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DEPARTMENT OF EDUCATION

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Reference: L2.3.1.1.1

Date: 17 August 2020

**DISTRICT DIRECTORS
DISTRICT CHIEF EDUCATION SPECIALISTS
DISTRICT DEPUTY DIRECTORS
CIRCUIT MANAGERS
IMGD OFFICIALS
SCHOOL GOVERNING BODIES
PRINCIPALS OF PUBLIC ORDINARY AND SPECIAL SCHOOLS**

CIRCULAR NUMBER: 33/2020

FINALIZATION OF 2020 SCHOOL GOVERNANCE ACTIVITIES IN THE NORTHERN CAPE PROVINCE

1. INTRODUCTION

- 1.1 This Circular must be read in conjunction with the DBE **Circular 3/2020** dated 7 July 2020, Provincial **Circular 11/2017** dated 22 February 2017, **Notice 35/2017** dated 24 April 2017 and **Notice 166/2017** dated 27 November 2017.
- 1.2 The purpose of the Circular is to remind all ordinary and special public schools of their oversight responsibility and to ensure compliance to the annual School Governing Body activities, how to manage them amidst the COVID-19 Pandemic and establishing a new normal in the Northern Cape Province.

2. LEGISLATIVE FRAMEWORK

- 2.1 The Constitution of the Republic of South Africa (Act No. 108 of 1996);
- 2.2 South African Schools Act (SASA), 1996 (Act No. 84 of 1996);
- 2.3 Northern Cape Regulations for the Elections of and Determination for the Constitution of a School Governing Bodies (Notice 35 of 2017 and Notice 166 of 2017 as amended)
- 2.4 Disaster Management Act, 2002 (Act No.57 of 2002);
- 2.5 Re-Opening of Schools and measures to Address, Prevent and Combat the Spread of COVID-19 in the National Department of Basic Education, all Provincial



Departments of Education, all Education District Offices and all Schools in the Republic of South Africa (Gazette No.43465 of 2020)

3. GOVERNANCE ACTIVITIES FOR 2020

Due to the closure of schools by the President of the Republic of South Africa on 20 March 2020 as a result of the COVID-19 pandemic, School Governing Bodies were unable to conduct some of their SGB activities. The following governance activities must be finalised by 30 September 2020:

- 3.1. Executive Committee Elections of all schools that have not finalized this activity.
- 3.2 Co-option of parents with voting rights where applicable and subsequent bi elections.

N.B. As a result of COVID-19 and alert level 2 restrictions, permission is hereby granted to all affected schools to deviate i.e. (holding full day elections) from the prescribed election procedures pending a written application to the Head of Department in terms of regulation 26 of notice 35 of 2017.

- 3.3 Submission of audited financial statements.
- 3.4. All schools must finalize their draft Budgets Meetings as stipulated in SASA Section 38 (1)

Schools may devise innovative ways of communicating with parents e.g. (email, WhatsApp, SMS, local radio stations etc.) to come and inspect the budget 14 days prior to its draft budget meeting.

- 3.5 Before a budget is approved by the *governing body*, it must be presented to a general meeting of *parents* convened on at least 30 days' notice, for consideration and approval by a majority of *parents* present and voting.
4. In order for schools to manage the new normal, all public schools are advised to amend their SGB Constitution to cater for different methods of meetings and communication with parents i.e. (e – voting, virtual meetings, one budget meeting in different classes on the same day should there be more than 50 parents in attendance, 3 phased meetings (morning, Midday and afternoon).
5. The payment of school fees is a matter between the SGB and parents. It is obligatory for parents to honour the paying of school fees or alternatively apply for exemption should they not be able to pay school fees.
6. School Governing Bodies with appointed staff that is additional to the staff establishment (SASA, section 21 (4-6)), are once again reminded to register their employees with the Department of Labour for the payment of UIF.

Adherence to the finalization of these activities will assist schools in avoiding unnecessary disputes, audit queries and instability in our School Governing Bodies. The SGB is welcome to seek advice and guidance from school principals, Circuit Managers or IMGD Officials.

Thanking you in anticipation.




G.T. PHARASI
HEAD OF DEPARTMENT: EDUCATION

DATE: 2020/08/25



basic education

Department:
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**TO: HEADS OF PROVINCIAL EDUCATION DEPARTMENTS
HEADS OF PROVINCIAL GOVERNANCE SECTIONS
DISTRICT DIRECTORS
SCHOOL GOVERNING BODIES
SCHOOL PRINCIPALS
GOVERNING BODY ASSOCIATIONS**

CIRCULAR NO.3 OF 2020

FINALISATION OF SCHOOL GOVERNING BODIES ANNUAL PROCESS

Due to the closure of schools by the President on 20 March 2020 as a result of the COVID-19 pandemic, School Governing Bodies were unable to conduct by-elections and elections of office bearers. Now that schools have resumed with the phased schooling, School Governing Bodies are required to finalise the election processes by 30 September 2020.

All related enquiries in relation to this circular should be directed to the contact details as indicated above.

Yours sincerely

**MR HM MWELI
DIRECTOR-GENERAL
DATE: 07/07/2020**