



LIMPOPO PROVINCE
LIMPOPO PROVINSIE
XIFUNDZANKULU XA LIMPOPO
PROFENSE YA LIMPOPO
VUNDU LA LIMPOPO
IPHROVINSI YELIMPOPO

**Provincial Gazette • Provinsiale Koerant • Gazete ya Xifundzankulu
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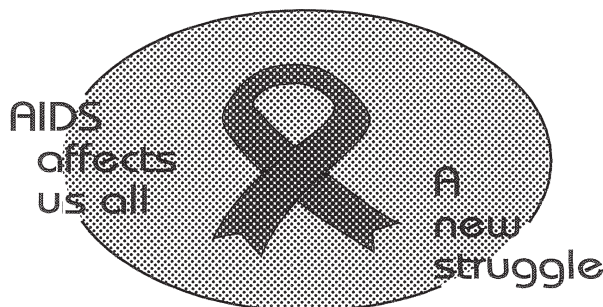
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Vol: 31

**POLOKWANE,
1 MARCH 2024
1 MAART 2024**

No: 3489

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DEPARTMENT OF HEALTH

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AMENDMENT SCHEME 112**

We, Plan Associates Town and Regional Planners Inc., in our capacity as the authorized agent of the owner of Portion 11 (a portion of portion 10 of the Farm Lisbon No. 288 KR, Limpopo, hereby give notice in terms of Section 16(1)(f) of the Mogalakwena Municipality Land Use Management By-Law, 2016, that we have applied to the Mogalakwena Local Municipality for the rezoning of Portion 11 (a portion of portion 10) of the Farm Lisbon No. 288 KR from "Agricultural" to "Agricultural" including a place of instruction and any subservient uses related to the main use with conditions.

Any objection(s) and/or comment(s), including the grounds for such objection(s) and/or comment(s) with full contact details, without which the Municipality and/or applicant cannot correspond with the person or body submitting the objection(s) and/or comment(s), shall be lodged with, or made in writing to: Planning and Development Services, PO Box 34, Mokopane, 0600 or Mogalakwena Municipality Office 211 from 23 February 2024 (the first date of the publication of the notice set out in Section 16(1)(f) on the By-Law referred to above), until 22 March 2024 (not less than 28 days after the date of first publication of the notice).

Full particulars and plans (if any) may be inspected during normal office hours at the Municipal Offices as set out below, for a period of 28 days from the date of first publication of the advertisement. The advertisement will be published in the Limpopo Provincial Gazette, Beeld and Citizen for two consecutive weeks on 23 February 2024 and 1 March 2024 respectively. Address of Municipal Offices: 54 Retief Street, Mokopane.
Closing date for any objections and/or comments: 22 March 2024.

Address of applicant: Physical: 339 Hilda Street, Hilda Chambers, First Floor, Hatfield. Postal: Postnet Suite #211, Private Bag X15, Menlo Park, 0102. Telephone No: (012) 342 8701. Email address: info@planassociates.co.za

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ALGEMENE KENNISGEWING 388 VAN 2024**MOGALAKWENA PLAASLIKE MUNISIPALITEIT****KENNISGEWING VAN 'N AANSOEK OM HERSONERING INGEVOLGE VAN ARTIKEL 16(1)(f) VAN DIE MOGALAKWENA MUNISIPALITEIT SE GRONDGEBRUIKSBESTUURVERORDENING, 2016
WYSIGINGSKEMA 112**

Ons, Plan Medewerkers Stads- en Streeksbeplanners Ing., synde die applikant in my hoedanigheid as gemagtigde agent van die eienaar van Gedeelte 11 ('n gedeelte van gedeelte 10) van die Plaas Lisbon Nr. 288 KR, Limpopo, gee hiermee ingevolge Artikel 16(1)(f) van die Mogalakwena Munisipaliteit Grondgebruikbestuursverordering, 2016 kennis dat ons by die Mogalakwena Plaaslike Munisipaliteit aansoek gedoen het vir die hersonering van Gedeelte 11 ('n gedeelte van gedeelte 10) van die Plaas Lisbon Nr. 288 KR vanaf "Landbou" na "Landbou" insluitend 'n plek van onderrig en enige diensbare gebruik wat verband hou met die hoofgebruik met voorwaardes.

Enige beswaar(e) en/of kommentaar(e), insluitend die gronde van beswaar(e) en/of kommentaar(e) met die volle kontakbesonderhede, waarsonder die Munisipaliteit en/of applikant nie kan korrespondeer met die persoon of liggaam wat die beswaar(e) en/of kommentaar(e) indien, sal gerig word, of skriftelik ingedien word by of tot: Beplannings- en Ontwikkelingsdienste, Posbus 34, Mokopane, 0600 of Mogalakwena Munisipaliteit Kantoor 211 vanaf 23 Februarie 2024 (die eerste verskyning van die kennisgewing uitgesit in Artikel 16(1)(f) van die Verordening waarna hierbo verwys word), tot en met 22 Maart 2024 (nie minder as 28 dae na die datum van eerste publikasie van die kennisgewing nie).

Volledige besonderhede en planne (indien enige) kan gedurende gewone kantoorure by die Munisipale Kantore besigtig word soos hieronder uiteengesit, vir 'n tydperk van 28 dae vanaf die datum van eerste publikasie van die advertensie. Die advertensie sal vir twee opeenvolgende weke op 23 Februarie 2024 en 1 Maart 2024 onderskeidelik in die Limpopo Provinsiale Koerant, Beeld en Citizen gepubliseer word. Adres van die Munisipale Kantore: Retiefstraat 54, Mokopane. Sluitings datum vir enige besware en/of kommentare: 22 Maart 2024.

Adres van applikant: Fisies: 339 Hildastraat, Hilda Chambers, Eerste Vloer, Hatfield. Posadres: Postnet Suite #211, Privaatsak X15, Menlopark, 0102. Telefoonnommer: (012) 342 8701. Epos adres: info@planassociates.co.za
31-1

GENERAL NOTICE 389 OF 2024No1 LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2024**LIMPOPO**
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICADEPARTMENT OF
EDUCATION**GENERAL NOTICE****LIMPOPO PROVINCE SCHOOL GOVERNING BODY REGULATIONS****REGULATIONS RELATING TO ESTABLISHMENT OF GOVERNING BODIES IN PUBLIC SCHOOLS****LIMPOPO DEPARTMENT OF EDUCATION**

I, **Mavhungu Lerule Ramakhanya**, Member of the Executive Council for Limpopo Department of Education, hereby amend the Limpopo Province General Notice 11 of 2021 in Gazette number 3141 as per the provisions of Section 28 of the South African Schools Act 84, 1996 (Act No.84 of 1996) as amended.

Hon. Mavhungu Lerule Ramakhanya
Member of the Executive Committee For
Limpopo Department of Education

29 / 01 / 2024
Date

No2

LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2024



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

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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 this regulation or National guideline for governing body elections.
- 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 School Governing Body (SGB) and Representative Council of Learners (RCL) to perform its function and achieve its 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. Early Childhood Development Centre (ECD)**
refers to a public or independent registered care center with the department of education where children get the training and support and care that's appropriate for their age and stage of development. The Centre cater for children between the ages of zero to five years.
- 7. ECD community**
refers to ECD practitioners, support staff, children, parents, ward community and ward leaders within the ECD centre.
- 8. ECD Electoral Officer**
means a centre manager of another ECD centre. In exceptional cases the District Director may appoint an ECD official who is trained in order to manage the election process of the centre.
- 9. 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.
- 10. E-election**
means a school governing body election in which electronic means are used in one or more stages.
- 11. E-voting station**
means the voting station for an e-election established at a place as determined by the School Electoral Officer.
- 12. Election Meeting**
refers to a meeting called for the purpose of nomination and casting votes for people to become members of the SGB.

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- 13. 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.
- 14. Electoral Officers**
refers to all officials including coordinator and electoral teams, who play a role in conducting governing body elections.
- 15. Electronic Ballot Box**
means the electronic means by which the votes are stored pending being counted.
- 16. Eligibility:**
refers to a state of being qualified to be elected to the SGB.
- 17. E-voting**
means voting by using an electronic device.
- 18. E-voting system**
refers to the hardware, software and processes which use electronic means to make a choice between options in an election.
- 19. Franchise:**
refers to the right to vote in an election.
- 20. Full day election:**
refers to a day that has been set aside to allow individual voters to cast votes at their convenient time with a specific time frame determined by the School Electoral officer. The full day election process is preceded by the nomination meeting where all eligible voters attend to nominate their preferred candidates.
- 21. Head of Department**
means the head of the education department in a province.
- 22. Member**
means a member of the governing body of a public school or public ECD center.
- 23. Member of the Executive Council**
means the Member of the Executive Council who is responsible for education in the province.
- 24. Nomination**
means an official suggestion of someone as a candidate in an election.
- 25. Public Ordinary School**
refers to a state-owned school other than a public school for learners with special educational needs.
- 26. 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.
- 27. Practitioners**
means any person who teaches, educates or trains other children or who provides professional ECD educational services excluding a person who is appointed to exclusively perform support duties such as bathing children, preparing meals, centre cleaner and gardener.
- 28. Principal**
means an educator appointed or acting in a post established as the head of a school.

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- 29. Provincial Election Coordinator**
means a senior provincial official at a provincial office responsible for overseeing and managing the election process in the province.
- 30. Public School** is:–
(a) A public ordinary school; or
(b) A public school for learners with special education needs; or
(c) A public school that provides education with a specialised focus on talent, including sports, performing arts or creative arts
- 31. 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.
- 32. Remote E-voting**
means e-voting where the casting of votes is done away from a voting station through a device that is not under the control of an election official.
- 33. 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.
- 34. School**
means a public ordinary 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.
- 35. School Community**
refers to educators, support staff, learners and parents at the same school;
- 36. School Electoral Officer**
means a Principal or a member of School Management Team of another school. In exceptional cases the District Director may appoint a trained education official in order to manage the election process of the school.
- 37. School staff**
refers to all employees (Educators and Support Staff) appointed at the school, including employees of the School Governing Body.
- 38. Serious Misconduct** refers to offences that may lead to suspension or expulsion in terms of section 18A of the Act.
- 39. Simple Majority**
means fifty percent (50%) plus one (1).
- 40. 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**.
- 41. Sponsoring Body**
means an organisation or entity that provides financial administrative, or other types of support to a public school for learners with special educational needs to ensure that it is operating effectively and efficiently. The sponsoring body may be a non-profit organisation, a private corporation or any other entity that has a vested interest in the success and well-being of the school.

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- 42. Support Staff**
means a member of non-educator staff appointed according to the Public Service Act or appointed and paid by governing body, appointed through Presidential and Ministerial determination.
- 43. 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.
- 44. The Act**
means the South African Schools Act, 1996 (Act 84 of 1996), as amended.
- 45. Undocumented Parent**
means a parent without valid identity document/s.

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

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

- 1.1. The membership of the governing body of a public school comprises the following members:
- Elected members;
 - The principal by virtue of his or her official capacity; and
 - Co-opted members (**Co-opted members with voting rights** must **only** be parents who have children in the school or employees in the school. **Co-opted members with expertise** must **only** participate in the SGB Committees and not in the mother body)
- 1.2. The elected members of the governing body referred to in sub paragraph (1)(a) comprise the following members:
- Parents of learners at the school.
 - Educators at the school.
 - Support Staff.
 - Learners in the eighth grade or higher at the school, elected by the Representative Council of Learners from its ranks.

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- 1.3. 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**
- 2.1. These regulations will also apply to governing bodies of public schools for learners with special education needs unless indicated otherwise.
- 2.2. 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.
- 2.3. 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 2 paragraph 2, sub paragraph (2) (a),(e), (f), (g), (h), and (i).
- 2.4. 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.
- 2.5. Parents must elect the members referred to in sub-regulations (2)(a) in accordance with regulation 7, 8, 9, 10, 11, 12, 13 and 14.
- 2.6. Educators employed at the school concerned must elect the members referred to in sub regulation (2)(b) in accordance with regulation 12.
- 2.7. Members of support staff at the school concerned must elect the members referred to in sub regulation (2) in accordance with regulation 13.
- 2.8. The Representative Council of Learners must elect the members referred to in sub regulation (2)(d) in accordance with regulation 14.
- 2.9. 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).
- 2.10. 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.
- 2.11. The principal must submit in writing all the nominations referred to above to the Head of Department.
- 2.12. 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
 - (c) notify the principal concerned of his or her decision.

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2.13. The principal shall inform the District Director concerned in writing of the names and addresses of the appointed members.

2.14. 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.

3. ECD Centres Categories and Composition of ECD Centres Governing Body**(a) ECD Centres Categories**

3.1. There are two main categories of ECD institution-based provision: public and independent. Public ECD institutions are funded by provincial departments of education and consist of pre-primary schools that provide ECD services and programmes for children aged 0-5.

3.2. Some of the primaries provide ECD services and programmes.

3.3. ECD centres are meant to provide education, hence all ECD centres Public and Independent centres are to be registered with the Department of Education

(b) Composition of ECD Centres Governing Body

3.4. ECD centres attached to a public primary school shall be governed by the governing body of the same public primary school as composed in terms of regulation 1 in chapter 2 of this regulations and shall not constitute or composed separate governing body.

3.5. The membership of the governing body of a ECD public centres not attached to a primary public school comprises the following members:

- (a) Elected members;
- (b) The Centre Manager by virtue of his or her official capacity; and
- (c) Co-opted members.

3.6. The elected members of the governing body referred to in sub-regulation 3.5.(a) comprise the following members:

- (a) Parents of children at the centre.
- (b) Practitioners at the centre.
- (c) ECD Centre Support Staff.

3.7. The co-opted members of the governing body referred to in sub-regulation 3.5(c), shall serve on the basis of expertise and needs of the Centre.

3.8. A Ward Committee member may be co-opted onto the ECD Center Governing Body. The co-opted Ward Committee member shall only serve on advisory basis and shall not have voting rights.

3.9. Co-opted member on the basis of expertise and needs shall be with knowledge to support children such as social workers, Psychologist, Police and business communities.

3.10. The number of parent members, practitioner members, support staff members and compulsory co-opted members of a governing body shall depend on the grading of the centre concerned.

Chapter 3**4. Electoral officers / coordinators****4.1. Provincial Electoral Coordinator**

(1) The Head of Department shall appoint a Provincial Electoral Coordinator in writing.

(2) **The Provincial Election Coordinator shall:**

- (a) appoint the District Director as the District Electoral Officer.
- (b) ensure that there is adequate advocacy concerning the election date;
- (c) ensure compliance with provincial procedures regarding elections;

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- (d) coordinate the resources to conduct efficient, free and fair governing body elections;
- (e) ensure that materials and procedures for the training of District and School election Officers, and Teams are in place and training takes place as planned;
- (f) develop and provide templates of all documents required for the election process;
- (g) consolidate a database of newly elected governing bodies on assuming office;
- (h) constitute a Provincial Elections Task Team;

4.2. Provincial Electoral Team

- (a) Provincial Electoral Team shall comprise of the Provincial Election Coordinator, District Electoral Officer and other Provincial officials mandated by the MEC.
- (b) PET shall be presided by Provincial Election Coordinator.

(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

4.3. District Electoral Officer

- (1) The District Electoral Officer (District Director) shall appoint the District Governance Manager as the Deputy District Manager and shall be responsible for the election processes 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 a public school level are adequately trained and know their roles very well
- (f) ensure that the advocacy is conducted as planned;
- (g) ensure that the entire election process is monitored;
- (h) disallow in writing for elections to be conducted by any public school which is not ready;
- (i) 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;
- (j) 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;
- (k) within 14 days resolve disputes related to the matters which could not be resolved at the circuit level;
- (l) develop a database of newly elected governing bodies and submit to the Provincial Electoral Coordinator;
- (m) compile a comprehensive written district report on elections and submit it to the Provincial Electoral Coordinator
- (n) assist all schools to be compliant, and
- (o) establish District Electoral Team

4.4. District Electoral Team

- (1) District Electoral Team shall comprise of the 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 disputes

4.5. 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
- (6) The Circuit Electoral Officer shall adjudicate or resolve any alleged irregularity reported or referred to him/her by the School Electoral officer.
- (7) If the Circuit Electoral Officer is unable to resolve the dispute, it will be referred to the District Electoral Officer.
- (8) 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.
- (9) 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.

4.6. 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 disputes.

4.7. The School Electoral Officer

- (1) The Circuit Manager shall appoint [Template 14c] a principal or a member of School Management Team of another school as School Electoral Officer.
- (2) The appointed School Electoral Officer shall not delegate his or her responsibility to the 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) intervene in and resolve any dispute on the day of elections; and
 - (f) submit election results to the circuit office.
 - (g) decide on matters concerning the nomination and election of nominees in terms of all the categories.
 - (h) receive all reported disputes during the process of the elections.
 - (i) resolve all disputes in order to declare elections undisputed. His or her decision during the election is final.
 - (j) inform the complainant in writing of his or her decision and the reasons thereof within 7 days of receipt of the complaint.
 - (k) refer unresolved dispute to the Circuit Electoral Officer within seven days after the Election Day.
 - (l) The School Electoral Officer shall adjudicate or resolve any alleged irregularity only became available after completion of the election process, a dispute
 - (m) can be referred to the Circuit Electoral officer. The provisions of paragraphs 6(c) (iv) and 6(c) (vi) will then apply.

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- (n) If the Circuit Electoral Officer is unable to resolve the dispute, it will be referred to the District Electoral Officer.

NB. All appointed electoral officers must in writing accept their appointments by the HoD or his/her delegate.

4.8. 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.

5. Early Childhood Development Centre Electoral Officer

- 5.1. ECD Electoral Officer shall be an appointed ECD Centre Manager
- 5.2. ECD Centre Manager shall conduct election of different centre
- 5.3. The Circuit Manager shall appoint [Template 14c1] a ECD Centre Manager of another Centre as ECD Electoral Officer.
- 5.4. The appointed ECD Centre Manager shall not delegate his or her responsibility to a practitioner without the approval of the circuit electoral officer.
- 5.5. The ECD Centre 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 ECD Centre Electoral 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 Electoral Officer 14 days prior to the election day;
 - (e) intervene in and resolve any dispute on the day of elections; and
 - (f) submit election results to the circuit office;
 - (g) decide on matters concerning the nomination and election of nominees in terms of all the categories.
 - (h) receive all reported disputes during the process of the elections.
 - (i) resolve all disputes in order to declare elections undisputed, his or her decision during the election is final.
 - (j) inform the complainant in writing of his or her decision and the reasons thereof within 7 days of receipt of the complaint.
 - (k) refer unresolved dispute to the Circuit Electoral Officer within seven days after the Election Day.
 - (l) 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.
 - (m) If the Circuit Electoral Officer is unable to resolve the dispute, it will be referred to the District Electoral Officer.
 - (n) 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.
 - (o) 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.

5. Code of conduct for Electoral Officers

- 5.1. The code of conduct for electoral officers aimed at promoting conditions that are conducive to free and fair elections
- 5.2. 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;
 - (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;

6. Adherence to these regulations

- (a) This regulation applies in respect of School Governing body and ECD centre election.
- (b) At all times the people involved in whatever manner in governing body Elections must adhere to these regulations
- (c) Any person not observing the requirements must be removed from the voting station

Chapter 4**7. Process and Procedures for Governing Body Election****7.1. 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, or a qualified medical practitioner;
 - (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/her membership terminated by the HOD in terms of SASA within the last five years.
 - (h) has served in a governing body that ceased to perform its function and the HoD has appointed sufficient persons to perform such functions. This person must not be

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elected to serve in any SGB within the Limpopo Province within a period of five years from the date of the dissolution.

- (i) is a spouse of an elected member of the SGB.
 - (j) is an undocumented parent.
 - (k) is an official of the Department of Education stationed at the Province, District and Circuit with direct supervisory roles at the school in which he or she is a parent.
2. All nominees shall sign the eligibility declaration form together with nomination form before voting can take place.
 3. Within three months of SGB elections, the school must conduct a background check of all elected members in order to verify if they are illegible to stand for SGB election.
 4. The background check must also be conducted on the co-opted members from time to time as they are co-opted to the SGB.
 5. Schools must submit background check/clearance certificate to the Circuit Manager within the same period of 90 days as in sub-regulation 7.1.3 above.
 6. In order to verify if newly elected members of the SGB are fit to work with children, principals must conduct an inquiry to establish whether the names of newly elected SGB appears in Part B of National Child Protection Register [Forms 29 and 30 are attached hereto].

7.2. Franchise [The right to vote]

- (1) Every parent of a learner officially enrolled at a school or a parent of a child enrolled in a center 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 or ECD practitioner, including the principal or ECD centre Manager, employed at a school or ECD centre is entitled to vote for educator or practitioner 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 in grade eight or higher, the president, 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.

7.3. 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's or ECD centre's admission register, and/or updated SA-SAMS;
 - (b) Eligible voters are those persons appearing in the admissions register and/or updated SA-SAMS as parents;

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- (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 or ECD practitioners must consist of all educators or ECD practitioners employed at the school or ECD centre;
 - (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 for verification purposes and not for registration as voters.
 - (3) Updating of records for voter registration purposes shall close 30 days before the date of elections.
 - (4) 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.
 - (5) Electoral officers should follow the principle of inclusion, transparency and democracy, rather than that of excluding potential voters

Chapter 5**8. 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 must be distributed together with nomination forms, which may be returned to school or ECD centre 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 or the ECD centre manager 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 or ECD centre concerned with the oral instruction to hand it to his or her parents; or
 - (b) use any other method that works for the school or ECD centre community, as long as it does not disadvantage any members of the school or ECD centre 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) The notices must be in the language of the school's language of instruction, and where practical, in the home language of learners.

9. 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 9 (2), the electoral officer must
 - (a) consider the nominations and reject the nomination of any nominee who:

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- (i) has not been nominated in accordance with regulation 9 (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 9 (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 9 (2), that such nominee will be willing to serve as a member of the governing body;
- (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.

10. Quorum**10.1. 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, while the quorum for other components shall be 50% plus 1.
- (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.

10.2. Quorum for governing body meetings

- (6) Quorum of governing body meetings shall be fifty percent plus one (50% plus 1) 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.

10.3. Quorum for approval of budget

- (10) The governing body must prepare a budget each year, 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 meeting to continue.
- (15) In the event parents fail or refuse to approve the budget, the HOD shall give the Governing Body the authority to implement the budget as proposed by the Governing Body.

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11. 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;
 - (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 spoilt 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

12. 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.

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- (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.
- (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.

13. 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.

14. Nomination and Election Meeting 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 (see SASA, sec. 31(2)).
- (d) The learners must be made aware of section 32 of the Act (SASA), which outlines the status of minors on the governing body.

15. Governing body member serving in more than one school

- (1) In the event a member of the governing body is elected to serve in the governing body at two or more public schools at the same time, such a member shall be elected to serve as an office-bearer in only one of the schools.

16. Mode of election

- (1) Schools are given a choice to apply for an election mode that suits their individual circumstances.
- (2) The available election modes are:
 - (a) **Nomination and election meeting**
 - (b) **Full day elections**
 - (c) **e-Election mode**

16.1. Nomination and election meeting mode

- (1) The nomination and election meeting mode is one where nomination and elections take place in one meeting
- (2) 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.
- (3) The school electoral officer will make nomination forms available to electorates to complete and assist those who require assistance to nominate candidates;
- (4) Nomination and elections will be in terms of regulation 9, 10, 11, 12 and 13 of these regulations.
- (5) 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.
- (6) A list of the nominees which must stipulate at least:
 - (a) his or her name;
 - (b) the grades of his or her children in the school;
 - (c) occupation and experience or skills; and
 - (d) Vision for the school; must be distributed to parents and displayed in prominent places at the school.
- (7) On the day of the nomination and election mode the following shall take place:
 - (a) School electoral officer shall verify eligible voters on the voters' roll
 - (b) handing out of stamped ballot papers containing the names of all nominated candidates in alphabetical order;
 - (c) The marking of the ballot paper by the parents secretly according to the expected number of parents to be elected or less;
 - (d) Placing of the folded ballot paper in a sealed ballot box or container provided for this purpose.

16.2 Counting during the Nominations and Elections meeting

1. a quorum of 15% of voters is needed for the counting of votes to proceed
2. 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.
3. 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.

16.3 Full day election mode

- (1) 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.
- (2) 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.
- (3) The management plan referred in sub-regulation 15.3 (10) must at least contain:
 - (a) The proposed preferred mode of the election
 - (b) The proposed period for nomination.
 - (c) The proposed date and time for election
 - (d) Time when voting station will be opened and closed
 - (e) The time that the votes will be counted and results announced;
 - (f) 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.

16.4 Nomination for Full Day Election

- (1) 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.
- (2) 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.
- (3) 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.
- (4) The Nominee, Proposer and Secunder must all appear on the voters roll.

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- (5) The Nominee must provide the following information to accompany the nomination form for distribution to parents before the Election Day:
- (a) a recent passport size photo;
 - (b) full names;
 - (c) name(s) and grade(s) of child(ren) in the school;
 - (d) occupation, skills and experience that would benefit the school; and
 - (e) the nominee's vision for the school.
- (6) The profiles of all nominated candidates must be distributed to all parents 3 days before the Election Day.

16.5 Voting During the Full Day

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

16.6 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.

16.7. E-elections mode

- (8) The e-Elections is a mode of elections conducted electronically through virtual platforms.
- (9) 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.

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

- (10) Schools must apply to the HOD or his/her delegate for permission, not less than 30 day prior to the date of election.
- (11) 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.
- (12) 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.
- (13) 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.
- (14) After permission has been granted, the school must communicate such to the electoral officer before notices are sent out to parents.
- (15) 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;

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- (c) not discriminate unfairly against any potential voter or group of voters
- (16) 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

16.9 The Role of the School in Selecting e-Elections

- (17) 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.
- (18) The principal must at least 14 days prior to the date of the e-election:
- (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

16.10 Technical requirements for the e-voting system

- (a) The Service Provider 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. authenticise 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

16.11 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.

16.12 Voting During e-Elections

- (a) Parents will receive log on details with a unique one-time pin to join the e-elections.

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- (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.

16.13 Counting e-Elections Votes

- (a) The system should be able to calculate and provide results as soon as the election time has elapsed.
- (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**17. 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**18. 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

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- (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
- 19. 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, in his/her official capacity, shall preside over the meeting of electing office-bearers of the school governing body,
- (3) Members of the school governing body shall elect the executive as follows:
- Chairperson, **who must be a parent** unless for a school for learners with special education needs
 - Deputy Chairperson, **who must also be a parent.**
 - Secretary (**any elected member other than a learner**).
 - Deputy Secretary (**any elected member other than a learner**).
 - Treasurer (**any elected member other than a learner**).
- (4) The SGB may co-opt members into the SGB or constitute SGB committees during the meeting in sub-regulation 19 (1) above or any subsequent meeting.
- (5) The term of office of office bearers shall not exceed one year. The election of office bearers shall take place at the expiry of the one year term of office.
- 20. Hand over**
- (1) The Principal, as a member of both the outgoing and the newly elected governing bodies, should lead the handing-over process by:
- organising a joint meeting of both the outgoing and the newly elected SGB within 7 days after the election of the office bearers of School Governing Body.
 - officially handing over all governing body files, including an updated asset register, to the newly elected governing body.
 - conducting an induction for the newly elected governing body within a month of its election.
 - answering any questions that the newly elected governing body may have.
 - 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).
- 21. Voting in the SGB Meeting**
- 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.
 - All other members of the SGB, including the Principal, shall have a deliberative vote only.
 - Learners shall vote on all issues they deliberate on and in all issues they deliberate on.
 - This regulation must be read with section 23 (9) and (10) of the Act.
 - 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.
- 22. The Status of Learners in the SGB.**

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- (a) Learner component members of the SGB shall participate in all matters involving the SGB except on matters relating to appointment of staff, misconduct of educators and legal contracts.
- (b) Learners shall not serve as office bearers of the School Governing Body.
- (c) As per the provisions of Section 32 of the Act;
 - i. A member of a governing body who is a minor may not contract on behalf of a public school.
 - ii. A member of a governing body who is a minor may not vote on resolutions of a governing body which impose liabilities on third parties or on the school.
 - iii. A member of a governing body who is a minor incurs no personal liability for any consequence of his or her membership of the governing body.

23. Procedure for the disqualification or removal of a member of the governing body or the dissolution of the governing body.**23.1. Removal of a member or members from the governing body**

- (1) The HOD shall remove any member from the governing body if he/she was found guilty of a serious misconduct.
- (2) In the event a constituency to a component of the SGB has lost confidence in their representative/s, they must write to the HOD or his/her and advance reasons why their representative/s should be removed from the SGB.
- (3) The HOD or his/her delegate shall, after considering the complaint, institute an investigation into the allegations, and take the most appropriate steps, which may include removal of such representative/s.

23.2 Disqualification of a member of a governing body

- (1) If an irregularity regarding membership to the governing body is discovered after the elections, the HOD or his/her delegate may disqualify affected member/s from participation on the governing body.

23.3 Dissolution of the school governing body

- (1) The HOD shall dissolve a governing body if it was found to have:
 - (a) Committed a serious misconduct (Section 18A of SASA: Code of conduct).
 - (b) Ceased to perform functions allocated to it in terms of SASA or has failed to perform one or more of such functions (Section 25 of SASA). In this case the HOD shall appoint Sufficient Persons to perform functions of the governing body. The appointed Sufficient Persons shall be supported by the delegated official of the Department in the performance of their assigned responsibilities.

Chapter 8**24. By-elections due to vacancies in the governing body.**

- (1) The Principal must inform the Circuit Manager of any vacancies that arise within the governing body in order for the Circuit Manager to appoint a School Electoral Officer. The Principal is liable for making the necessary arrangements for 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.

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- (6) A member who resigns from the governing body may not rescind or overturn his/her resignation.

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

- (1) The SGB must have meetings with parents, educators, 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, educators, learners or support staff at the school.

Chapter 9

26. 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 outgoing SGB shall perform the SGB functions until the first meeting of the incoming SGB or until new signatories are appointed.
- (3) The newly elected governing body shall, after its first meeting, review the SGB constitution developed by the outgoing SGB for adoption.
- (4) Previous regulations are wholly substituted by these regulations.

2024 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 AM	0795118494
Institutional Governance	CES: Mr Rasethaba MR	0828817439
Institutional Governance	DCES: Mr Dikhuba LE	0829533799

District	District Director	Contact Number	Name of the official	Contact Number
Capricorn North	Mr Mothemane MD	0828179155	Mr Mukoma AM	0828379698
Capricorn South	Ms Nkuzana TJ	0716764374	Mr Seima SK	0829543666
Mogalakwena	Mr Mangala N	0828032328	Mr Kgosana	0714760019
Mopani East	Ms Machumela	0828089085	Mr. Selamolela NF	0829540566
Mopani West	Ms. Modika PP	0828182511	Ms. Shikhibana BZ	0829540325
Sekhukhune East	Mr Makola	0828785535	Mr Mathebula J	0829531576 0722457858
Sekhukhune South	Mr Nkadimeng TG	0828088497	Mr Nape N	0829541688
Vhembe East	Dr Rambiyana	0828811863	Mr Magugumela J	0829532831
Vhembe West	Mr Ravhuanzwo	0794955980	Mr Ravele N	0828682663
Waterberg	Ms Madela SJ	0716746886	Mr Masekela NA/ Mr Sekhwela KG	0829540142 0763079100

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
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 ENROLLED 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	7
Primary School	160 to 700	1	2	5	1	0	9
Primary School	701 and more	1	3	6	1	0	11
Secondary school	1 to 649	1	2	7	1	2	13
Secondary school	650 and more	1	3	9	1	3	17
Combined school	1 to 499	1	2	7	1	2	13
Combined school	500 and more	1	3	9	1	3	17

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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	13
Primary School	150 and more	1	3	6	1	0	1	1	1	1	1	15
Secondary school	1 to 149	1	2	7	2	1	1	1	1	1	1	17
Secondary school	150 and more	1	3	9	2	2	1	1	1	1	1	21
Combined school	1 to 149	1	2	8	2	2	1	1	1	1	1	19
Combined school	150 and more	1	3	9	2	2	1	1	1	1	1	21

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Template 1

NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY

SCHOOL: _____

DISTRICT: _____

ELECTION DATE: _____

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

FULL NAME OF ELECTORAL OFFICER: _____

SIGNATURE: _____

DATE: _____

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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

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Template 4

VOTERS' ROLL

SCHOOL: _____

DISTRICT: _____

COMPONENT:

Educators	Support Staff	Learners
------------------	----------------------	-----------------

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

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Template 5

NOTICE OF NOMINATION AND ELECTION MEETING

NAME OF SCHOOL: _____

COMPONENT:

Parents		Educators		Support Staff		Learners	
----------------	--	------------------	--	----------------------	--	-----------------	--

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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Template 6

NOMINATION FORM

NAME OF SCHOOL: _____

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

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

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 – 2024

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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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.		

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Template 7.2

BALLOT PAPER FOR SCHOOL BASED COMPONENTS

SCHOOL: _____

DISTRICT: _____

COMPONENT:

Educators	Support staff	Learners
------------------	----------------------	-----------------

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

	NAME	Vote by a X
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

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Template 8

COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

DISTRICT: _____

SCHOOL: _____

COMPONENT:

Parents	Educators	Member of staff	Learners
---------	-----------	-----------------	----------

DATE OF ELECTION **TYPE OF SCHOOL** PRIM SEC COMB LSEN

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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 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
3. FINANCIAL RESOURCES	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 th 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		
4. LEARNER PERFORMANCE	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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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 Educators Member of staff 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"> • Gender (e. g 4 men and 6 women) • Racial breakdown • People with disabilities 	
1.14 Total number of parents elected: <ul style="list-style-type: none"> • Gender (e. g 4 men and 6 women) • Racial breakdown • People with disabilities 	
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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Template 12**PRE – ELECTION MONITORING INSTRUMENT****1. General Information**

1.1 Province	
1.2 Period of election	
1.3 Provincial Official	Name: Tel: 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 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 2024 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

No49

LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2024

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 2024 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

No50

LIMPOPO PROVINCIALGAZETTE EXTRA-ORDINARY – 2024

Template 14c



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

REF: 13/5/P

ENQ:

TEL:

DATE:

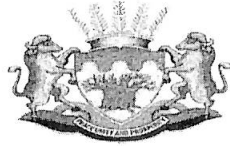
TO: _____

**SUBJECT: APPOINTMENT AS A SCHOOL ELECTORAL OFFICER FOR THE 2024 SCHOOL 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



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

CONFIDENTIAL

DECLARATION FOR ELIGIBILITY TO STAND FOR SCHOOL GOVERNING BODY ELECTIONS

I, _____ (full names),
ID No. _____, hereby declare that I
meet all the eligibility terms and conditions as set out in Regulation 7 (7.1) of the
Limpopo Province School Governing Body Regulations (Regulations relating to
establishment of governing bodies in public schools).

Signature: _____

Date: _____

FORM 29

**INQUIRY BY EMPLOYER TO ESTABLISH WHETHER PERSON'S NAME APPEARS IN PART B OF
NATIONAL CHILD PROTECTION REGISTER**

(Regulation 44)

[SECTION 126 OF THE CHILDREN'S ACT 38 OF 2005]

TO: The Director-General
Department of Social Development

Private Bag X901
PRETORIA
0001

Dear Sir / Madam

In terms of section 126(1) / 126(2)* of the children's Act, (No. 38 of 2005), I, Mrs Pamela Sally Jackson (full names and surname) wish to inquire whether the name of a certain person is included in Part B of the National Child Protection Register. The particulars of the person are:

(* - Delete which is not applicable)

1. PERSON DETAILS:						
Surname			Full name(s)			
Gender:	M	F	Date of Birth:	DD	MM	CCYY
* He / she is known as:			Driver's licence no:			
* ID no:			* Passport no:			
Physical Address:			Postal Address:			
* Telephone no:			Mobile no:			
The above-mentioned person will be / is currently* employed in the following position:						

2. DETAILS OF EMPLOYER - (My / our details are the following :)	
Employer's name or name of NPO: ONS PLEK PROJECTS	NPO Registration number: 009-578
Employer's Physical Address: 4 ALBERTUS STREET, CAPE TOWN, 8001	Employer's Postal Address: P O BOX 3506, CAPE TOWN, 8000

1 of 2

FORM 29

Employer's telephone no/s: 021-465-4829	Other contact details: onsplek@new.co.za

3. ATTACHED DOCUMENTS:

A certified copy of the following documents is attached as verification of identity:

- authentic signed letterhead of employer or prospective employer
- certified copy of birth certificate, identity document or passport of person who signed letterhead
- certified copy of birth certificate, identity document or passport of person to be screened.

Please note that section 126(5)(a) of the Act (in the case of prospective employers) requires you to respond to this inquiry within 21 working days, and within six months (in the case of existing employers) in terms of section 125(5)(b).

Yours sincerely

Director

 (Signature)

 (Designation)

 (Date)

Official Stamp of employer/ Organisation

FORM 30

**INQUIRY BY PERSON TO ESTABLISH IF HIS / HER NAME IS INCLUDED IN
PART B OF NATIONAL CHILD PROTECTION REGISTER (REGULATION
50(1)(b))[SECTION 126(3) OF THE CHILDREN'S ACT, (No 38 OF 2005)]**

TO: The Director-General
Department of Social Development
Child Protection Register
Private Bag X901
Pretoria
0001

Dear Sir / Madam

In terms of section 126(3) of the Children's Act, (No. 38 of 2005), I _____
_____ (full names and surname) wish
to enquire whether my name is included in Part B of the National Child Protection Register. A certified copy
of one of the following documents is attached as verification of my identity.

1. IDENTIFYING DOCUMENTS:
<input type="checkbox"/> birth certificate (only if not in possession of identity document or passport)
<input type="checkbox"/> identity document
<input type="checkbox"/> passport
<input type="checkbox"/> other

In the event that my name has been included in Part B of the Register, kindly furnish reason why this was done. My personal details are:

2. CONTACT DETAILS:	
Postal address:	Physical address:
* Email:	
Telephone No:	* Cellular No:

(* - If applicable)

Please note that section 126 of the Act requires you to respond to this inquiry within 21 working days.

Yours sincerely

(Signature)

(Date)

Kindly note that in the event that information becomes available that you are unsuitable to work with children, the Director-General reserves the right to enter your name on Part B of the Register, of which you will be duly notified. In terms of section 121 of the Children's Act, you have the right to appeal against such finding, or have the finding reviewed by a Court of Law.

1 of 1