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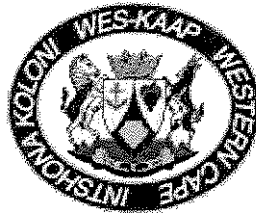
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13/12/10/1

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Wes-Kaap Onderwysdepartement

Wes tern Cape Education Department

ISebe IeMfundo IeNtshona Koloni

CIRCULAR 0048/2008
EXPIRY DATE NONE

TO: DEPUTY DIRECTORS-GENERAL, CHIEF DIRECTORS, DIRECTORS (HEAD OFFICE AND DISTRICT OFFICES), INSTITUTIONAL MANAGEMENT AND GOVERNANCE MANAGERS, CIRCUIT TEAM MANAGERS, PRINCIPALS OF ALL PUBLIC SCHOOLS AND CHAIRPERSONS OF GOVERNING BODIES OF ALL PUBLIC SCHOOLS

BRIEF SUMMARY: *Information on election of governing bodies for public schools*

SUBJECT: ELECTION OF GOVERNING BODIES FOR ALL PUBLIC SCHOOLS

1. All public schools and education district offices in the Western Cape Province are reminded that the current term of office of school governing bodies (SGBs) will expire in 2009.
2. The Heads of Education Departments Committee (HEDCOM) has given approval for the next round of new school governing body elections to be held in June 2009. All public schools must hold SGB elections in 2009, they are advised to start preparing for it now.
3. Public schools and education district offices have been supplied with copies of the amended *Measures relating to Governing Bodies for all Ordinary Public Schools* (Provincial Gazette Extraordinary 6519 of 20 May 2008) and *Measures relating to Governing Bodies for all Public Schools for Learners with Special Education Needs* (Provincial Gazette Extraordinary 6554 of 12 September 2008). It is important that principals and education district officials acquaint themselves with the amendments. It is also important to take note of the different roles and the responsibilities schools and education district offices have to fulfil in the period before, during and after the elections.
4. The SGB elections in the province will be co-ordinated and monitored by three task teams, namely a provincial electoral team, district electoral teams and school electoral teams, which will be appointed in conjunction with the stakeholders. The Head of Department has approved the appointment of Mr R. Larney (021-4672337) as the Provincial co-ordinator to lead the provincial electoral team, which will be inclusive of different stakeholders, while the district directors will be responsible for the constitution of the district electoral teams and the coordination of the constitution of the school electoral teams. The roles of the different electoral teams are set out in Annexure A. Further information in this regard will be provide at a later stage. The co-operation of all role players in this process will be appreciated, as this office must provide regular feedback on the progress of the preparation for the SGB elections to the national Department of Education.
5. Principals of public schools will once again be trained as electoral officers to manage the election of SGBs. Further details will be forwarded to you in due course.
6. Principals are also requested to inform this office, via their education district offices of the dates, not later than 30 January 2009, on which governing body elections will take place for their schools.
7. The WCED realises that the election of governing bodies is a huge exercise and we count on the co-operation of everyone involved to make it a success. Should you require further information you can contact Mr I Markel or Mr A Brierley at telephone numbers 021-467 2768 or 021-467 2210, or by faxing your queries to fax number 021- 467 2996 or 021- 467 2565.

SIGNED: HA LEWIS
HEAD: EDUCATION
DATE: 2008:12:09

Grand Central Towers, Lower Parliament Street, Private Bag X9114, Cape Town 8000
Please quote reference numbers in all correspondence
SAFE SCHOOLS: 0800 45 46 4 7
CLIENT CALL CENTRE: 0861 92 33 22

The following documents relate to this circular. *Adobe Acrobat Reader®* is required to view / print these documents.
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[Annexure A](#) (size: 16 KB)

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SCHOOL GOVERNING SOOV ELECTION' (SGB) 2008: Roles AND] ;
RESPONSIBILITIES OF CO-ORDINATING TEAMS

(a) Provincial Electoral Team

It is the responsibility of the Provincial Electoral Team to

- promulgate provincial election regulations;
- develop provincial guidelines for the management and conduct of elections;
- co-ordinate the elections to ensure that there is adequate publicity regarding the elections and to ensure that there is adequate publicity regarding the elections and to ensure that the human, material and financial resources necessary to conduct efficient and fair SGB elections are available; and
- monitor and evaluate the election process in the province.

(b) District Electoral Teams

It is the responsibility of every district to

- appoint a senior district official as district electoral officer and a district election team in each education district to oversee the election process in the education district and/or circuit
- administer the appointment of a school electoral officer at each school (An official cannot serve as an electoral officer at a school where he or she is employed);
- ensure that principals are adequately trained to act as electoral officers during elections;
- draft and publicise an education district election schedule for all schools in its district;
- ensure that every school has a valid voters' roll based on the school admissions register in advance of the election;
- handle and resolve disputes not resolved by the school electoral officer;
- ensure that all schools advertise the elections;
- provide monitoring staff to visit schools during the elections and ensure that elections are in line with provincial election regulations and guidelines; and
- develop and administer a database of all newly appointed SGB members in the district or region and make the data available to the provincial department when required.

(c) School Electoral Team

It is the responsibility of every school to

- have in place an electoral officer who is the principal or senior manager of another school;
- set up the school election team made up of educators and non-educators employed at the school. Parents and learners may participate in a school election team;
- prepare a voters' roll of all eligible voters in the school (according to different components of the SGB) and have it available at all election meetings;
- notify in writing all eligible voters not less than 21 days before the date of the election meeting of the date, time and venue of the election meeting;

- ensure that SGB elections are well advertised by distributing and displaying advocacy materials provided by the WCED; and
- provide appropriate venues for the elections; and provide staff to assist the electoral officer where there is a need for support.