

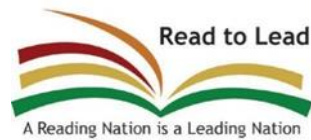
GUIDELINES RELATING TO ELECTIONS OF SCHOOL GOVERNING BODIES OF PUBLIC SCHOOLS

2024





basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA



GUIDELINES RELATING TO ELECTIONS OF SCHOOL GOVERNING BODIES OF PUBLIC SCHOOLS

Published 2014

Amended April 2023

(3 Elections Modes)

TABLE OF CONTENTS

Contents

| | |
|---|-------------------------------------|
| Definitions | 3 |
| 1. Composition of Governing Bodies for Public Schools | 5 |
| 2. Membership of Governing Bodies of Public Schools for Learners with Special Education Needs | 5 |
| 3. Eligibility | 7 |
| 4. Provincial Election Coordinator | 8 |
| 5. District Electoral Officer | 8 |
| 6. School Electoral Officer | 9 |
| 7. Code of Conduct for Electoral Officers (District and School) | 9 |
| 8. The voters' roll | 10 |
| 9. Franchise | 10 |
| 11. Nomination and Elections | 11 |
| 12. Nomination and Election Mode | 11 |
| 12.1 Dates, Times and Place of the Nomination and Election of Parent Members | Error! Bookmark not defined. |
| 12.2 Nomination of Parent Members | Error! Bookmark not defined. |
| 12.3 Elections of Parents Members | Error! Bookmark not defined. |
| 12.4 Counting of Votes | Error! Bookmark not defined. |
| 13. Full Day Election Mode | 16 |
| 13.2 Election of Parent Members | Error! Bookmark not defined. |
| 13.3 Counting of Votes | Error! Bookmark not defined. |
| 14. E-Election Mode | 17 |
| 15. Nomination and Election of Educator members | 19 |
| 16. Nomination and Election Meeting of a Non-Educator Member | 20 |
| 17. Nomination and Election of Learner Members | 20 |
| 18. Decision of the School Electoral Officer | 21 |
| 19. Procedure after Election of Governing body | 21 |
| 20. Election and term of Office-bearers | 22 |
| 21. By-elections due to vacancies in the governing body | 23 |
| 22. Hand over | 23 |
| 23. Review | 24 |
| 24. Templates | 25 |

Definitions

In these Guidelines any word or expression to which a meaning has been assigned in the Act, bears the meaning assigned to it and, unless the context otherwise indicates.

“**CNS system**” means the candidate nominations system, a secure electronic system, to be used for the electronic submission of the information and documents contemplated in the Guideline;

“**days**” means calendar days including Saturdays, Sundays and public holidays;

“**district electoral officer**” means a senior district official at a district office responsible to oversee and manage the election process in the district;

“**e-election**” means a school governing body election in which electronic means are used in one or more stages;

“**e-voting**” means an e-election that involves the use of electronic means in at least the casting of the vote;

“**e-voting station**” means the voting station for an e-election established at a place as determined by the School Electoral Officer;

“**e-voting system**” the hardware, software and processes which use electronic means to make a choice between options in an election;

“**educator**” means any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at a public school;

“**electronic ballot box**” means the electronic means by which the votes are stored pending being counted;

“**Head of Department**” means the head of the education department in the province;

“member” means a member of the governing body;

“Member of the Executive Council” means the Member of the Executive Council who is responsible for education in the province;

“non-educator member” means a person appointed according to the Public Service Act or the South African Schools Act who is not an educator at a public school;

“parent” means –

- i. the biological or adoptive parent or legal guardian of a learner;
- ii. the person legally entitled to custody of a learner; or
- iii. 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;

“principal” means an educator appointed or acting in a post established as the head of a school;

“provincial elections co-ordinator” means a senior provincial official at a provincial office responsible to oversee and manage the election process in the province;

“public school” may be —

- I. an ordinary public school; or
- II. a public school for learners with special education needs; or
- III. a public school that provides education with a specialised focus on talent, including sport, performing arts or creative arts.

“remote e-voting” means e-voting where the casting of the vote is done by a device not controlled by an election official;

“representative council of learners” means a representative council of learners established in terms of section 11 of the Act;

“school” means an ordinary public school or a public school for learners with special education needs which enrolls learners in one or more grades from grade R to grade 12.

“**school electoral officer**” means the Principal of another school. In exceptional cases the District Director may appoint a departmental official who is trained in order to manage the election process of the school.

“**sponsoring body**” means an organization 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 organization, a private corporation, or any other entity that has a vested interest in the success and well-being of the school.

“**the Act**” means the South African Schools Act, 1996 (Act 84 of 1996), as amended.

1. Composition of Governing Bodies for Public Schools

1.1 The membership of the governing body of a public school comprises the following members:

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

1.2 The elected members of the governing body referred to in sub paragraph 1.1(a) comprise the following members:

- (a) Parents of learners at the school;
- (b) Educators at the school;
- (c) Members of staff who are not educators;
- (d) Learners from the Representative Council of Learners elected from its ranks.

1.3 The number of parent members, educator members, non-educator members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with Schedule A of these Guidelines.

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

- 2.1 These Guidelines will apply *mutatis mutandis* 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) Members of staff at the school who are not educators;
 - (d) Learners in Grade 8 or higher, if reasonably practicable;
 - (e) Representative of a sponsoring body, if applicable;
 - (f) Representative of an organisation of parents of learners with special education needs, if applicable;
 - (g) Representative of an organisation of people with disabilities, if applicable;
 - (h) Differently abled person, if applicable;
 - (i) Expert 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 sub paragraph 2.2 (a), (e), (f), (g), (h) and (i).
- 2.4 The number of parent members, educator members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with Schedule A of these Guidelines.
- 2.5 Parents must elect the members referred to in sub paragraph 2.2 (a) in accordance with paragraph 12.
- 2.6 Educators employed at the school concerned must elect the members referred to in sub paragraph 2.2 (b) in accordance with paragraph 15.
- 2.7 Non-educator members must elect the members referred to in sub paragraph 2.2 (c) in accordance with paragraph 16.
- 2.8 The Representative Council of Learners must elect the members referred to in sub paragraph 2.2 (d) in accordance with paragraph 17.
- 2.9 Depending on the needs of the school, a maximum of one member per category may be appointed in terms of paragraph 2.2 (e), (f), (g), (h) and (i).

- 2.10 The Principal of the school must invite in writing relevant organisations/bodies/persons stated in paragraph 2.2 (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.
- 2.13 The Principal shall inform the District Director concerned in writing of the names and addresses of the elected and appointed members.
- 2.14 The appointment of the members in terms of paragraph 2.2 (e), (f), (g), (h) and (i) must be finalised at least 24 hours before the election of the parent member component.

3. Eligibility

A person will not be eligible to be a member of a governing body if he or she:

- 3.1 is mentally ill and has been declared as such by a competent court;
- 3.2 is an un-rehabilitated insolvent;
- 3.3 has been convicted of an offence and sentenced to imprisonment in a court of law in South Africa or in a foreign country, without the option of a fine, for a period exceeding six months;
- 3.4 has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005); or is listed in the register of people unsuitable to work with children in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 of 2007;
- 3.5 does not fall within one of the categories of members who make up a governing body;
- 3.6 no longer falls within the category of members that he or she represented at the time of his/her election; or
- 3.7 has had his/her membership terminated by the HOD in terms of SASA within the last five years.
- 3.8 is an official of the Provincial Education Department with direct supervisory responsibilities at the school in which he or she is a parent.
- 3.9 has a spouse already serving on the SGB.

4. Provincial Election Coordinator

The Provincial Head of Department must appoint a Provincial Election Coordinator in writing. The duties of a Provincial Election Coordinator are amongst others, to:

- 4.1 ensure that Provincial Regulations are prepared in order to conduct the SGB elections;
- 4.2 ensure that there is adequate advocacy concerning the election date;
- 4.3 ensure compliance with provincial procedures with regard to elections;
- 4.4 coordinate the resources to conduct efficient and fair governing body elections;
- 4.5 ensure that the School Electoral Officers have the templates and all documents required for the election process;
- 4.6 monitor and evaluate the election process in the province; and
- 4.7 consolidate a provincial database of governing body members after the elections.

5. District Electoral Officer

The District Director must appoint a District Electoral Officer in writing. The duties of a District Electoral Officer are amongst others, to:

- 5.1 coordinate the election processes in the district;
- 5.2 advise the district on the proposed strategy and implementation of the election in the district and ensure that the process is conducted as agreed;
- 5.3 compile a management plan to implement the provincial regulations;
- 5.4 ensure that each public school has a School Electoral Officer in line with provincial regulations, and that the School Election Teams are established;
- 5.5 ensure that all election officials working at a public school level are adequately trained and are aware of their role and responsibilities;
- 5.6 ensure that all School Electoral Officers receive the provincial election Regulation/Notice and other documents in good time;
- 5.7 ensure that the election advocacy is conducted as planned;
- 5.8 ensure that the entire election process is monitored;
- 5.9 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;

- 5.10 ensure that they receive the Data Form (refer to Template 2: Governing Body Data Form) from the School Principal and submit it to the district within 14 days of the meeting at which the office bearers are elected;
- 5.11 within 14 days, resolve disputes related to the decisions which could not be resolved at school level;
- 5.12 develop a database of newly elected governing bodies and submit it to the Provincial Election Coordinator; and
- 5.13 within 14 days compile a written district report on elections and submit it to the Provincial Coordinator.

6. School Electoral Officer

The District Director or delegated official must appoint a School Electoral Officer who is a Principal of another school in writing. The appointed Principal must not delegate this responsibility to the Deputy Principal except under unavoidable situations with the approval of the District. The duties of a School Electoral Officer are amongst others, to:

- 6.1 prepare a notice giving details of the date, time and venue of the nomination and election mode;
- 6.2 ensure that there is a suitable venue for the nomination/election mode;
- 6.3 ensure that the School Election Team knows the electoral process to be followed and complies with relevant legislation;
- 6.4 intervene in and resolve any disputes on the day of nomination/ election; and
- 6.5 submit election results to the district office.

7. Code of Conduct for Electoral Officers (District and School)

An Electoral Officer, shall:

- 7.1 act honestly and with dignity;
- 7.2 act in an unbiased way;
- 7.3 be familiar with the election process and applicable legislation;
- 7.4 carry out the election in terms of the provincial prescripts;
- 7.5 co-operate with school managers and line management;
- 7.6 manage the voting process in a fair and just manner;
- 7.7 deal with difficulties that may arise with courtesy;
- 7.8 be polite and diligent; and

7.9 not exceed his or her mandate.

8. The voters' roll

8.1 A voters' roll for each of the categories containing the names of all eligible parents, educators, non-educator members and learners, as the case may be, must be available as follows:

- (a) the voters' roll for parents must be based on the public school admission register. Eligible voters are those persons appearing in the admissions register as parents or who can show proof that they are parents as defined in the Act. Only two parents per learner are eligible to vote;
- (b) the voters' roll must close 7 days before the election day to ensure that the School Electoral Officer can focus on the nomination and voting processes and quality assure the voters' roll;
- (c) the voters' roll for educators must consist of all educators employed at the public school;
- (d) the voters' roll for non-educator members must consist of all other members of staff employed at the public school;
- (e) the voters' roll for learners must consist of all members of the Representative Council of Learners (RCL).

8.2 The School Electoral Officer must, inform parents of the voter roll as published by the public school at least 14 days before the close of the voter's role.

8.3 School Electoral Officers should follow the principle of inclusion, transparency and democracy, rather than that of excluding potential voters and will ensure compliance with the Protection of Personal Information Act.

8.4 The principal of the school is required to provide support and assistance to the school electoral officer in the execution of their duties as outlined in paragraph 8 of this guideline.

9. Franchise

9.1 The nominee, proposer and seconder must be persons who appear on the voters' roll for their respective constituency of representation on the SGB.

- 9.2 Every parent of a learner officially enrolled at a public school is entitled to vote for parent members of the governing body and has one vote in respect of each nominee with a maximum number of votes equal to the number of parent members to be elected.
- 9.3 Every educator, including the Principal, employed at a public school is entitled to vote for educator members and has one vote in respect of each nominee with a maximum number of votes equal to the number of educator members to be elected.
- 9.4 Every member of staff is entitled to vote for a member of staff and has one vote. If the public school has only one nominee, that member is automatically elected.
- 9.5 Every member of the RCL is entitled to vote for learner members and has one vote in respect of each nominee with a maximum number of votes equal to the number of learner members to be elected.
- 9.6 Each public school election must have a monitor appointed by the District Director where possible.
- 9.7 SGB associations will be entitled to deploy one observer per public school.
- 9.8 **Proxy votes are not allowed**

10. Quorum

A 15 % quorum is required for SGB Elections results to be confirmed.

11. Nomination and Elections

11.1 The following election modes are available:

- (a) Nomination and Election Mode;
- (b) Full Day Elections Mode; and
- (c) e-Elections Mode.

11.2 Public Schools must indicate to the HOD or his or her delegate the mode of election they will undertake, not less than 30 days prior to the date of election referred to in subparagraph 14.1 (a).

11.3 The HoD or his or her delegate must respond within 14 days of receiving the notification.

11.4 When considering the notification, the HoD or his or her delegate will, among others consider whether the:

- (a) the mode of the election will promote the best interests of the school community and the school and will allow for maximum participation of voters in the voting process;
- (b) the mode of election will not discriminate unfairly against any potential voter or group of voters;
- (c) sufficient provision is made for the nomination process; and
- (d) sufficient resources are available for the preferred mode.

11.5 After careful consideration, the HOD or his or her delegate, may advise the public school on an alternative mode of election that will satisfy the factors outlined in (a) through (d) above.

11.6 The principal must communicate the mode of election to the School Electoral Officer to prepare and sign notices to parents accordingly.

11.7 The school electoral officer must inform the district electoral officer of the mode of the election and submit a management plan 14 days prior to the elections.

11.8 The management plan referred to in subparagraph (6) must at least contain:

- (a) The proposed date for the mode of the election;
- (b) The time the election will start, times when voting stations are open and the closing time;
- (c) The time that the votes will be counted and results announced;
- (d) The schedule for school elections team members to monitor the voting stations to ensure that there are enough officials available for the process to continue.

12. Nomination and Election Mode

12.1 Dates, Times and Place of the Nomination and Election of Parent Members

- (a) The school electoral officer must prepare notices (Template 5) in the prescribed form, which indicate the date, time (including duration) and place of the nomination and election. The nomination and election of members must be in line with the mode of election that the school will undertake.
- (b) For this mode of elections, the nomination and election are two sessions of one meeting.
- (c) When the nomination session ends the election session starts immediately.

- (d) 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 the date of the nominations and elections and hand the notice prior thereto to the principal.
- (e) The principal must:
- I. Inform parents of sub paragraph 3;
 - II. Hand a copy of the notice to every learner of the school concerned, with the oral instruction to hand it to his or her parents, at least 14 days prior to the date of the nomination and election for parent members; or
 - III. Use any other method that works for the school community, as long as it in no way disadvantages any member of the school community; and
 - IV. Candidates' profiles must be displayed on school grounds at least three days prior to the election and, with the permission of the candidate, may be distributed by electronic means to all parents.

12.2 Nomination Meeting for Parent Members

The School Electoral Officer must ensure that:

- (a) the required quorum of 15% is met before nominations start;
- (c) the starting and closing time for nominations is indicated at the beginning of the meeting;
- (d) nominations that were sent to school are announced ahead of opening for new nominations;
- (e) for each nominee there is a proposer and a seconder; and
- (f) the nominee, proposer and seconder appear on the voters roll.

12.3 Nomination Procedures for Parent Members

The Electoral Officer must:

- (a) confirm that the 15% quorum of parents eligible to vote has been achieved before the start of the nomination meeting;
- (b) close the nomination meeting and schedule it to a period not less than 14 days should the quorum not be formed. A quorum will not be required for the second meeting;

- (c) explain the nomination procedure if the quorum of 15% is achieved;
- (d) inform the meeting about nominations received in advance;
- (e) set time for the nomination process;
- (f) make nomination forms available to parents to complete and assist those who require assistance to nominate candidates;
- (g) ensure that each form is correctly completed with the signature of the Nominee, Proposer and Secunder;
- (h) verify that the nominee, the Proposer and the Secunder are all eligible parents in the school;
- (i) disqualify nomination forms which do not meet the stipulated requirements;
- (j) prevent the nomination of candidates through the raising of hands; and
- (k) close the nomination meeting when the allocated time has elapsed.

12.4 Elections for Parents Members

- (a) If the total number of valid nominations is equal to the required number of parent members after the elapse of the nomination time, those nominated are declared to be duly elected, and the School Electoral Officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she has provided enough time for more nominations.
- (b) If the number of nominated candidates is more than the required number of expected parent members, the Electoral Officer must prepare ballot papers containing the names of all nominated candidates in alphabetical order (refer to Template 7: Ballot Paper for Parent Members). These ballot papers must have the school stamp on them, or some other distinguishing feature which prevents the ballot papers from being tampered with.
- (c) Nominated candidates must be allocated numbers corresponding to the number next to their names on the ballot paper.
- (d) The Electoral Officer must allow nominated parents to introduce themselves during which each parent needs to provide the following information:
 - I. full names;
 - II. the names and grades of children in the school;
 - III. occupation, skills and experience that may benefit the SGB; and
 - IV. the parent's vision for the school.
- (e) The Electoral Officer must indicate the number of parents to be voted for as predetermined according to the size of the school, while ballot papers are being prepared.

- (f) Each parent, verified on the voters' roll must receive a ballot paper to mark in **secret** a maximum number of parents as indicated in schedule 1.
- (g) The marked ballot paper must be folded and placed in a ballot box or any closed container provided for this purpose.
- (h) An illiterate person or a person who is not able to vote because of any physical challenge may, at his or her own request, be assisted by the School Electoral Officer with a witness identified by the voter.

12.5 Counting of Votes

- (a) The Electoral Officer must open the ballot papers in the presence of monitors, observers and candidates who wish to be present.
- (b) The Electoral Officer must reject a ballot paper:
 - I. which is without the school stamp or distinguishing feature as indicated in sub paragraph 12.4 (b);
 - II. with more vote crosses than the number of members to be elected; or
 - III. which is marked in such a way that it is not clear as to which nominee or nominees a cross can be allocated.
- (c) A ballot paper with fewer crosses or marking than the expected number of parents to be voted for is valid.
- (d) After the rejection of any spoilt ballot papers, the Electoral Officer must:
 - i. count the votes in the presence of monitors, observers and nominees who wish to be present;
 - ii. announce to the monitors the name of each nominee and the number of votes cast for each;
 - iii. complete the counted ballot papers form (refer to Template 8: Counted Ballot Papers and Declaration of Number of Voters) in order of the most votes to the least votes; and
 - iv. declare who has been elected in terms of the expected number of positions in the SGB.
The parents with the most votes are listed first and parents with least votes listed last.
- (e) Where the number of votes recorded for two or more nominees is equal and affects the outcome of the poll, the Electoral Officer must draw lots to determine the elected parent member. This must be done openly in the presence of the identified observers as indicated in 12.5(a) above.

13. Full Day Election Mode

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. 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.

13.1 Nomination for Full Day Election

- (a) 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.
- (b) 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.
- (c) 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.
- (d) The Nominee, Proposer and Secunder must all appear on the voters roll.
- (e) The Nominee must provide the following information to accompany the nomination form for distribution to parents before the Election Day:
 - i. a recent passport size photo;
 - ii. full names;
 - iii. name(s) and grade(s) of child(ren) in the school;
 - iv. occupation, skills and experience that would benefit the school; and
 - v. the nominee's vision for the school.
- (f) Candidates' profiles must be displayed on school grounds at least three days prior to the election and, with the permission of the candidate, may be distributed by electronic means to all parents.

13.2 Voting During the Full Day

The following takes place on the day of the elections:

- (a) verification of 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.

13.3 Counting During the Full Day Election

- (a) Counting is as during the normal election mode.
- (b) Counting can only commence after it has been confirmed that the 15% quorum of votes have been cast.
- (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.

14. E-Election Mode

e-Elections is a mode of elections conducted electronically through virtual platforms. This mode of election can only be selected by schools which have the capacity to deliver such elections virtually due to available resources and having the majority of the parent having access to the required technology and data to participate in the election.

14.1 The Role of the School in Selecting e-Elections

In selecting this mode of elections, the school must:

- (a) apply to the Head of Department or delegated official for approval to use this chosen mode of elections;
- (b) inform parents about the platform that the school will use for the elections;
- (c) provide guidance to the parents on how to use the election APP; and
- (d) provide an IT specialist for technical support before and during the election.

14.2 Technical requirements for the e-voting system

- (a) The Service Provide must provide a Cloud Based System.
- (b) The Service Provider should provide a fully managed and maintained system including regular scheduled backups and relevant updates.
- (c) The system should run on various platforms (e.g. Microsoft, Oracle etc.).
- (d) The solution should be user friendly and be able to run on devices such as Laptops, Tablets, Smart Phones and have Browser compatibility.
- (e) The programme must be accredited.
- (f) The information collected during elections may not be used in any form or for any purpose other than the purpose stipulated in the agreement.

- (g) If the service provider wishes to use such information in any other form or for any other purpose, including, but not limited to, workshops, media releases and the like, it must submit to the provincial department a written motivation for approval for the use of such.
- (h) The system must be able to generate reports and include the following functions:
 - i. import voters roll from a spreadsheet format (List, No, Names/s, ID No, etc);
 - ii. post pictures of candidates (user choice to toggle for on/off of function);
 - iii. allow for a number of votes per voter if there are multiple candidates;
 - iv. provide real time results for quorum purposes;
 - v. provide admin panel for Electoral Officer to monitor proceedings;
 - vi. authentise parents on the voters' roll.
 - vii. set election start and end time.
 - viii. incorporate a User Log.
 - ix. provide the ability to cross-check and verify the correct operation of the e-voting and the accuracy of the result, to detect voter fraud, multiple votes by the same voter and to prove that all counted votes are authentic and that all votes have been counted.
 - x. provide an Audit Trail

14.3 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 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.

14.4 Voting During e-Elections

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

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

14.5 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 modes.

15. Nomination and Election of Educator members

- (a) The School Electoral Officer will decide on a date, time and place for the nomination and election for educator members. This process must be held at least 24 hours before the election of the parent member component.
- (b) The Principal must give the School Electoral Officer a list of all educators at the public school. This will serve as the voters' roll.
- (c) The School Electoral Officer must ensure that each educator at the public school receives a copy of the notice of the Nomination/Election (refer to Template 10: Notice of Nomination/Election for Educator Members of Staff) at least 14 days before the date of the election.
- (d) An educator can only be nominated and seconded (refer to Template 5: Nomination Form) by another educator employed at the public school.
- (e) 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 nomination and elections.
- (f) Each nomination form will have to be properly completed and handed in to the School Electoral Officer within the time that the School Electoral Officer allows for this purpose.

- (g) 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 must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for further nominations.
- (h) The School Electoral Officer and the Principal must use all reasonable means to ensure that the nomination process is successful at the first attempt.
- (i) If the nominations are more than the required number of educators, elections are conducted by secret ballot (refer to Template 7: Ballot Paper for Educator Members), using the same procedure as described for the parent members' elections.

16. Nomination and Election Meeting of a Non-Educator Member

The procedure for the election of non-educator members to the governing body is as follows:

- 16.1 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;
- 16.2 in cases where there is non-educator members at the public school, the position will be left unfilled;
- 16.3 food handlers receiving stipends from the SGB fall within this category;
- 16.4 where there is one non-educator members, that person is regarded as duly elected to the governing body;
- 16.5 in cases where there are two or more non-educator members at a public school, a democratic election must be held to determine who should be elected to the governing body (refer to Template 5: Notice of Nomination Meeting for a Non-educator member); and
- 16.6 The School Electoral Officer may, with the approval of the non-educator members, draw lots as an alternative method to elect a non-educator members if there are two non-educator members on the public school's staff establishment.

17. Nomination and Election of Learner Members

- 17.1 The Representative Council of Learners shall elect from its ranks learners who shall be members of the governing body.

- 17.2 The procedure for the nomination and election of learner members shall be as prescribed for educator members with the assistance of the Teacher Liaison Officer.
- 17.3 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 as indicated in Schedule A.
- 17.4 The learners must be made aware of section 32 of the Act, which outlines the status of minors on the governing body.

18. Decision of the School Electoral Officer

- 18.1 The School Electoral officer shall decide all matters concerned with the nomination and election of nominees in terms of all the categories.
- 18.2 All disputes should be reported to the School Electoral Officer during the process of the elections.
- 18.3 The School Electoral Officer shall resolve all disputes in order to declare elections undisputed. His or her decision during the election is final.
- 18.4 If the School Electoral Officer is unable to resolve a dispute, the election should be completed and the dispute 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 for it within 14 days of receipt of the complaint.
- 18.5 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.
- 18.6 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.
- 18.7 The MEC must inform the complainant in writing of his or her decision and the reason thereof within 30 (thirty) days of receipt of the appeal.

19. Procedure after Election of Governing body

- 19.1 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 being elected;
 - (d) notify the Principal of the public school in writing of the names and addresses of the persons elected as members, and inform the Principal that he or she must notify the parents of the election results within 14 days of the meeting;
 - (e) ensure that the District Director is informed in writing of the names and addresses of the persons elected as governing members (refer to Template 1: Notification of all Members Elected to the governing body); and
 - (f) submit an undisputed election declaration where this was the case, or a declaration detailing any disputes (refer to Template 9: Election Declaration Form).
- 19.2 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 office within 14 days after notification of the results of the election.
- 19.3 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.
- 19.4 The newly elected governing body will assume its responsibilities when the governing body elections are declared free and fair, which declaration should be made on the same day as the election.

20. Election and term of Office-bearers

- 20.1 The principal must convene the first meeting of the governing body within 14 days after he or she has been notified in writing of the names and addresses of all the members of the governing body.
- 20.2 At the first meeting of the governing body, the principal must make the members of the governing body aware of their responsibilities and the need to ensure that office-bearers are as representative of the gender and racial diversity of the school as possible.
- 20.3 At the first meeting of the governing body, members must from amongst themselves, elect office-bearers, who must include at least a chairperson, a treasurer and a secretary. The Principal shall preside at the election of the Chairperson of the School Governing Body who shall then officially preside over the meeting.

20.4 The office-bearers, with the exception of the learner component, shall remain in office for one year from the date of their election.

21. By-elections due to vacancies in the governing body

- 21.1 The Chairperson of the governing body, in consultation with the Principal, must inform the District Director of any vacancies and arrangements for a by-election.
- 21.2 An School Electoral Officer must be a Principal of another school.
- 21.3 A by-election must be held as and when there is a vacancy in the governing body. A vacancy shall occur in a governing body if a member –
- (a) resigns;
 - (b) dies;
 - (c) becomes disqualified as indicated in paragraph 3;
 - (d) absents himself or herself from three or more consecutive meetings of the governing body without a formal apology;
 - (e) is removed from office in accordance with provisions contained in a code of conduct noted in section 18A of the Act; or
 - (f) no longer falls within the category of members which he or she represented at the time of the election.
- 21.4 Whenever a vacancy occurs as envisaged in sub paragraph 21.3, a by-election must be held within 90 days of the occurrence of such vacancy.
- 21.5 A by-election must be held in accordance with paragraphs 12 to 17, depending on the Category of the membership.
- 21.6 A member elected in accordance with this paragraph remains in office for the unexpired term of office of his or her predecessor, provided that he/she is still eligible.
- 21.7 If for any reason the position of an office-bearer becomes vacant, the governing body shall, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the unexpired period of office of his or her predecessor.
- 21.8 The principal shall, after a meeting at which any office-bearer has been elected, notify the Head of Department forthwith in writing of the date of the meeting, name, address and position of the person elected.

22. Hand over

22.1 The Principal, as a member of the outgoing and the newly elected governing body, must manage the handing-over process by:

- (a) officially handing over all governing body files to the newly elected governing body under the safe keeping of the principal;
- (b) conducting an induction session for the newly elected members; and
- (c) answering any questions that the newly elected governing body may have.

2.2.2 A list indicating the minimum documents that need to be handed over to the incoming governing body is included (Template 10: Handover guide).

23. Review

This Guideline is subject to review every three years to response to changes in public school governance and election procedures.

24. Templates

| Number | Template notation |
|--------|--|
| A | Composition of governing body of ordinary public schools by type and learner |
| 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 | Public school readiness monitoring instrument |
| 15 | District readiness monitoring instrument |

Schedule A

COMPOSITION OF GOVERNING BODY OF ORDINARY PUBLIC SCHOOLS BY TYPE AND LEARNER ENROLMENT

- (1) The numbers of a governing body of a public 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 public school and learner enrolment set out in columns 1 and 2.
- (3) In a school which does not have a non-educator member, 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 NON EDUCATOR 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 | 1 | 3 | 9 | 1 | 3 | 17 |

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 | NUMBER OF EDUCATOR MEMBERS | NUMBER OF PARENT MEMBERS If reasonably practical | NUMBER OF NON EDUCATOR MEMBERS | NUMBER OF LEARNER MEMBERS If reasonably practical | Elected members | Total number of members |
|------------------|---------------------------------------|-----------|----------------------------|---|--------------------------------|--|-----------------|---------------------------------------|
| Primary School | 1 to 149 | 1 | 2 | 5 | 1 | 0 | 9 | Plus members appointed per applicable |
| Primary School | 150 and more | 1 | 3 | 6 | 1 | 0 | 11 | |
| Secondary School | 1 to 149 | 1 | 2 | 6 | 1 | 1 | 11 | |
| Secondary School | 150 and more | 1 | 3 | 8 | 1 | 2 | 15 | |
| Combined School | 1 to 149 | 1 | 2 | 7 | 1 | 2 | 13 | |
| Combined School | 150 and more | 1 | 3 | 8 | 1 | 2 | 14 (15) | |

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. | | | | | |
| | | | | | |
| Educators | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| Non-educator members | | | | | |
| 1. | | | | | |
| Learners | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

FULL NAME OF SCHOOL ELECTORAL OFFICER :

SIGNATURE: DATE:/...../.....

Template 2

GOVERNING BODY DATA FORM

PROVINCE: **SCHOOL NAME:** **EMIS NO:**

| Surname and initials | Gender | | Race | | | | Disability | | Education level | | | | Pre-previous SGB experience in years | Previous SGB training | | 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. | | | | | | | | | | | | | | | | |
| Non-educator members | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| Learners | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |
| Appointed members (LSEN schools) | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |



Template 4

VOTERS' ROLL

SCHOOL: _____ DISTRICT: _____

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

| | | | | | |
|------------------|--------------------------|----------------------------|--------------------------|-----------------|--------------------------|
| Educators | <input type="checkbox"/> | Non-educator member | <input type="checkbox"/> | Learners | <input type="checkbox"/> |
|------------------|--------------------------|----------------------------|--------------------------|-----------------|--------------------------|

| 1 | | |
|----|--|--|
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |

Template 5

NOTICE OF NOMINATION AND ELECTION

NAME OF SCHOOL: _____ **DISTRICT:** _____ -

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

| | | | | | | | |
|----------------|--|------------------|--|----------------------------|--|-----------------|--|
| Parents | | Educators | | Non-educator member | | Learners | |
|----------------|--|------------------|--|----------------------------|--|-----------------|--|

Notice is hereby given that nominations and elections for above category members of the governing body of the above-mentioned school, will be held on

..... (date) at (time) at..... (place).

For parent nominees, the proposer and the seconder must be parents of learners at the school. Nominees must be parents that are not employed at the school. For each category: the nominee, the proposer and the seconder must come from the membership of that category.

For the parents' elections, the nomination form must be returned to the school at least seven days before the elections are conducted. Profiles of nominees will be availed to the category members 3 days before the elections. For other categories the period is 24 hrs.

NB: 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:**

Template 6

NOMINATION FORM

NAME OF SCHOOL:**DISTRICT**.....

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

| | | | | | | | |
|----------------|--|------------------|--|----------------------------|--|-----------------|--|
| Parents | | Educators | | Non-educator member | | Learners | |
|----------------|--|------------------|--|----------------------------|--|-----------------|--|

PROPOSER:

I,(full name) being (a parent of a learner/ an educator / a non-educator member / 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**.....

I,(full name) being (a parent of a learner/ an educator / a non-educator member / a member of the Representative Council of Learners of the above-mentioned school), hereby **second the nomination**:

.....(full name of nominee) as a member of the governing body of the above-mentioned school.

SIGNATURE OF SECONDER.....**DATE**.....

DECLARATION BY NOMINEE:

I, the nominee.....(Full names) accept the nomination and declare that I am not/have not:

- (a) I am not mentally ill and have not been declared as such by a competent court;
- (b) I am not an un-rehabilitated insolvent;
- (c) have not been convicted of an offence and sentenced to imprisonment in South Africa or a foreign country without the option of a fine for a period exceeding six months or failed to serve a full period of imprisonment;
- (d) have not been declared to be unsuitable to work with children as stipulated in terms of the Children's Act, 2005 (Act 38 of 2005) or registered on any offence register regarding child abuse.
- (f) had my membership terminated by the HOD in terms of SASA.

SIGNATURE OF NOMINEE.....**DATE**.....

Template 7

BALLOT PAPER

NAME OF SCHOOL:**DISTRICT**.....

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

| | | | | | | | |
|---------|--|-----------|--|---------------------|--|----------|--|
| Parents | | Educators | | Non-educator member | | Learners | |
|---------|--|-----------|--|---------------------|--|----------|--|

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

| | Name | Vote by an X |
|-----|------|--------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |
| 17. | | |
| 18. | | |

Template 8

COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

NAME OF SCHOOL:DISTRICT..... TYPE OF SCHOOL:

COMPONENT: DATE OF ELECTIONS:

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

NUMBER OF ELIGIBLE VOTERS: _____

NUMBER OF ACTUAL VOTES: _____

NUMBER OF SPOILT PAPERS: _____

NAME OF SCHOOL ELECTORAL OFFICER: _____ SIGNATURE: _____

DATE: ____/____/____

Template 9
ELECTION DECLARATION FORM

NAME OF SCHOOL:**DISTRICT:**.....

COMPONENT(S) OF ELECTIONS: **DATE OF ELECTION(S):**

PLEASE COMPLETE THE RELEVANT SECTION

SECTION A: Undisputed Elections

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

Signature:.....

Date:

SECTION B Disputed Elections

As the School Electoral Officer for the above-mentioned school, I declare that the following component(s) of the election was/
weredisputed

.....
.....

And hereby provide the detail of the said dispute(s).

.....

.....

NAME OF SCHOOL ELECTORAL OFFICER:

SIGNATURE OF SCHOOL ELECTORAL OFFICER: **DATE:**...../...../.....

Tel:

Template 10

DOCUMENTS 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 that the following documents / e-copies have been handed over to the incoming SGB by the outgoing chairperson and or to be held in safe keeping at the school:

1. LEGISLATION¹

| ITEM | Mark with an X | | ITEM |
|--|----------------|----|------|
| | YES | NO | |
| 1.1 The South African School Act No.84 of 1996 as amended (SASA) | | | |
| 1.2 Provincial Education Act | | | |
| 1.3 Provincial 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 the misconduct of learners at public schools and disciplinary proceedings | | | |
| 1.6 National Regulation for Exemption of parents from the payment of school fees (General Notice 1149 of 2006) | | | |

2. POLICIES

| ITEM | Mark with an X | | ITEM |
|---|----------------|----|------|
| | YES | NO | |
| 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 observances policy | | | |
| 2.6 Language policy | | | |

| | | | |
|--|--|--|--|
| 2.7 HIV and AIDS policy | | | |
| 2.8 School health, safety and security policy | | | |
| 2.9 Code of conduct for learners | | | |
| 2.10 School's policy regarding payment of school fees and the school's sliding scale for determining school fees exemption (where applicable). | | | |
| 2.11 The Constitution of the School Governing Body | | | |
| 2.12 Provincial code of conduct for SGBs | | | |
| 2.13 The vision and mission statement of the school | | | |
| 2.14 The Code of Conduct of the School Governing Body | | | |

3. FINANCIAL RESOURCES

Copies should cover the SGB term of office.

| ITEM | Mark with an X | | COMMENT |
|---|----------------|----|---------|
| | YES | NO | |
| 3.1 Minute book (for Financial Committee.) | | | |
| 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 numbers:) | | | |
| 3.6 Petty cash (Amount:) | | | |
| 3.7 Bank statements for period 1 January to 30 June of current financial year | | | |
| 3.8 Documentary proof of investment (if any) e.g. MEC permission. | | | |
| 3.9 List of NGOs/partners approved by district and operating in schools | | | |
| 3.10 Copy of 10th school day statistics | | | |
| 3.11 Copies of contracts of all staff employed by the Public School 3.12 Audited Financial Statements for period 1 January to 31 December of previous Year | | | |
| 3.13 School's financial policy | | | |
| 3.14 Approved school budget for current financial year | | | |
| 3.15 Resolution to Charge School Fees – if applicable | | | |

4. LEARNER PERFORMANCE

| ITEM | Mark with an X | | COMMENT |
|--|----------------|----|---------|
| | YES | NO | |
| 4.1 Copies of analysis of results of previous three years (all grades) | | | |
| 4.2 Strategy to improve learner performance | | | |
| 4.3 The School Improvement Plan – current year | | | |

Outgoing SGB chairperson:

Name _____ Signature: _____ Date: ____/____/____

Newly Elected SGB Chairperson:

Name _____ Signature: _____ Date: ____/____/____

NB. All SGB related documents should cover their term of office (3 years).

Template 11

ELECTION MONITORING INSTRUMENT (ELECTION DAY)

1. General Information

| Items | Names | Contact details |
|---|-------|-----------------|
| 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) | | |

2. Preparations

| | |
|---|--|
| 2.1 How long before the nominations and elections were notices sent out? | |
| 2.2 Election dates: | <ul style="list-style-type: none">• Learners.....• Educators.....• Non-educator member.....• Parents..... |
| 2.3 Comment on the suitability of the venue (e.g. space, furniture, lighting,.). | |
| 2.4 Were the voters checked against the voters' roll? | |
| 2.5 Total number of learners at the school | |
| 2.6 Number of parents on the voters' roll | |
| 2.7 Number of parents who signed the voters' roll | |
| 2.8 What is the expected quorum (15% of the parents on the voters' roll) | |
| 2.9 Demographics of learners at the school (e.g. 60% African, 20% White, 10% Indian and 10% Coloured) | |

3. Nomination process

| | |
|--|--|
| 3.1 Was the quorum of 15% met? If not, when is the next election date? | |
|--|--|

| | |
|--|--|
| 3.2 Did the School Electoral Officer clearly explain the nomination process? | |
| 3.3 Did the School Electoral Officer invite further nominations? | |
| 3.4 Were nominations conducted as per Provincial SGB notice? | |
| 3.5 Were the nominees profiles available | |

4. Election process

| | |
|--|--|
| 4.1 What method was used to ensure that a voter was given one ballot? | |
| 4.2 Did the School Electoral Officer clearly explain the election process? | |
| 4.3 Was a ballot box(es) used? | |
| 4.4 Did the election officer verify that the ballot boxes were empty prior to voting? | |
| 4.6 Did the voting booths allow for secret voting? | |
| 4.7 Was the counting process observed by the monitor? | |
| 4.8 Were the election results announced to the monitor? | |
| 4.9 Were any irregularities noted in the elections? State if any. | |
| 4.10 Were there any grievances lodged? Provide a brief description of the grievance and how it was resolved. | |
| 4.11 Did the School Electoral Officer have the Provincial SGB Elections Notice readily available and conduct the elections as prescribed? | |
| 4.12 What is the total number of parents elected: <ul style="list-style-type: none"> • Gender (e.g. 4 men and 6 women) • Racial breakdown • People with disabilities | |
| | |
| | |
| | |

Additional Comments/information/concerns

.....

School Electoral Officer: **Signature:** **Date:**/...../.....

Name of Monitor: **Signature:** **Date:**/...../.....

Office of Monitor:

Template 12

PROVINCIAL PRE-ELECTION MONITORING INSTRUMENT A PROVINCE

1. General information

| | |
|----------------------------------|--------------------------|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial Electoral Officer | Name: Cell: Email: |

2. Advocacy

| | |
|--|--|
| 2.1. Radio stations that the Province has planned to use? | |
| 2.2 How long will the messages be aired? | |
| 2.3 What are the key messages? | |
| 2.4 Newspapers that the Province has planned to use ? | |
| 2.5 What are the key messages? | |
| 2.6 Are posters and flyers in place? | |
| 2.7 What are the key messages of the posters and flyers? | |
| 2.8 What other forms of advocacy are in place (e.g. road shows)? | |
| 2.9 What was the most effective mode of advocacy in the previous elections? Motivate | |
| 2.10 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

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

Are the following in place?

| | |
|--|--|
| 4.1 Provincial Notice for SGB elections | |
| 4.2 Code of conduct for SGB members | |
| 4.3 Samples of all templates to be used in the elections | |
| 4.4 Documents for the training of electoral officers | |

| | |
|---|--|
| 4.5 SGB elections management plan | |
| 4.6 Circulars to the districts on the SGB elections matters | |
| 4.7 SGB election schedules from schools | |
| 4.8 Provincial monitoring tools relating to SGB elections | |
| 4.9 COVID-19 Regulations | |

5. Election teams

NB: If some of the following tasks have not yet been carried out, please indicate when they will be done:

| | |
|---|--|
| 5.1 Has a provincial Election Task Team (including all stakeholders) established? | |
| 5.2 Have the District Electoral Officers been officially appointed in writing? | |
| 5.3 Are district election teams established? | |
| 5.4 Are school election teams established? | |
| 5.5 Have all schools been paired? | |
| 5.6 Have all election teams been trained on the Provincial SGB Elections Notice? | |
| 5.7 Have all election teams been trained on COVID-19 Regulations | |

6. Monitoring and evaluation

| | |
|---|--|
| 6.1 Is there a plan in place to monitor the elections? | |
| 6.2 How will it be ensured that monitoring of the elections takes place? | |
| 6.3 How will it be ensured that data on newly elected governing bodies is captured? | |
| 6.4 Who will be responsible for the development of the election report? | |
| 6.5 Will an external evaluation of the election process be conducted? If so by who? | |

7. Physical resources

| | |
|--|--|
| 7.1 What type of venues are going to be used for governing body elections (e.g. school hall)? | |
| 7.2 Do all schools have suitable venues for the purpose (in terms of space, furniture, ventilation, PPEs, etc.)? | |
| 7.3 Are plans in place for availability of resources in schools (e.g. prepare ballot boxes and voting booths)? | |
| 7.4 Will some of the physical resources be outsourced? Please specify. | |
| 7.5 If resources are going to be outsourced, who will be potential providers? | |

Comments/additional information

.....

.....

.....

.....

.....

Provincial Electoral Officer: Signature:

Date:/...../.....

Department of Basic Education Official:..... Signature: Date:...../...../.....



GOVERNING BODY ELECTION SCHEDULE

Province: District: Circuit:

Year of election:

| Name of School | School Physical address | Town/City | Name of School Principal | Contact no. of School Principal | Name of School Electoral Officer | Contact no. of School Electoral Officer | Election date | Second election date (if applicable) | Date of meeting to elect SGB office bearers | Date of handover from outgoing to elected Chairperson |
|----------------|-------------------------|-----------|--------------------------|---------------------------------|----------------------------------|---|---------------|--------------------------------------|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Template 14

SCHOOL READINESS MONITORING INSTRUMENT

| | |
|--|-----------------------|
| ii. Name and type of school | |
| iii. Province | |
| v. District office | |
| v. Provincial/ District official (name and designation) | |
| vi. Total number of learners in the school | |
| ii. Demographics of learners in the school (e.g. 60% African, 20% White, 10% Indian and 10% Coloured) | |
| iii. School Electoral Officer | Name: |
| | Designation: |
| | Twinned school: |
| x. Election dates: | Educators: |
| | Non-educator members: |
| | Learners: |
| | Parents: |
| x. Availability of Provincial SGB Elections Notice, SGB elections circular(s) News letters to parents, COVID-19 Regulations. | |
| xi. Election mode(/Meeting/ One Day?E-Election)? | |
| iii. Readiness of voters' roll | |
| iii. Election proceedings to be followed were sent to voters 30 days before the election day? | Date sent out: |
| v. Election notices (invites) sent to Parents 14 days in advance? | Date sent out: |
| v. Were nominee profiles sent to parents at the regulated time and posted at suitable places? | Date sent out: |
| vi. School Electoral Team appointed and trained on COVID-19_SGB Elections? | Date trained: |
| vii. Suitable venue identified? (furniture, lighting and COVID-19 Regulations). | |

| | |
|---|--|
| iii. Voting material prepared? (ballot box, projector or flip chart, election templates, pens, sign posts, tokens, PPEs, etc) | |
| x. Does the school have duplicating equipment for the instant production of ballot papers? | |
| x. Which modes of advocacy did the school use? (Evidence required) | |
| xi. What measures are in place to ensure that there will be maximum participation by voters? | |
| ii. Which election mode has the school planned for? | |
| iii. Did the school budget for PPEs and put measures in place to procure such? | |
| v. Visible social distancing demarcation signs inside and outside voting room? | |

SCHOOL READINESS MONITORING INSTRUMENT (SGB ELECTIONS)

NB. If the school’s Principal has been appointed as an School Electoral Officer, please populate a similar tool regarding the school for which such member is appointed as an School Electoral Officer for.

Additional information/ Comments/Concerns

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

School Principal/ SMT Member: **Signature:** **Date:**/...../.....

Name of Monitor: **Signature:** **Date:**/...../.....

Office of Monitor:

DISTRICT READINESS MONITORING INSTRUMENT

| | |
|--|------------------|
| 1. Province | |
| 2. District office | |
| 3. District Director | Name: |
| | Contact details: |
| 4. District Electoral Officer | Name: |
| | Designation: |
| 5. Does the district have: Provincial SGB Elections Notice, SGB elections circular(s), COVID-19 protocols?. | |
| 6. Has the District Electoral Officer been appointed in writing? | |
| 7. Has the District Electoral Team receive training? Date? | |
| 8. Has the district appointed School Electoral Officers in writing? | |
| 9. Has the District trained all School Electoral Officers? (Evidence and date required). | |
| 10. Are all schools paired? | |
| 11. Have all schools set two election dates? | |
| 12. Has the district compiled a district schedule of elections per SGB component ? | |
| 13. District monitoring schedule and strategy are in place? | |
| 14. What strategies have been put in place to ensure that all schools advocate for the elections and keep parents informed regularly? | |
| 15. Do all schools have voters' rolls ready? | |
| 16. Which modes of advocacy did the district employ? If none, what is to be done to remedy the situation? | |
| 17. Has the district established a District Dispute Resolution Team? | |
| 18. What systems will the district employ in recording and reporting on election information e.g. SASAMS | |
| 19. What measures has the district put in place to support schools that may not have resources to conduct the elections? Include COVID-19 Regulations. | |
| 20. Is there a dedicated budget for the district to conduct elections? | |
| 21. How many schools will conduct the elections electronically? | |
| 22. Has the district prepared letters of recognition for the outgoing governors? | |

What are the 3 main risks of the district's SGB Elections? What strategies have been put in place to manage the risks?

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

Additional comments:

.....
.....

District Electoral Officer: **Signature:** **Date:**

...../...../.....

Name of Monitor: **Signature:**..... **Date:**/...../.....

Office of Monitor: