**

## No2 LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

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**Chapter 1****1. Definitions**

Unless the context indicates otherwise, the definitions set out in **section 1** of the **South African Schools Act, No.84 of 1996 as amended**, shall apply throughout this section.

1. **Candidate Nominations System [CNS]** means a secure electronic system, to be used for the electronic submission of the information and documents contemplated in the guideline;
2. **Circuit Electoral Officer** means an appointed Circuit official at a circuit office; responsible for overseeing and managing the election process in the circuit;
3. **Committee** refers to a structure that will assist SGBs and RCLs to achieve their objectives;
4. **Days** means calendar days including Saturdays, Sundays and Public holidays
5. **District Electoral Officer** means an appointed senior district official at a district office; responsible for overseeing and managing the election process in the district;
6. **Educator** means **any person**, excluding a person who is appointed to exclusively perform **extracurricular duties**, who teaches, educates or trains other persons or who provides professional educational services, including therapy, education, and psychological services at a school;
7. **E-election** means a school governing body election in which electronic means are used in one or more stages;
8. **E-voting station** means the voting station for an e-election established at a place as determined by the School Electoral Officer
9. **Election Meeting** refers to a meeting called for the purpose of nomination and casting votes for people to become members of the SGB;
10. **Electoral Assistant** refers to an educator who is formally appointed by the school electoral officer to assist him/her in conducting elections at a school.
11. **Electoral Officers** refers to all officials including coordinator and electoral teams, who play a role in conducting governing body elections
12. **Electronic Ballot Box** means the electronic means by which the votes are stored pending being counted;
13. **Eligibility:** refers to a state of being qualified to do something
14. **E-voting** means an e-election that involves the use of electronic means in at least the casting of the vote;
15. **E-voting station** means the voting station for an e-election established at a place as determined by the School Electoral Officer;
16. **E-voting system** the hardware, software and processes which use electronic means to make a choice between options in an election;
17. **Franchise:** refers to the right to vote in election
18. **Full day election:** a day set to allow individual parents to **cast** votes in their free time without necessarily attending the meeting. This process is preceded by the nomination meeting where all eligible parents attend to nominate their preferred candidates;
19. **Head of Department** means the head of the education department in the province also known as **Superintendent General**;
20. **Member** means a member of the governing body;
21. **Member of the Executive Council [MEC]** means the Member of the Executive Council who is responsible for education in the province;
22. **Nomination** means an official suggestion of someone as a candidate in an election;
23. **Ordinary Public School** refers to a Public School other than a **Public School for learners with Special educational needs**;
24. **Parent** means –
  - (a) The biological or adoptive parent or legal guardian of a learner;
  - (b) The person legally entitled to custody of a learner; or
  - (c) The person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school;
25. **Principal** means an educator appointed or acting in a post established as the head of a school;
26. **Provincial election coordinator /Electoral Officer** means a senior provincial official at a provincial office responsible for overseeing and managing the election process in the province;
27. **Public School** is:–
  - (a) An ordinary public school; or
  - (b) A public school for learners with special education needs; or

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- (c) A public school that provides education with a specialised focus on talent, including sports, performing arts or creative arts
28. **Quorum** refers to a **fixed minimum number** of members of a school governing body, Parents meeting or Representative Council of Learners who must be present at a meeting for its business to be valid;
29. **Remote E-voting** means e-voting where the casting of the vote is done by a device not controlled by an election official;
30. **Representative Council of Learners** refers to a body or a structure of learners established at every public school enrolling learners in eighth grade or higher; established in terms of Section 11 of the Act.
31. **School** means an ordinary public school or a public school for learners with special education needs which enrolls learners in one or more grades from grade R to grade 12.
32. **School Community** refers to educators, learners and parents at the same school;
33. **School Electoral Officer** means a Principal of another school. In exceptional cases the District Director may appoint an education official who is trained in order to manage the election process of the school.
34. **School staff** refers to all employees (Educators and Support Staff) appointed at the school, including employees of the School Governing Body.
35. **Serious Misconduct** refers to offences that may lead to suspension or expulsion in terms of section 18A of the Act;
36. **Simple Majority** means **fifty percent (50%) plus one (1)**;
37. **Spoilt Ballot Paper** means a ballot paper **without an official mark or stamp**; or on which **more votes** are **recorded/crossed** than the number of candidates to be elected; or completed in such a way that it is **uncertain** as to which candidate(s) a vote was **recorded/crossed**;
38. **Support Staff** means a member of staff appointed according to the Public Service Act or the South African Schools Act who is not an educator at a school; including those employed by the School Governing Body;
39. **Teacher Liaison Officer** refers to an **educator** nominated by the educators and appointed by the school principal to serve as a mediator between the staff and the learners.
40. **The Act** means the South African Schools Act, 1996 (Act 84 of 1996), as amended.

## 2. Acronyms

|      |   |
|------|---|
| CEO  | Circuit Electoral Officer                         |
| CNS  | Candidate Nominations System                      |
| DEO  | District Electoral Officer                        |
| DET  | District Electoral Team                           |
| EEA  | Employment of Educators Act 76 of 1998 as amended |
| HOD  | Head of Department                                |
| IEC  | Independent Electoral Commission                  |
| MEC  | Member of the Executive Council                   |
| PEC  | Provincial Electoral Coordinator                  |
| PET  | Provincial Electoral Team                         |
| RCL  | Representative Council of Learners                |
| SASA | South African Schools Act 84 of 1996 as amended   |
| SEA  | School Electoral Assistant                        |
| SEO  | School Electoral Officer                          |
| SGB  | School Governing Body                             |
| TLO  | Teacher Liaison Officer                           |

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**Chapter 2****1. Composition of governing bodies for public schools**

- (1) The membership of the governing body of a public school comprises the following members:
  - (a) Elected members;
  - (b) The Principal by virtue of his or her official capacity; and
  - (c) Co-opted members.
- (2) The elected members of the governing body referred to in sub paragraph (1)(a) comprise the following members:
  - (a) Parents of learners at the school;
  - (b) Educators at the school;
  - (c) Support Staff;
  - (d) Learners in the eighth grade or higher at the school, drawn from the RCL or nominated by the RCL if applicable.
- (3) The number of parent members, educator members, support staff members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with **Schedule A** of these regulations.

**2. Membership of Governing Bodies of Public Schools for Learners with Special Education Needs**

- (1) These regulations will apply mutatis mutandis to governing bodies of public schools for learners with special education needs unless indicated otherwise.
- (2) The governing body of a public school for learners with special education needs should be composed as follows:
  - (a) Parents of learners enrolled at the school, if reasonably practicable;
  - (b) Educators at the school;
  - (c) Support Staff at the school;
  - (d) Learners in Grade 8 or higher, if reasonably practicable;
  - (e) Representatives of sponsoring bodies, if applicable;
  - (f) Representatives of organisations of parents of learners with special education needs, if applicable;
  - (g) Representatives of organisations of people with disabilities, if applicable;
  - (h) People with disabilities, if applicable;
  - (i) Experts in relevant fields of special needs education; and
  - (j) The Principal by virtue of his or her official capacity.
- (3) The chairperson of the governing body in the case of a public school for learners with special education needs can be any member of the governing body elected from the persons referred to in chapter 3 paragraph 2, sub paragraph (2) (a),(e), (f), (g), (h), and (i).
- (4) The number of parent members, educator members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with Schedule A of these regulation.
- (5) Parents must elect the members referred to in sub paragraph (2)(a) in accordance with paragraph 13.
- (6) Educators employed at the school concerned must elect the members referred to in sub paragraph (2)(b) in accordance with paragraph 14.
- (7) Members of support staff at the school concerned must elect the members referred to in sub paragraph (2) in accordance with paragraph 15.
- (8) The Representative Council of Learners must elect the members referred to in sub paragraph (2)(d) in accordance with paragraph 16.
- (9) Depending on the needs of the school, a maximum of two members per category may be appointed in terms of paragraph 2(e), (f), (g), (h) and (i).
- (10) The Principal of the school must invite in writing relevant organisations/bodies/persons stated in paragraph 2(e),(f),(g),(h) and (i) to nominate members to serve on the governing body in the respective categories.
- (11) The principal must submit in writing all the nominations referred to above to the Head of Department.
- (12) The Head of Department must within 14 days of receipt of the nominations
  - (a) appoint a subsequent number of members per category;
  - (b) notify each appointed member in writing of his or her appointment; and

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- (c) notify the principal concerned of his or her decision.
- (13) The principal shall inform the District Director concerned in writing of the names and addresses of the appointed members.
- (14) The appointment of the members in terms of paragraph 2(e), (f), (g), (h) and (i) must be finalised at least 24 hours before the election of the parent member component.

**Chapter 3****3. Electoral officers / coordinators****3.1. Provincial Electoral Officer / Coordinator**

- (1) The Head of Department shall appoint a Provincial Electoral Officer.
- (2) **The Provincial Electoral Officer / Coordinator shall:**
- (a) ensure that there is adequate advocacy concerning the election date;
  - (b) ensure compliance with provincial procedures regarding elections;
  - (c) coordinate the resources to conduct efficient, free and fair governing body elections;
  - (d) ensure that all District Electoral Officers are trained on COVID-19 Regulations
  - (e) avail COVID-19 Regulations to all District Electoral Officers;
  - (f) ensure that materials and procedures for the training of District and School Electoral Officers, and Teams are in place and training takes place as planned;
  - (g) ensure that District have procured PPEs for SGB Elections; **(For District and Circuit officials)**
  - (h) develop and provide templates of all documents required for the elections;
  - (i) monitor and evaluate the election process; and ensure that Provincial Monitoring Instruments for SGB Elections also cover compliance for COVID-19 dictates;
  - (j) consolidate a database of newly elected governing bodies on assuming office.
  - (k) hold District Electoral Officers accountable to comply with COVID-19 requirements and
  - (l) constitute Provincial Electoral Team
  - (m) establish a provincial rapid response team relating to the elections

**3.2. Provincial Electoral Team**

- (a) Provincial Electoral Team shall comprise Provincial Electoral Officer / Coordinator, District Electoral Officer and other Provincial officials mandated by the MEC.
  - (b) PET shall be presided by Provincial Electoral Officer/
- (3) **Provincial Electoral Team shall**
- (a) Share information with regard to election of governing bodies and Representatives of Council of Learners
  - (b) serve as a forum to advise the MEC of unresolved district election dispute

**3.3. District Electoral Officer**

- (1) The District Director must appoint [Template 14a] a District Electoral Officer who shall be in charge of electoral proceedings within the district.
- (2) **The District Electoral Officer shall:**
- (a) coordinate the election processes in the district;
  - (b) advise the district on the proposed strategy and implementation of the elections in the district and ensures that the process is conducted as agreed;
  - (c) compile a management plan to implement the provincial regulations;
  - (d) ensure that each school has an Electoral Officer in line with the provincial regulations and also ensure that the School Election Teams are established;
  - (e) ensure that all election officials working at school level are adequately trained and know their roles very well
  - (f) ensure that all School Electoral Officers are trained on COVID-19 Regulations
  - (g) ensure that all Electoral Officers receive the provincial election and Covid-19 regulations and other documents in good time;
  - (h) ensure that schools have procured PPEs for SGB Elections

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- (i) ensure that the advocacy is conducted as planned;
- (j) ensure schools give evidence of readiness which include COVID-19 requirements 07 days before the election day;
- (k) ensure that the entire election process is monitored;
- (l) ensure that District Monitoring Instruments for SGB Elections also cover compliance for COVID-19 dictates;
- (m) disallow in writing for elections to be conducted by any school that is not ready;
- (n) ensure that the names and contact details of the persons elected to governing bodies (refer to template 1: Notification of all Members Elected to the Governing Body) are submitted within a week of the elections taking place;
- (o) ensure that he receives the data forms (refer to template 2: Governing Body data form) from the Circuit Managers, and submit it to the province within 14 days of the meeting at which the office bearers are elected;
- (p) resolve disputes related to the matters which could not be resolved at the circuit level;
- (q) develop a database of newly elected governing bodies and submit to the Provincial Electoral Officer;
- (r) compile a comprehensive written district report on elections and submit it to the Provincial Electoral Officer.
- (s) hold School Electoral Officers accountable to comply with COVID-19 requirements
- (t) assist all schools to be compliant, and
- (u) establish District Electoral Team
- (v) establish a district rapid response team relating to the elections

**3.4. District Electoral Team**

- (1) District Electoral Team shall comprise District Electoral Officer, Circuit Electoral Officer and other District officials mandated by the District Director
- (2) DET shall be presided by District Electoral Officer
- (3) **District Electoral Team shall:**
  - (a) Share information with regard to election of governing bodies and Representatives of Council of Learners
  - (b) serve as a forum to advise the District Director of unresolved Circuit election dispute
  - (c) serve as the district rapid response team

**3.5. The Circuit Electoral Officer**

- (1) The District Director must appoint [Template 14b] the Circuit Manager or Assistant Director for Governance as an Electoral Officer for the Circuit.
- (2) The duties of the Circuit Electoral Officer are the same as those of the District Electoral Officer except that he or she reports to the District Electoral Officer
- (3) Circuit Electoral Officer may perform duties of the School Electoral Officer in case the officer fails to perform his or her duties as stipulate in paragraph 3.5 (2)
- (4) Circuit Electoral officer shall facilitate establishment of School Electoral Team and
- (5) Constitute Circuit Electoral Team

**3.6. Circuit Electoral Team**

- (1) Circuit Electoral Team shall comprise Circuit Electoral Officer, School Electoral Officer and other circuit officials mandated by the District director or Circuit Manager
- (2) CET shall be presided by Circuit Electoral Officer
- (3) **Circuit Electoral Team shall**
  - (a) Share information with regard to election of governing bodies and Representatives of Council of Learners
  - (b) serve as a forum to advise the Circuit Manager of unresolved School election dispute

**3.7. The School Electoral Officer**

- (1) The Circuit Manager shall appoint [Template 14c] a principal of another school as School Electoral Officer.



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- (2) The appointed Principal shall not delegate his or her responsibility to deputy principal or any senior teacher without the approval of the district electoral officer / coordinator.
- (3) **The School Electoral Officer shall:**
- (a) prepare a notice giving details of the date, time and venue of the nomination and election meetings;
  - (b) ensure that there is a suitable venue for the nomination/election meeting;
  - (c) ensure that the School Election Team knows the electoral process to be followed and complies with relevant legislation;
  - (d) develop a report of the state of readiness of the voting site and submit it to the District Election Coordinator 14 days prior to the election day;
  - (e) require evidence from the school that indicates COVID-19 compliance 14 days prior to election day;
  - (f) intervene in and resolve any dispute on the day of elections; and
  - (g) submit election results to the circuit office.
  - (h) decide on matters concerning the nomination and election of nominees in terms of all the categories.
  - (i) receive all reported disputes during the process of the elections.
  - (j) resolve all disputes in order to declare elections undisputed. His or her decision during the election is final.
  - (k) inform the **complainant** in writing of his or her decision and the reasons thereof within 7 days of receipt of the complaint.
  - (l) refer unresolved dispute to the Circuit Electoral Officer within seven days after the Election Day.
  - (m) ensure that the School Election Team is trained on COVID-19 Regulations
  - (n) avail COVID-19 Regulations to the School Election Team;
  - (o) ensure that the School Election Team has PPEs for SGB Elections;
  - (p) hold each member of the School Electoral Team accountable to comply with COVID-19 requirements and
  - (q) acquaint her/himself of the COVID-19 Regulations
  - (r) The Circuit Electoral Officer shall In the event that knowledge of any alleged irregularity only became available after completion of the election process, a dispute can be referred to the Circuit Electoral officer. The provisions of paragraphs 6(c) (iv) and 6(c) (vi) will then apply.
  - (s) If the Circuit Electoral Officer is unable to resolve the dispute, it will be referred to the District Electoral Officer.
  - (t) An appeal can be lodged with the MEC within 07 (seven) days, should the complainant not be satisfied with the decision taken by the District Electoral Officer.
  - (u) The MEC must inform the complainant in writing of his or her decision and the reasons thereof within 30 (thirty) days of receipt of the appeal.

**3.8. School Electoral Team**

- (1) School Electoral Team shall comprise School Electoral Officer, Electoral Assistant, Teacher Liaison Officer and other school officials mandated by the Principal of the twined school
- (2) SET shall be presided by School Electoral Officer
- (3) **School Electoral Team shall**
  - (a) Share information with regard to election of governing bodies and Representatives of Council of Learners
  - (b) Serve as a forum to advise to SEO to resolved School election dispute.

**4. Code of conduct for Electoral Officers**

- 4.1. The code of conduct for electoral officers aimed at promoting conditions that are conducive to free and fair elections
- 4.2. The Electoral Officers shall:
  - (a) act honestly and with dignity;
  - (b) act in an unbiased way;
  - (c) be familiar with the election process and applicable legislation;
  - (d) carry out the election in terms of the provincial prescripts;

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- (e) cooperate with school managers and line management;
- (f) manage the voting process in a fair and just manner;
- (g) deal with difficulties that may arise with courtesy;
- (h) be polite and diligent; and
- (i) not exceed his or her mandate;

**5. Adherence to these regulations and Covid-19 protocols**

- (a) At all times the people involved in whatever manner in governing body Elections must adhere to these regulations and observe Covid-19 Protocols and always observe one Meter (1m) distance;
- (b) Any person not observing the requirements is excused from the venue.

**Chapter 4**

**6. Process and Procedures for Governing Body Election**

**6.1. Eligibility**

- (1) A person will not be eligible to be a member of a governing body if he or she:
  - (a) is mentally ill and has been declared as such by a competent court;
  - (b) is a un-rehabilitated insolvent;
  - (c) has been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment, for example, if still under correctional supervision;
  - (d) has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act 38 of 2005; or
  - (e) does not fall within one of the categories of members who make up a governing body; or
  - (f) no longer falls within the category of members that he or she represented at the time of his or her election; and
  - (g) Has had his or her membership terminated by the Head of Department in terms of section 18A of the Act.

**6.2. Franchise [The right to vote]**

- (1) Every parent of a learner officially enrolled at a school is entitled to vote for parent members of the governing body and has one vote in respect of each nominee with a maximum number of votes equal to the number of parent members to be elected.
- (2) Every educator, including the principal, employed at a school is entitled to vote for educator members and has one vote in respect of each nominee with a maximum number of votes equal to the number of educator members to be elected.
- (3) Every support staff is entitled to vote for a support staff and has one vote. If the school has only one support staff, that staff member is automatically elected.
- (4) In the case of learners, the chairperson, secretary and the treasurer of the RCL shall automatically represent the learners in the governing body because of their electoral mandate
- (5) Proxy votes are not allowed.

**6.3. The Voters' roll**

- (1) A voters' roll for each of the categories must be available containing the names of all eligible parents, educators, support staff and learners as follows:
  - (a) The voters' roll for parents must be based on the school admission register.
  - (b) Eligible voters are those persons appearing in the admissions register as parents or who can show proof that they are parents as defined in the Act.
  - (c) Only two parents per learner are eligible to vote.
  - (d) The voters' roll close 24 hours before the voting day to ensure that the electoral officer can focus on the nomination and voting processes and quality assure the roll;
  - (e) The voters' roll for educators must consist of all educators employed at the school;

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- (f) The voters' roll for support staff must consist of all support staff employed at the school;
- (g) The voters' roll for learners must consist of all members of the Representative Council of Learners (RCL).
- (2) The electoral officer must, at least 14 days prior to the date of the election for parent members, inform the parents of the availability of the voters' roll at the school.
- (3) The nominee, proposer and seconder must be persons who are who are listed on the voters' roll for their respective constituency of representation on the SGB.
- (4) Electoral officers should follow the principle of inclusion, transparency and democracy, rather than that of excluding potential voters

## Chapter 5

### 7. Date, Time and Place of the Nomination and Election Meeting of Parent Members

- (1) The school electoral officer must prepare notices (Template 5) in the prescribed form, in which the date, time and place of the nomination and election meeting must be stated. The nomination and election of members must be in one meeting.
- (2) The notices are to be distributed with nomination forms, which may be returned to school prior the election.
- (3) The school electoral officer must ensure that the notices regarding the nominations and elections are distributed and displayed in prominent places at the school and in the community at least 14 days prior to date of the nominations and elections and hand the notice prior thereto to the principal.
- (4) **The principal must –**
  - (a) at least 14 days prior to the date of the nomination and election meeting for parent members hand a copy of the notice to every learner of the school concerned with the oral instruction to hand it to his or her parents; or
  - (b) any other method that works for the school community, as long as it in no way disadvantages any members of the school community.
  - (c) post nominee profile in a convenient place for voters to be able to view at least three school days before the election day.
- (5) Whatever method is used as mentioned in regulation 7 (3), the notices must be in the language of the school's language of instruction, and where practical, in the home language of learners.

### 8. Nomination of Parent Members

- (1) A parent must be nominated (refer to Template 6: Nomination forms) and seconded only by a parent of a learner of the school concerned, by
  - (a) lodging with the school electoral officer, not more than seven days prior to the commencement of the nomination meeting, a nomination form duly completed by the proposer, seconded by another parent;
  - (b) nominating a parent who must be proposed and seconded on the nomination form by the proposer and seconder during the nomination part of the meeting;
  - (c) ensuring that the nominee must meet the requirements of section 23 of the act and append his/her signature.
- (2) The electoral officer of the school must determine the time to be allowed for the nominations at the commencement of the nomination meeting, and must inform the meeting thereof.
- (3) After expiry of the time for nomination referred to in regulation 8 (2), the electoral officer must
  - (a) consider the nominations and reject the nomination of any nominee who:
    - (i) has not been nominated in accordance with regulation 8 (1) above
    - (ii) is not eligible to serve on the School Governing Body; or
    - (iii) in the case of a nomination referred to in regulation 8 (1)(b), has not completed the said nomination form, unless written proof to the satisfaction of the electoral officer of the school is submitted before the expiry of the time referred to in regulation 8 (2), that such nominee will be willing to serve as a member of the governing body;

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- (b) announce the names of the nominees whose nominations have been accepted.
- (4) If the total number of nominees whose nominations have been accepted -
- (a) is less than the number of members required in respect of the category concerned, a new meeting at which new nominees must be nominated shall be convened not less than 7 or more than 14 days after the first meeting
- (b) is equal to the number of members required in respect of the category concerned, the electoral officer must declare every accepted nominee to be an elected member of the governing body; or
- (c) is more than the number of members required in respect of the category concerned, an election must be held in accordance with regulation 10 applicable.

**9. Quorum**

**9.1. Quorum for elections of governing body**

- (1) A quorum of 15% of parents on the voters' roll is needed for the nomination and election meeting to proceed.
- (2) For the counting of votes in relation to a full day/e-voting election to proceed a 15% participation of parents is also required.
- (3) If the quorum is not met at the first election meeting, the election must be rescheduled not less than seven (7) or more than fourteen (14) days from the date of the first meeting in which event the procedure prescribed in paragraph 11 shall be repeated.
- (4) The notice of the second election meeting should clearly state that no quorum is required for that meeting to continue.
- (5) No proxy votes are allowed.

**9.2. Quorum for governing body meetings**

- (6) Quorum of governing body meetings shall be fifty-one percent (51%) of elected members
- (7) Quorum shall be determined in terms of the number of elected governing body members present in the meeting and not in accordance of the number of components present in the meeting.
- (8) The absence of one or more components shall not preclude members of the governing body who form a quorum from proceeding with the meeting, provided that all individual members were properly invited to the meeting
- (9) The principal must ensure that evidence of inviting governing body members to the meeting is properly kept.

**9.3. Quorum for approval of budget**

- (10) In each year governing body must prepare a budget, which must be presented to a general meeting of parents
- (11) A quorum of 15% of parents is required for consideration and approval of the budget.
- (12) A quorum of general meeting to approve budget shall be determined by the number of parents registered in the school admission register of the year in question.
- (13) If the quorum is not met at the first general budget meeting, the budget meeting must be rescheduled not less than seven (7) or more than fourteen (14) days from the date of the first meeting.
- (14) The notice of the second general budget meeting must clearly indicate that no quorum is required for that general budget meeting to continue.
- (15) All organised meetings must take into consideration covid-19 protocols.

**10. Election of Parent Members**

- (1) The election of the parent component of the governing body shall be preceded by the election of the other components.
- (2) Each voter should sign the attendance register for voters before the start of the election process. At the same time the name of the voter is crossed or cancelled in the voters roll.
- (3) The election meeting must be held on the date, time and place as determined by the School Electoral Officer.
- (4) The Electoral Officer must explain the proceedings to be followed and must stipulate that every nominee will have the opportunity to briefly state at least:
- (a) His or her name;
- (b) The names and grades of his or her children in the school;

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- (c) Occupation and experience or skills; and  
(d) Vision for the school.
- (5) Before the ballot papers (refer to Template 7.1: Ballot Paper for Parent Members) are distributed, the Electoral Officer must:
- (a) Ensure that every ballot paper has the school stamp on it, or some other distinguishing feature which prevents the ballot papers from being tampered with; and  
(b) Explain the voting process, the minimum and maximum number of nominees to be voted for, as well as how to record the voting, either by using numbers or by writing names, or both.
- (6) The ballot paper must indicate the names of all accepted nominees in alphabetical order based on their surnames. Each name must have his or her own surname corresponding to a number on the ballot paper.
- (7) If the total number of valid nominations is equal to the required number of parent members, those nominated are declared to be duly elected, and the School Electoral Officer must sign a declaration (Template 9: Election Declaration Form) indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for more nominations.
- (8) A person with a right to vote must record his or her vote on the ballot paper in secrecy and deposit the folded ballot paper into a box or other closed container provided for the purpose.
- (9) An illiterate person or a person not able to vote because of physical disability may, at his or her own request, be assisted by the School Electoral Officer or his / her delegate and a witness identified by the person.
- (10) The Electoral Officer must reject a ballot paper:
- (a) which is without the school stamp or distinguishing feature as contemplated in regulation 10 (5)(a) above;  
(b) with more votes recorded than the number of members to be voted; and  
(c) Which is completed in such a way that it is uncertain as to which nominee or nominees a vote was recorded for.:
- (11) After the rejection of any spoiled ballot papers the Electoral Officer must:
- (a) count the votes in the presence of nominees who wish to be present;  
(b) announce to the election meeting the name of each nominee and the number of votes cast for each;  
(c) complete the counted ballot papers form (refer Template 8: Counted Ballot papers and Declaration of Number of Voters) in order of the most votes to the least votes; and  
(d) Declare who has been duly elected. The person with the most votes is named or listed first and with the least votes is named or listed last.
- (12) Where the number of votes for two or more nominees is equal, and it affects the result of the poll, the Electoral Officer must ascertain the result with regard to the said nominees by drawing lots or by using some other method that allows for a random selection between the tied nominees. This must be done openly and by agreement of the nominees

#### 11. Nomination and Election Meeting of Educator members

- (1) The School Electoral Officer shall decide on a date, time and place for the nomination and election meeting for educator members. This meeting must be held at least a 24 hours before election of the parent member component.
- (2) The Principal must give the School Electoral Officer a list of all educators at the school. This will serve as the voters' roll, see Template 4.
- (3) The School Electoral Officer must ensure that each educator at the school receives a copy of the notice of the nomination meeting (refer to Template 5: Notice of Nomination Meeting and Election meeting) at least 14 days before the date of the meeting.
- (4) An educator can only be nominated and seconded (refer to Template 6: Nomination Form) by another educator employed at the school.
- (5) The completed nomination forms must be lodged with the School Electoral Officer seven days, but not less than 24 hours prior to the commencement of the nomination meeting.
- (6) The nomination of an educator at the meeting must be seconded by another educator, and the nomination form must be properly completed and handed in to the School Electoral Officer within the time that Electoral Officer allows for the purpose.

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- (7) If the total number of valid nominations is equal to the required number of educator members, those nominated are declared to be duly elected, and the School Electoral Officer shall sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for further nominations.
- (8) If nominations are less than the number required for the educator component of the governing body, the School Electoral Officer shall convene another meeting before the election of the parent component members.
- (9) If the nominations are more than the required number of educators, elections shall be conducted by secret ballot (refer to Template 7.2: Ballot Paper for Educator Members), using the same procedure as described for the parent component members' election.

**12. Nomination and Election Meeting of Support Staff**

- (1) The procedure for the election of the support staff in the governing Body is as follows:
  - (a) The procedure as set out for the nomination and election of the educator component applies, with the necessary changes, to this category of the governing body.
  - (b) In cases where there is no support staff at school, the position will be left unfilled;
  - (c) Where there is one support staff, that person is regarded as duly elected to the governing body;
  - (d) In cases where there are two or more support staff at a school, a democratic election shall be held to determine who should serve to the governing body (refer to Template 5 Notice of Nomination Meeting for Members of Staff). The Electoral Officer may, with the approval of support staff, draw lots as an alternative method to determine a staff member who will serve in the governing body.

**13. Nomination and Election of Learners**

- (a) The top most official of RCL will automatically serve as members of the SGB.
- (b) The number of learners elected to the governing body should be in line with the formula for the calculation of members of the governing body as per category indicated in Schedule A.
- (c) Learners serve in the SGB for a period of a year as RCLs are constituted every year.
- (d) The learners must be made aware of section 32 of the Act (SASA), which outlines the status of minors on the governing body.

**14. Governing body member serving in more than one school**

- (1) An elected governing body member may not be elected to serve in the school governing body of more than two schools at the same time.
- (2) In the event a member of the governing body is elected to serve in governing body of two public schools at the same time, such a member must only be elected to serve as office-bearer in only one of the two schools..

**15. Mode of election**

- (1) Schools will, with effect from 2021 be given a choice to apply for an election mode that suit their individual circumstances, the available modes are:
  - (a) **Nomination and election meeting**
  - (b) **Full day elections**
  - (c) **e-election mode**
- (2) Any mode in which the school is preferring to implement, the principal must apply to the Head of Department or his/her delegate in terms of procedures outlined in sub-regulation 15.8

**15.1. Nomination and election meeting mode**

- (2) The nomination and election meeting mode is one where nomination and elections take place in one meeting
- (3) The school electoral officer must prepare notices (Template 5) in the prescribed form, in which the date, time and place of the nomination meeting and Election Day must be stated.
- (4) The school electoral officer will make nomination forms available to electorates to complete and assist those who require assistance to nominate candidates;
- (5) Nomination and elections will be in terms of regulation 10, 11, 12 and 13 of these regulations.

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- (6) The school electoral officer must ensure that the notices regarding the nominations and elections are distributed and displayed in an area where it is visible and accessible to the electorates.
- (7) A list of the nominees which must stipulate at least:
- his or her name;
  - the grades of his or her children in the school;
  - occupation and experience or skills; and
  - Vision for the school; must be distributed to parents and displayed in prominent places at the school.
- (8) On the day of the nomination and election mode the following shall take place:
- School electoral officer shall verify eligible voters on the voters' roll
  - handing out of stamped ballot papers containing the names of all nominated candidates in alphabetical order;
  - The marking of the ballot paper by the parents secretly according to the expected number of parents to be elected or less;
  - Placing of the folded ballot paper in a sealed ballot box or container provided for this purpose.

**15.2. Counting During the Nominations and Elections meeting**

- a quorum of 15% of voters is needed for the counting of votes to proceed
- If less than 15% voted, then the electoral officer must determine a new date for the voting and at this voting process no quorum is required.
- If the 15 % quorum is not met, the election must be rescheduled not less than 7 or more than 14 days from the date of the failed election.

**15.3. Full day election mode**

- (9) This mode is a manual full day election in which voters physically come to the venue to cast their votes at any time within the allocated hours of the day without any meeting held.
- (10) A full day election is one where voting begins at a specified time and continues for an extended period as determined in the management plan.
- (11) The management plan referred in sub-regulation 15.3 (10) must at least contain:
- The proposed preferred mode of the election
  - The proposed period for nomination.
  - The proposed date and time for election
  - Time when voting station will be opened and closed
  - The time that the votes will be counted and results announced;
  - The schedule for school elections team members to monitor the voting stations to ensure that there are enough officials and other resources available for the selected mode.

**15.4. Nomination for Full Day Election**

- (12) The school electoral officer must prepare notices (Template 5) in the prescribed form, which indicates the date, time (including duration) and place of the nomination and election 14 days before the Election Day.
- (13) Nomination takes place prior to the Election Day which is not more than 7 days and not less than 3 days prior to the elections.
- (14) Nomination forms are made available to parents to complete, indicating the name and signature of the Proposer and Secunder, with the nominee signing to indicate acceptance of the nomination.
- (15) The Nominee, Proposer and Secunder must all appear on the voters roll.
- (16) The Nominee must provide the following information to accompany the nomination form for distribution to parents before the Election Day:
- a recent passport size photo;
  - full names;
  - name(s) and grade(s) of child(ren) in the school;
  - occupation, skills and experience that would benefit the school; and
  - the nominee's vision for the school.
- (17) The profiles of all nominated candidates must be distributed to all parents 3 days before the Election Day.

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**15.5. Voting During the Full Day**

- (18) On the day of the election the following shall take place:
- (d) School electoral officer shall verify eligible voters on the voters' roll
  - (e) handing out of stamped ballot papers containing the names of all nominated candidates in alphabetical order;
  - (f) The marking of the ballot paper by the parents secretly according to the expected number of parents to be elected or less;
  - (g) placing of the folded ballot paper in a sealed ballot box or container provided for this purpose.

**15.6. Counting During the Full Day Election**

- (a) Counting is as during the normal election mode.
- (b) The counting of votes may proceed only if the number of votes cast by the close of the polls indicates that a 15% quorum of voters has been reached.
- (c) If the 15 % quorum is not met, the election must be rescheduled not less than 7 or more than 14 days from the date of the failed election.

**15.7. E-elections mode**

- (19) The e-Elections is a mode of elections conducted electronically through virtual platforms.
- (20) Schools that qualify selection of e-election mode
- (a) This mode of election can only be selected by schools which have the capacity to deliver such elections virtually due to available resources. and
  - (b) School that have majority of the parent having access to the required technology and data to participate in the election.

**15.8. Procedure and process to apply for the use of e-elections**

- (21) Schools must apply to the HOD or his/her delegate for permission, not less than 30 day prior to the date of election.
- (22) Deviation application should be accompanied with management plan and indication of the available resources, in the form of the budget, for implementation of the preferred mode.
- (23) The management plan referred in sub-regulation 15.8 (22) must at least contain:
- (g) The proposed preferred mode of the election
  - (h) The proposed period for nomination
  - (i) The proposed date and time for the election
  - (j) Time when voting station will be opened and closed
  - (k) The time that the votes will be counted and results announced;
  - (l) The schedule for school elections team members to monitor the voting stations to ensure that there are enough officials and other resources available for the selected mode.
- (24) The HOD or his/her delegate must decide whether or not to grant permission within 14 days of receiving the application. In the event that no answer is forthcoming from the HOD within the prescribed time the required permission is granted.
- (25) After permission has been granted, the school must communicate such to the electoral officer before notices are sent out to parents.
- (26) The HOD amongst other matters will approve such an application if he or she is satisfied that the applied mode will:
- (a) promote the best interest of the school community and the school;
  - (b) allow maximum participation of voters in the voting process;
  - (c) not discriminate unfairly against any potential voter or group of voters
- (27) The HoD's approval will be based on availability of sufficient resources for implementation of the preferred mode and sufficient provision for the nomination process

**15.9. The Role of the School in Selecting e-Elections**

- (28) In selecting this mode of elections, the school must:
- (a) After permission has been granted, the school must communicate such to the parents before notices are sent out to parents
  - (b) provide guidance to the parents on how to use the election APP; and
  - (c) provide an IT specialist for technical support before and during the election.
- (29) The principal must at least 14 days prior to the date of the e-election:



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- (a) Inform the voters, in clear and simple language, of the way in which the e-election will take place, and any steps a voter may have to take in order to participate and vote; and
- (b) Provide an official list of the software to be used in the e-election. At the very least it shall indicate the software used, and a brief description

**15.10. Technical requirements for the e-voting system**

- (a) The Service Provide must provide a Cloud Based System.
- (b) The Service Provider should provide a fully managed and maintained system including regular scheduled backups and relevant updates.
- (c) The system should run on various platforms (e.g. Microsoft, Oracle etc.).
- (d) The solution should be user friendly and be able to run on devices such as Laptops, Tablets, Smart Phones and have Browser compatibility.
- (e) The programme must be accredited.
- (f) The information collected during elections may not be used in any form or for any purpose other than the purpose stipulated in the agreement.
- (g) If the service provider wishes to use such information in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the provincial department a written motivation for approval for the use of such.
- (h) The system must be able to generate reports and include the following functions:
  - i. import voters roll from a spreadsheet format (List, No, Names/s, ID No, etc);
  - ii. post pictures of candidates (user choice to toggle for on/off of function);
  - iii. allow for a number of votes per voter if there are multiple candidates;
  - iv. provide real time results for quorum purposes;
  - v. provide admin panel for Electoral Officer to monitor proceedings;
  - vi. authentise parents on the voters' roll.
  - vii. set election start and end time.
  - viii. incorporate a User Log.
  - ix. provide the ability to cross-check and verify the correct operation of the e-voting and the accuracy of the result, to detect voter fraud, multiple votes by the same voter and to prove that all counted votes are authentic and that all votes have been counted.
  - x. provide an Audit Trail

**15.11. Nomination for e-Elections**

- (a) The school Electoral Officer must prepare notices (Template 5) in the prescribed form, which indicates the date, time (including duration) of the nomination and election 14 days before the Election Day.
- (b) Nomination is similar to the nomination procedures followed in Full Day Elections (see paragraph 14.4 except that the whole process from sending out notices, information and the submission of nomination form is done electronically.
- (c) The completed nomination forms must be lodged with the School Electoral Officer not more than seven days and not less than 24 hours prior to the commencement of the elections.
- (d) The school should be in a position to assist parents to upload documents when required to do so.

**15.12. Voting During e-Elections**

- (a) Parents will receive log on details with a unique one-time pin to join the e-elections.
- (b) The system must be able to verify the credentials of the parents as they log on through the provided pin based on the voters' roll to accept them into the elections.
- (c) The Electoral Officer will explain the election process to the parents who have logged on.
- (d) An online ballot paper will be made available to parents to cast their vote for the required number of parents to be voted for.
- (e) Parents can log off after casting their vote.

**15.13. Counting e-Elections Votes**

- (a) The system should be able to calculate and provide results as soon as the election time has elapsed.

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- (b) The Electoral Officer must use all the available checks and balances to verify the authenticity of the results and sign them off.
- (c) If case of a tie that affects the outcome of the results, the Electoral Officer should draw lots as a deadlock breaking mechanism as in all other election mode
- (d) The counting of votes may proceed only if the number of votes cast by the close of the polls indicates that a 15% quorum of voters has been reached.
- (e) If the 15 % quorum is not met, the election must be rescheduled not less than 7 or more than 14 days from the date of the failed election.

## Chapter 6

### 16. Decision of School Electoral Officer

- (1) The School Electoral officer shall decide all matters concerned with the nomination and election of nominees in terms of all the categories.
- (2) **Dispute resolution procedure and process**
  - (a) All disputes should be reported to the School Electoral Officer during the process of the elections.
  - (b) The School Electoral Officer shall resolve all disputes in order to declare elections undisputed. His or her decision during the election is final.
  - (c) If the School Electoral Officer is unable to resolve a dispute, the election should be completed and the dispute can then be referred to the District Electoral Officer within seven days after the Election Day. The District Electoral Officer shall inform the complainant in writing of his/her decision and the reasons therefore within 14 days of receipt of the complaint.
  - (d) In the event that knowledge of any alleged irregularity only became available after completion of the election process, a dispute can be referred to the District Electoral officer. The provisions of sub-paragraph (2)(c) and (2)(e) of paragraph 16 will then apply.
  - (e) An appeal can be lodged with the MEC within 7 (seven) days, should the complainant not be satisfied with the decision taken by the District Electoral Officer.
  - (f) The MEC must inform the complainant in writing of his or her decision and the reasons therefore within 30 (thirty) days of receipt of the appeal.

## Chapter 7

### 17. Procedure after Election of Governing body

- (1) After the election of a governing body the School Electoral Officer must:
  - (a) Place all documents, including ballot papers, used at such election in envelopes and seal the envelopes;
  - (b) Keep those envelopes in safe custody for a period of at least three months from the date of the election of the governing body concerned;
  - (c) Notify each elected member in writing of his or her election;
  - (d) Notify the Principal of the school in writing of the names and addresses of the persons elected as members, and inform the Principal that he or she must notify the parents of the election results within 14 days of the meeting;
  - (e) Ensure that the District Director is informed in writing of the names and addresses of the persons elected as governing members (refer to Template 1: Notification of all Members Elected to the governing body); and
  - (f) Submit an undisputed election declaration where this was the case, or a declaration detailing any disputes (refer to Template 9: Election Declaration Form).
- (2) The Principal must ensure that the Data Form (Template 2: Governing Body Data Form) is completed by every member of the newly elected governing body. This form must be submitted to the district within 14 days after notification of the results of the election.
- (3) The Principal is required to inform the provincial Department of Education of any changes in membership of the Governing Body within 14 days of those changes being effected, to ensure that the database is up to date.
- (4) The newly elected governing body will assume its responsibilities when the governing body members are declared to be freely and fairly elected

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**18. Election of office bearers**

- (1) The principal shall convene the first meeting of the school governing body within 14 days from the date of the elections.
- (2) The principal as an ex officio member shall preside at the election of the executive committee i.e. Office-bearers of the school governing body,
- (3) The members of the school governing body shall elect the executive as follows:
  - (a) chairperson who must be a parent unless for a school of learners with special needs
  - (b) a Deputy Chairperson that complies with 18(3)(a)
  - (c) a Secretary
  - (d) Deputy Secretary
  - (e) Treasurer
- (4) The SGB may co-opt members into the SGB and may also constitute committees at this or any subsequent meeting.
- (5) Election of office bearers shall take place after every 12 months.

**19. Hand over**

- (1) The Principal, as a member of the outgoing and the newly elected governing body, should manage the handing-over process by:
  - (a) organising a meeting attended by the outgoing SGB and the newly elected SGB within 7 days after the election of the office bearers of the School Governing Body.
  - (b) officially handing over all governing body files to the newly elected governing body;
  - (c) conducting an induction session for the newly elected governing body;
  - (d) answering any questions that the newly elected governing body may have.
  - (e) Template 10 should be submitted to the Circuit Office within 14 days from the date of the hand over meeting.
- (2) A list indicating the minimum documents that need to be handed over to the incoming governing body is included (Template 10: Handover Guide).

**20. Voting in the SGB Meeting**

- (a) The Chairperson or any person presiding over the meeting shall have a casting vote only. A casting vote shall be necessary in the case of a tie in the voting.
- (b) All other members of the SGB, including the Principal, shall have a deliberative vote only.
- (c) Learners shall vote on all issues they deliberate on and in all issues they deliberate on.
- (d) This regulation must be read with section 23 (9) and (10) of the Act.
- (e) The quorum of the SGB shall be a simple majority of the existing members with voting rights provided that parents are in the majority and in term of section 23 (9).of the Act

**21. The Status of Learners in the SGB.**

- (a) Section 32 of the Act applies to all learners in the SGB.
- (b) Learners in the SGB shall not participate on discussions of finances, appointments, misconduct of educators and disciplinary hearings of learners.
- (c) Learners shall not serve as office bearers of the School Governing Body.

**22. Withdrawal of governing body members by the component they represent**

- (1) In the event a component of the governing body is recalled or withdrawn from the governing body, the HOD may appoint one or sufficient persons to replace the withdrawn or recalled members.
- (2) The appointed one or sufficient persons shall serve in the governing with the remaining components, while the cause of the withdrawal is being addressed by HoD or delegated official.
- (3) If the Head of department on a reasonable ground discover that the withdrawal of other component is a protest against illegal or irregular activities the head of the department shall dissolve the governing body and appoint sufficient person to perform the function governing body or subject the implicated members to disciplinary process in terms of code of conduct for governing body members.
- (4) The appointed one or sufficient persons shall serve for a minimum period of three months which may be extended to a period not exceeding twelve months.

**Chapter 8****23. By-elections due to vacancies in the governing body.**

- (1) The Principal must inform the Circuit Manager of any vacancies. The Circuit Manager must make arrangements for the by-elections.
- (2) If the School Electoral Officer who conducted the general elections is not available, the Circuit Manager shall appoint a new School Electoral Officer.
- (3) A by-election must be held within 90 days whenever there are vacancies.
- (4) A vacancy shall occur in a governing body if a member:
  - (a) resigns;
  - (b) dies;
  - (c) becomes disqualified as contemplated in paragraph 7;
  - (d) absents himself or herself from three consecutive meetings of the governing body without adequate reasons;
  - (e) is removed from office on account of misconduct in terms of the Code of Conduct of school governing body or
  - (f) no longer falls within the category of members that he or she represented at the time of the election,
- (5) The by-election must be conducted in accordance with these regulations.

**Chapter 9****24. Dissolution and reconstitution of school governing body****24.1. Dissolution of the parent component**

- (1) If at least sixty per cent (60%) of all parents of learners at the school, at a meeting of parents convened for this purpose, vote for a motion of no confidence in the School Governing Body for valid reasons presented in the form of a petition signed by all those parents, the chairperson of the School Governing Body shall within seven (7) days, call a meeting of the SGB to consider the petition in order to provide reasons why they should not be dissolved. If they agree with the petition they will formally dissolve the SGB.
- (2) If a School Governing Body is dissolved under regulation 24(1) it shall be reconstituted within 90 days in accordance with these regulations.
- (3) The dissolution of the parent component of the SGB results in the dissolution of the whole SGB.
- (4) The powers and functions of the School Governing Body shall be exercised and performed by sufficient persons appointed by the Head of Department or her/his delegated official, during the period from the dissolution of the SGB until the reconstitution of the SGB.
- (5) Any member of the SGB who exercises such powers during the non-existence of the SGB, shall be held personally liable for the consequences thereof.
- (6) If the School Governing Body refuses to dissolve, the petition and the School Governing Body's response shall be submitted to the Head of Department for a final decision which shall be either confirm the existence of the School Governing Body or dissolution of the School Governing Body.

**24.2. Dissolution of the educators or support staff component**

- (7) If 60% of educators or support staff at a staff meeting lawfully convened for this purpose, vote for a motion of no confidence in their component of the SGB, the Principal or his/her delegate will convene a meeting of the component.
- (8) A petition with adequate reasons for the motion of no confidence signed by 60% of all relevant staff members shall be presented to the component.
- (9) The component will be given chance to consider the reasons and take a decision on whether to withdraw from the SGB or not.
- (10) Their decision is then submitted to the HOD for ratification.
- (11) If the final decision is to withdraw the component of the SGB, the Head of Department shall direct that a by-election be conducted within 14 days.
- (12) A withdrawal of a component does not lead to the dissolution of the SGB.
- (13) While the HOD is still considering the petition and the response of the affected component, the status quo of the SGB remains.

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- (14) The HOD may dissolve the SGB or its component if there are adequate reasons.
- (15) The HOD in dissolving the SGB must comply with the provisions of the Promotion of Administrative Justice Act no.03 of 2000.

**25. Meeting of the School Governing Body with Parents, Learners and support staff at the school.**

- (1) The SGB must have meetings with parents, learners and support staff at the school at least once a year.
- (2) At the end of every school term governing body must hold meetings to discuss academic performance of the learners.
- (3) A component of the SGB may not without authorisation by the SGB, convene and address a meeting of parents, learners or support staff at the school.

**Chapter 10**

**28. General Provisions**

- (1) The outgoing SGB will cease to exist in the first meeting of the incoming governing body wherein office bearers are elected.
- (2) The newly elected governing body will, after its first meeting, review the constitution developed by the outgone governing body for adoption.
- (3) Previous regulations are wholly substituted by these regulations.

**29. 2021 Governing Body Election Coordinators**

The following officials are responsible to coordinate elections in Limpopo Province

| Directorate              | Provincial Official  | Contact Number |
|--------------------------|----------------------|----------------|
| Institutional Governance | Director Dr Mulaudzi | 0795118494     |
| Institutional Governance | CES Mr Rasethaba     | 0828817439     |

| District         | District Director | Contact Number | Name of the official   | Contact Number           |
|------------------|-------------------|----------------|------------------------|--------------------------|
| Capricorn North  | Mr Mothemane      | 0828179155     | Mr Mukoma              | 0828379698               |
| Capricorn South  | Ms Nkuzana        | 0716764374     | Mr Seima               | 0829543666               |
| Mogalakwena      | Mr Mangala        | 0828032328     | Mr Kgosana             | 0714760019               |
| Mopani East      | Ms Machumela      | 0828089085     | Mrs Shikhibana         | 0829540325               |
| Sekhukhune East  | Mr Makola         | 0828785535     | Mr Seema               | 0829531576               |
| Sekhukhune South | Mr Nkadimeng      | 0828088497     | Mr Nape /<br>Mr Lekgau | 0829541688<br>0714760689 |
| Vhembe East      | Dr Rambiyana      | 0828811863     | Mr Magugumela          | 0829532831               |
| Vhembe West      | Mr Ravhuanzwo     | 0794955980     | Mr Ravele              | 0828682663               |
| Waterberg        | Ms Madela         | 0716746886     | Mr Masekela            | 0829540142               |

**Templates**

| Number | Template notation  |
|--------|--|
| A      | Composition of governing body of ordinary public schools by type and learner enrolment |
| 1      | Notification of All Members Elected to the Governing Body                              |
| 2      | Governing Body Data Form   |
| 3      | Parents Voters' Roll   |
| 4      | Voters' Roll   |
| 5      | Notice of Nomination and Election Meeting  |
| 6      | Nomination Form  |

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|    |   |
|----|---|
| 7  | Ballot Paper  |
| 8  | Counted Ballot Papers and Declaration of Number of Voters |
| 9  | Election Declaration Form                                 |
| 10 | Handover Documents  |
| 11 | Election Monitoring Instrument (Election Day)             |
| 12 | Pre-election monitoring                                   |
| 13 | Governing Body Election Schedule                          |
| 14 | Appointment letter for Electoral Officers                 |

**Schedule A (1)**

**Composition of governing body of ordinary public schools by type and learner enrolment**

1. The numbers of governing body of a school are set out for each category of membership in the table below.
2. The number of members in a category will vary according to the type of school and learner enrolment set out in column 1 and 2.
3. In a school which does not have a member of staff, the number of parents set out in column 4 shall be reduced by one and the total number of members set out in column 8 shall be reduced by one.

| TYPE OF SCHOOL   | NUMBER OF LEARNERS INROLLED AT SCHOOL | PRINCIPAL | NUMBER OF EDUCATOR MEMBERS | NUMBER OF PARENT MEMBERS | NUMBER OF SCHOOL SUPPORT STAFF MEMBERS | NUMBER OF LEARNER MEMBERS | TOTAL NUMBER OF MEMBERS |
|------------------|---------------------------------------|-----------|----------------------------|--------------------------|--|---------------------------|-------------------------|
| Primary School   | 1 to 159                              | 1         | 1                          | 4                        | 1                                      | 0                         | <b>7</b>                |
| Primary School   | 160 to 700                            | 1         | 2                          | 5                        | 1                                      | 0                         | <b>9</b>                |
| Primary School   | 701 and more                          | 1         | 3                          | 6                        | 1                                      | 0                         | <b>11</b>               |
| Secondary school | 1 to 649                              | 1         | 2                          | 7                        | 1                                      | 2                         | <b>13</b>               |
| Secondary school | 650 and more                          | 1         | 3                          | 9                        | 1                                      | 3                         | <b>17</b>               |
| Combined school  | 1 to 499                              | 1         | 2                          | 7                        | 1                                      | 2                         | <b>13</b>               |
| Combined school  | 500 and more                          | 1         | 3                          | 9                        | 1                                      | 3                         | <b>17</b>               |

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**Schedule A (2)**

**COMPOSITION OF GOVERNING BODY OF PUBLIC SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS BY TYPE AND LEARNER ENROLMENT**

One member per applicable category. The table does not have the numbers for categories that are for appointment.

| Type Of School   | Number Of Learners Enrolled At School | Principal | Elected Members            |  |  |   |                                 | Co-opted Members  |   |                                     |   |   | TOTAL NUMBER OF MEMBERS |
|------------------|---------------------------------------|-----------|----------------------------|--|--|---|---------------------------------|---|---|-------------------------------------|---|---|-------------------------|
|                  |                                       |           | Number Of Educator Members | Number Of Parent Members If Reasonably Practical | Number Of School Support Staff Members | Number Of Learner Members If Reasonably Practical | Sponsoring Bodies If Applicable | Parent Organizations Of Learners With Special Education Needs | Experts In Relevant Fields Of Special Needs Education | Representatives Of Disabled Persons |   |   |                         |
| Primary School   | 1 to 149                              | 1         | 2                          | 5  | 1                                      | 0   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 13                      |
| Primary School   | 150 and more                          | 1         | 3                          | 6  | 1                                      | 0   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 15                      |
| Secondary school | 1 to 149                              | 1         | 2                          | 7  | 2                                      | 1   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 17                      |
| Secondary school | 150 and more                          | 1         | 3                          | 9  | 2                                      | 2   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 21                      |
| Combined school  | 1 to 149                              | 1         | 2                          | 8  | 2                                      | 2   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 19                      |
| Combined school  | 150 and more                          | 1         | 3                          | 9  | 2                                      | 2   | 1                               | 1   | 1   | 1                                   | 1 | 1 | 21                      |

No24 \_\_\_\_\_ LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020 \_\_\_\_\_

**Template 1**

**NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY**

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

ELECTION DATE: \_\_\_\_\_

| SURNAME                 | NAMES | TEL NUMBER | CELL NUMBER | FAX NUMBER | EMAIL |
|-------------------------|-------|------------|-------------|------------|-------|
| <b>Principal</b>        |       |            |             |            |       |
|                         |       |            |             |            |       |
| <b>Parents</b>          |       |            |             |            |       |
| 1.                      |       |            |             |            |       |
| 2.                      |       |            |             |            |       |
| 3.                      |       |            |             |            |       |
| 4.                      |       |            |             |            |       |
| 5.                      |       |            |             |            |       |
| 6.                      |       |            |             |            |       |
| 7.                      |       |            |             |            |       |
| 8.                      |       |            |             |            |       |
| 9.                      |       |            |             |            |       |
| <b>Educators</b>        |       |            |             |            |       |
| 1.                      |       |            |             |            |       |
| 2.                      |       |            |             |            |       |
| 3.                      |       |            |             |            |       |
| <b>Members of staff</b> |       |            |             |            |       |
| 1.                      |       |            |             |            |       |
| <b>Learners</b>         |       |            |             |            |       |
| 1.                      |       |            |             |            |       |
| 2.                      |       |            |             |            |       |
| 3.                      |       |            |             |            |       |

**FULL NAME OF ELECTORAL OFFICER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 2**

**GOVERNING BODY DATA FORM**

PROVINCE: \_\_\_\_\_ SCHOOL NAME: \_\_\_\_\_ EMIS NO: \_\_\_\_\_

| Surname                          | Gender |   | Race |   |   |   | Disability |    | Education level |           |          |      | Previous SGB experience in years | Previous SGB |    | SGB portfolio |
|----------------------------------|--------|---|------|---|---|---|------------|----|-----------------|-----------|----------|------|----------------------------------|--------------|----|---------------|
|                                  | F      | M | A    | W | C | I | Yes        | No | Primary         | Secondary | Tertiary | None |                                  | Yes          | No |               |
| Principal                        |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
|                                  |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| Parents                          |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 1.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    | Chairperson   |
| 2.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 3.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 4.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 5.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 6.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 7.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 8.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 9.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| Educators                        |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 1.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 2.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 3.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| Member of staff                  |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
|                                  |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| Learners                         |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 1.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 2.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| Appointed members (LSEN schools) |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 1.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |
| 2.                               |        |   |      |   |   |   |            |    |                 |           |          |      |                                  |              |    |               |

| NUMBER OF LEARNERS ENROLLED AT THE SCHOOL | African | White | Coloured | Indian | Total |
|---|---------|-------|----------|--------|-------|
|   |         |       |          |        |       |

**Template 3**

**PARENTS VOTERS' ROLL**

**SCHOOL:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

NB: Only one child per family should appear on the voters' roll

| <b>NO</b> | <b>SURNAME &amp; NAMES</b> | <b>ID NO</b> | <b>NAME OF THE CHILD</b> | <b>GRADE OF THE CHILD</b> |
|-----------|----------------------------|--------------|--------------------------|---------------------------|
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |
|           |                            |              |                          |                           |

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 4**

**VOTERS' ROLL**

SCHOOL: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

COMPONENT:

|                  |  |                      |  |                 |  |
|------------------|--|----------------------|--|-----------------|--|
| <b>Educators</b> |  | <b>Support Staff</b> |  | <b>Learners</b> |  |
|------------------|--|----------------------|--|-----------------|--|

| <b>NO</b> | <b>SURNAME</b> | <b>NAME</b> |
|-----------|----------------|-------------|
| 1         |                |             |
| 2         |                |             |
| 3         |                |             |
| 4         |                |             |
| 5         |                |             |
| 6         |                |             |
| 7         |                |             |
| 8         |                |             |
| 9         |                |             |
| 10        |                |             |
| 11        |                |             |
| 12        |                |             |
| 13        |                |             |
| 14        |                |             |
| 15        |                |             |
| 16        |                |             |
| 17        |                |             |
| 18        |                |             |
| 19        |                |             |
| 20        |                |             |
| 21        |                |             |
| 22        |                |             |

**Template 5**

**NOTICE OF NOMINATION AND ELECTION MEETING**

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

**COMPONENT:**

|                |  |                  |  |                      |  |                 |  |
|----------------|--|------------------|--|----------------------|--|-----------------|--|
| <b>Parents</b> |  | <b>Educators</b> |  | <b>Support Staff</b> |  | <b>Learners</b> |  |
|----------------|--|------------------|--|----------------------|--|-----------------|--|

Notice is hereby given that a meeting for the nomination and election of nominees for ..... ( ) members of the governing body of the above-mentioned school, will be held on ..... (date) at .....(time) at ..... (place).

For the parents nominees, the proposer and the seconder must be parents of learners at the school who are not employed at the school. For each category; the nominee, the proposer and the seconder must come from the membership of that category/component.

The nomination form must be returned to the school at least one day before the elections are conducted.

Nominations will also be accepted at the nomination and election meeting.

N.B: It is the responsibility of the nominee and the voter to ensure that their names are on the school's voters' roll, which can be viewed at the school.

\_\_\_\_\_  
**NAME OF SCHOOL ELECTORAL OFFICER**

\_\_\_\_\_  
**SIGNATURE OF SCHOOL ELECTORAL OFFICER**

\_\_\_\_\_  
**DATE**

**TEL:** .....

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 6**

**NOMINATION FORM**

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

**COMPONENT:** Place a cross (X) next to the correct component.

|                |                          |                  |                          |                      |                          |                 |                          |
|----------------|--------------------------|------------------|--------------------------|----------------------|--------------------------|-----------------|--------------------------|
| <b>Parents</b> | <input type="checkbox"/> | <b>Educators</b> | <input type="checkbox"/> | <b>Support staff</b> | <input type="checkbox"/> | <b>Learners</b> | <input type="checkbox"/> |
|----------------|--------------------------|------------------|--------------------------|----------------------|--------------------------|-----------------|--------------------------|

**PROPOSER:**

I, .....  
 (full name)

being (a parent of a learner / an educator / a member of staff / a member of the Representative Council of Learners of the above mentioned school ), hereby propose:

\_\_\_\_\_  
 (full name of nominee)

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

\_\_\_\_\_  
**SIGNATURE OF PROPOSER**

\_\_\_\_\_  
**DATE**

**SECONDER**

I \_\_\_\_\_  
 (full name)

being (a parent of a learner/ an educator / a member of staff/ a member of the Representative Council of Learners of the above mentioned school ), hereby second:

\_\_\_\_\_  
 (full name of nominee)

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

\_\_\_\_\_  
**SIGNATURE OF SECONDER**

\_\_\_\_\_  
**DATE**

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**DECLARATION BY NOMINEE:**

**NOMINATION ACCEPT FORM**

I, \_\_\_\_\_ the nominee (full names)  
accept the nomination and declare that I am not/have not:

- a) Mentally ill and have not been declared as such by a component court;
- b) an un-rehabilitated insolvent;
- c) been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months or have not yet served a full period of imprisonment ; and
- d) been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005).
- e) Had my membership terminated by the HOD in terms of SASA.

Signed at ..... on .....

Signature: ..... date .....

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 7.1**

**BALLOT PAPER FOR PARENT MEMBERS**

**SCHOOL:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**COMPONENT:** \_\_\_\_\_

VOTE BY PLACING A CROSS IN THE BOX NEXT TO THE NOMINEE(S) OF YOUR CHOICE, e.g.

x

| No. | Name | Vote by X |
|-----|------|-----------|
| 1.  |      |           |
| 2.  |      |           |
| 3.  |      |           |
| 4.  |      |           |
| 5.  |      |           |
| 6.  |      |           |
| 7.  |      |           |
| 8.  |      |           |
| 9.  |      |           |
| 10. |      |           |
| 11. |      |           |
| 12. |      |           |
| 13. |      |           |
| 14. |      |           |
| 15. |      |           |
| 16. |      |           |
| 17. |      |           |
| 18. |      |           |
| 19. |      |           |
| 20. |      |           |

**Template 7.2**

**BALLOT PAPER FOR SCHOOL BASED COMPONENTS**

**SCHOOL:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**COMPONENT:**

|                  |  |                      |  |                 |  |
|------------------|--|----------------------|--|-----------------|--|
| <b>Educators</b> |  | <b>Support staff</b> |  | <b>Learners</b> |  |
|------------------|--|----------------------|--|-----------------|--|

VOTE PLACING A CROSS IN THE BOX NEXT TO THE NOMINEE(S) OF YOUR CHOICE, e.g. 

|   |
|---|
| x |
|---|

|     | <b>NAME</b> | <b>Vote by a X</b> |
|-----|-------------|--------------------|
| 1.  |             |                    |
| 2.  |             |                    |
| 3.  |             |                    |
| 4.  |             |                    |
| 5.  |             |                    |
| 6.  |             |                    |
| 7.  |             |                    |
| 8.  |             |                    |
| 9.  |             |                    |
| 10. |             |                    |
| 11. |             |                    |
| 12. |             |                    |
| 13. |             |                    |
| 14. |             |                    |



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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 8**

**COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES**

**DISTRICT:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**COMPONENT:**

|                |                  |                        |                 |
|----------------|------------------|------------------------|-----------------|
| <b>Parents</b> | <b>Educators</b> | <b>Member of staff</b> | <b>Learners</b> |
|----------------|------------------|------------------------|-----------------|

**DATE OF ELECTION**

**TYPE OF SCHOOL**

PRIMSECCOMBLSEN

| Number | Names of nominees (Most to least votes) | Number of votes |
|--------|---|-----------------|
| 1.     |   |                 |
| 2.     |   |                 |
| 3.     |   |                 |
| 4.     |   |                 |
| 5.     |   |                 |
| 6.     |   |                 |
| 7.     |   |                 |
| 8.     |   |                 |
| 9.     |   |                 |
| 10.    |   |                 |
| 11.    |   |                 |
| 12.    |   |                 |
| 13.    |   |                 |
| 14.    |   |                 |
| 15.    |   |                 |
| 16.    |   |                 |
| 17.    |   |                 |
| 18.    |   |                 |

**TOTAL NUMBER OF ELIGIBLE VOTERS:** \_\_\_\_\_

**TOTAL NUMBER OF VOTES CAST:** \_\_\_\_\_

**SPOILT PAPERS:** \_\_\_\_\_

**NAME OF SCHOOL ELECTORAL OFFICER:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

Template 9

**ELECTION DECLARATION FORM**

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

NAME OF DISTRICT: \_\_\_\_\_

NAME OF SCHOOL ELECTORAL OFFICER: \_\_\_\_\_

DATE OF ELECTIONS FOR COMPONENTS: \_\_\_\_\_

|         |  |           |  |               |  |          |  |
|---------|--|-----------|--|---------------|--|----------|--|
| Parents |  | Educators |  | Support staff |  | Learners |  |
|---------|--|-----------|--|---------------|--|----------|--|

**Complete the relevant section**

**SECTION A Undisputed Elections**

As School Electoral Officer for the above-mentioned elections I declare that the election of all components were undisputed.

\_\_\_\_\_  
Name School Electoral Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landline Phone

\_\_\_\_\_  
Cell Phone

**SECTION B Disputed Elections**

As the School Electoral Officer for the above-mentioned I declare that the following component/s of the election was/were disputed

.....  
.....  
.....

and hereby provide the detail of the said dispute/s.

.....  
.....  
.....  
.....

\_\_\_\_\_  
Name School Electoral Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SEO Landline Phone

\_\_\_\_\_  
SEO Cell Phone

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**Template 10**

**DOCUMENT FROM OUTGOING GOVERNING BODY CHAIRPERSON TO NEWLY ELECTED GOVERNING BODY CHAIRPERSON**

(These documents are the property of the school and must be kept safely by the School Principal.)

**SCHOOL:** \_\_\_\_\_ **EMIS NO:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

I, \_\_\_\_\_ (full names), the newly elected chairperson of the school governing body of \_\_\_\_\_ (school's name) hereby certify the following documents/e-copies have been handed over to the incoming SGB by the outgoing chairperson:

| KEY AREA       | ITEM  | Mark with a cross (X) where applicable |    |
|----------------|---|--|----|
|                |   | YES                                    | NO |
| 1. LEGISLATION | 1.1 The South African School Act (SASA), 1996 (Act 84 of 1996)  |  |    |
|                | 1.2 Provincial Education Act  |  |    |
|                | 1.3 Regulations related to the governing bodies of public schools   |  |    |
|                | 1.4 National norms and standards for school funding (General Notice 869 of 2006)  |  |    |
|                | 1.5 Provincial Regulations regarding code of conduct of governing body members at public schools and disciplinary proceedings |  |    |
|                | 1.6 Provincial Regulations regarding the misconduct of  |  |    |

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| KEY AREA            | ITEM   | Mark with a cross (X) where applicable |    |
|---------------------|--|--|----|
|                     |  | YES                                    | NO |
|                     | learners at public schools and disciplinary proceedings)   |  |    |
|                     | 1.7 Regulation for exemption of parents from the payment of school fees (General Notice 1149 of 2006)                  |  |    |
| Other documentation | 1.8 The Construction of the School Governing Body  |  |    |
|                     | 1.9 the vision and mission statement of the school   |  |    |
|                     | 1.10 Action plans for the following year based on the school development plan  |  |    |
| 2. POLICIES         | 2.1 Admission policy   |  |    |
|                     | 2.2 Policy regarding school sport and cultural activities  |  |    |
|                     | 2.3 Policy regarding use of school buildings and facilities by non-school community members                            |  |    |
|                     | 2.4 Policy on occupational health and safety   |  |    |
|                     | 2.5 Religious policy   |  |    |
|                     | 2.6 Language policy  |  |    |
|                     | 2.7 HIV and AIDS policy  |  |    |
|                     | 2.8 Code of conduct for learners   |  |    |
|                     | 2.9 School's policy regarding payment of school fees and the school's sliding scale for determining partial exemption. |  |    |

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| KEY AREA                      | ITEM   | Mark with a cross (X) where applicable |    |
|-------------------------------|--|--|----|
|                               |  | YES                                    | NO |
| <b>3. FINANCIAL RESOURCES</b> | 3.1 Minute book  |  |    |
|                               | 3.2 Copy of assets register of school  |  |    |
|                               | 3.3 Cash book  |  |    |
|                               | 3.4 Receipt book (current) (serial number: )   |  |    |
|                               | 3.5 Receipt book/s (completed) (serial number: )                                       |  |    |
|                               | 3.6 Bank Cards   |  |    |
|                               | 3.7 Petty cash (Amount: )  |  |    |
|                               | 3.8 Bank statements for period 1 January to 30 June of current financial year          |  |    |
|                               | 3.9 Documentary proof of investment (if any) e. g MEC permission.                      |  |    |
|                               | 3.10 List of NGOs/partners approved by district and operating in schools               |  |    |
|                               | 3.11 copy of 10 <sup>th</sup> school day statistics                                    |  |    |
|                               | 3.12 copies of contracts of all staff employed by the Public School                    |  |    |
|                               | 3.13 Audited Financial Statements for period 1 January to 31 December of previous year |  |    |
|                               | 3.14 School's financial policy   |  |    |

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| KEY AREA                      | ITEM   | Mark with a cross (X) where applicable |    |
|-------------------------------|--|--|----|
|                               |  | YES                                    | NO |
|                               | 3.15 School budget for current financial year                              |  |    |
|                               | 3.16 Resolution to Charge School Fees – if applicable                      |  |    |
| <b>4. LEARNER PERFORMANCE</b> | 4.1 Copies of analysis of results of previous three years (grades 1 to 12) |  |    |
|                               | 4.2 Strategy to improve learner performance                                |  |    |
|                               | 4.3 The school's development plan - 2012                                   |  |    |
|                               | 4.4 The School Improvement Plan – current year                             |  |    |
|                               | 4.5 Annual Academic Performance Report                                     |  |    |

\_\_\_\_\_  
Name of Outgoing SGB Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Newly Elected SGB Chairperson

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 11**

**ELECTION MONITORING INSTRUMENT (ELECTION DAY)**

**1. General information**

|   |   |
|---|---|
| 1.1 Name and type of school   |   |
| 1.2 Province  |   |
| 1.3 District office   |   |
| 1.4 Provincial official (name and designation)  |   |
| 1.5 District official (name and designation)  |   |
| 1.6 School Electoral Officer (name and designation)   |   |
| 1.7 Election dates:   | Learners .....<br>Educators .....<br>Member of staff .....<br>Parents ..... |
| 1.8 Number of parents on the voters' roll   |   |
| 1.9 Total number of learners at the school  |   |
| 1.10 Demographics of learners at the school (e. g 60% African, 20% White, 10% Indian and 10% Coloured)  |   |
| 1.11 Demographics of voters at the meeting (e. g 60% African, 20% White, 10% Indian and 10% Coloured)   |   |
| 1.12 Number of parents present at the meeting?  |   |
| 1.13 Total number of parents nominated: <ul style="list-style-type: none"> <li>• Gender (e. g 4 men and 6 women)</li> <li>• Racial breakdown</li> <li>• People with disabilities</li> </ul> |   |
| 1.14 Total number of parents elected: <ul style="list-style-type: none"> <li>• Gender (e. g 4 men and 6 women)</li> <li>• Racial breakdown</li> <li>• People with disabilities</li> </ul>   |   |
| 1.15 How long before the election were nomination and election notices received?  |   |

**2. Nomination and election process**

|   |  |
|---|--|
| 2.2 Observations about the venue (e. g space, furniture and lighting).                          |  |
| 2.3 was the quorum of 15% met? If not, when is the next election date?                          |  |
| 2.4 were the voters checked against the voters' roll?   |  |
| 2.5 did the Electoral Officer clearly explain the nomination process?                           |  |
| 2.6 Did he/she invite further nominations? Explain the process                                  |  |
| 2.7 were the nomination forms properly completed?   |  |
| 2.8 Were the nomination allowed the opportunity to introduce themselves?                        |  |
| 1.9 Did the Electoral Officer clearly explain the election process?                             |  |
| 1.10 Did the election officer verify that the ballot boxes were empty prior voting?             |  |
| 1.11 Did the voting booths allow for secret voting?   |  |
| 1.12 Were there any disputes lodged? Explain the nature of disputes and how they were resolved. |  |
| 1.13 Was the counting process observed? If so, who observed the process?                        |  |
| 1.14 Were the election results announced at the meeting   |  |
| 1.15 Were there any irregularities? (Specify)   |  |

**Comments/additional information/concerns**

.....  
 .....  
 .....

**School Electoral Officer:** .....

**Signature:** ..... **Date:** .....

**Department of Basic Education Official:** .....

**Signature:** ..... **Date:** .....



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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

**Template 12****PRE – ELECTION MONITORING INSTRUMENT****1. General Information**

|                         |                        |
|-------------------------|------------------------|
| 1.1 Province            |                        |
| 1.2 Period of election  |                        |
| 1.3 Provincial Official | Name:<br>Tel:<br>Cell: |

**2. Advocacy**

|   |  |
|---|--|
| 2.1 Which radio stations are you planning to use?                           |  |
| 2.2 How long will the messages be aired?                                    |  |
| 2.3 What are the key messages?  |  |
| 2.4 Which newspapers are you planning to use?                               |  |
| 2.5 What are the key messages?  |  |
| 2.6 Are you going to use the posters and flyers?                            |  |
| 2.7 What are the key messages of the posters and flyers                     |  |
| 2.8 What other forms of advocacy are you intending to use (e. g road shows) |  |
| 2.9 What was the most effective mode of advocacy in the previous elections? |  |
| 2.10 Why was it the most effective in your view?                            |  |
| 2.11 How and when is the MEC going to launch the elections?                 |  |

**3. Election budget**

|                      |  |
|----------------------|--|
| 3.1 Election budget  |  |
| 3.2 Source of budget |  |

**4. List of documents**

N.B: If some of the following documents are not available, please indicate when they will be developed:

**Are the following in place?**

|  |  |
|--|--|
| 4.1 Provincial regulations for SGBs                      |  |
| 4.2 Code of conduct for SGB member                       |  |
| 4.3 Samples of all templates to be used in the elections |  |

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**Template 13**

**GOVERNING BODY ELECTION SCHEDULE**

Province: ..... District: ..... Circuit: .....

Year: .....

| Name of school | School physical address | Town/ city | Name of school principal | Contact number of school principal | Name of school electoral officer | Contact number of school electoral officer | Election date | Second election date (if applicable) | Date of meeting to elect Governing body office-bearers | Date of handover from outgoing to elected chairperson |
|----------------|-------------------------|------------|--------------------------|------------------------------------|----------------------------------|--|---------------|--------------------------------------|--|---|
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |
|                |                         |            |                          |                                    |                                  |  |               |                                      |  |   |

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

Template 14 a



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

REF: 13/5/P

ENQ:

TEL:

DATE:

TO:

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

**SUBJECT: APPOINTMENT AS A DISTRICT ELECTORAL OFFICER FOR THE 2021 SCHOOL GOVERNING BODY ELECTIONS: YOURSELF**

1. The above matter refers
2. You are hereby appointed as a District Electoral Officer for the School Governing Body elections at \_\_\_\_\_ [Name of District]. Your appointment is by virtue of your position as District Institutional Governance coordinator and therefore has no additional remuneration.
3. You are expected to ensure that elections are managed according to the relevant legislation and provincial regulations.
4. I wish you the best in your endeavor to ensure free and fair elections.

\_\_\_\_\_  
DISTRICT DIRECTOR

\_\_\_\_\_  
DATE

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

Template 14 b



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

REF: 13/5/P

ENQ:

TEL:

DATE:

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT: APPOINTMENT AS A CIRCUIT ELECTORAL OFFICER FOR THE 2021 SCHOOL GOVERNING BODY ELECTIONS: YOURSELF**

1. The above matter refers
2. You are hereby appointed as a Circuit Electoral Officer for the School Governing Body elections at \_\_\_\_\_ [Name of Circuit]. Your appointment is by virtue of your position as Circuit Manager / Assistant Director for Governance and therefore has no additional remuneration.
3. You are expected to ensure that elections are managed according to the relevant legislation and provincial regulations.
4. I wish you the best in your endeavor to ensure free and fair elections.

\_\_\_\_\_  
DISTRICT DIRECTOR

\_\_\_\_\_  
DATE

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LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2020

Template 14c



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

REF: 13/5/P

ENQ:

TEL:

DATE:

TO:

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

**SUBJECT: APPOINTMENT AS A SCHOOL ELECTORAL OFFICER FOR THE 2021SCHOOL GOVERNING BODY ELECTIONS: YOURSELF**

1. The above matter refers
2. You are hereby appointed as a School Electoral Officer for the elections of School Governing at \_\_\_\_\_ [Name of school]. Your appointment is by virtue of your position as a School Principal and therefore has no additional remuneration.
  - 2.1. Your school is twinned with \_\_\_\_\_ School.
3. You are expected to ensure that elections are managed according to the relevant legislation and provincial regulations.
4. I wish you the best in your endeavor to ensure free and fair elections.

\_\_\_\_\_  
**CIRCUIT MANAGER**

\_\_\_\_\_  
**DATE**