# National Guidelines

## for School Governing Body Elections

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

# National Guidelines

## for School Governing Body Elections

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

# Contents


1. INTRODUCTION . . . . . 5

2. BACKGROUND . . . . . 6

3. LEGISLATION AND PRINCIPLES UNDERLYING FREE AND FAIR ELECTIONS . . . . . 7

4. KEY ROLE-PLAYERS . . . . . 8

4.1 National . . . . . 8

4.2 Provincial . . . . . 8

4.3 District . . . . . 9

4.4 School . . . . . 10

5. DUTIES OF ELECTORAL OFFICERS . . . . . 11

5.1 District Electoral Officer . . . . . 11

5.2 School Electoral Officer . . . . . 11

6. MEMBERSHIP OF GOVERNING BODY OF ORDINARY PUBLIC SCHOOL . . . . . 13

6.1 Components . . . . . 13

6.1.1 Parents or guardians of learners at the school . . . . . 13

6.1.2 Educators at the school . . . . . 13

6.1.3 Learners in Grade 8 or higher . . . . . 13

6.1.4 Members of staff who are not educators . . . . . 13

6.2 Eligibility . . . . . 14

6.3 Size of the SGB . . . . . 14

6.4 Office-bearers . . . . . 14

6.5 Co-opted members . . . . . 14

6.6 Term of office . . . . . 15

7. MEMBERSHIP OF GOVERNING BODY OF PUBLIC SCHOOL FOR LEARNERS WITH SPECIAL EDUCATION NEEDS . . . . . 16

7.1 Components . . . . . 16

7.2 Office-bearers . . . . . 16

8. REGISTRATION OF VOTERS . . . . . 17

8.1 Voters' roll for parents . . . . . 17

8.2 Voters' roll for educators and non-educators . . . . . 17

9. ELECTION PROCEDURE FOR PARENT COMPONENT OF THE GOVERNING BODY . . . . . 18

9.1 Notice of nomination and election process . . . . . 18

9.2 Nominations . . . . . 18

9.3 Quorum . . . . . 19

9.3.1 Deviation from a single election meeting . . . . . 20

9.4 Casting of votes . . . . . 20

9.5 Decision of the Electoral Officer in case of disputes . . . . . 21

9.6 Procedure after election of governing body . . . . . 22

9.7 Election of office-bearers . . . . . 22

9.8 Registration of school governing body members and handing over process . . . . . 23

9.9 By-elections . . . . . 23

10. ELECTION PROCEDURE FOR EDUCATOR MEMBERS . . . . . 24

11. ELECTION PROCEDURE FOR NON-EDUCATOR MEMBERS . . . . . 25

12. ELECTION PROCEDURE FOR THE LEARNER MEMBERS . . . . . 26

13. TEMPLATES . . . . . 27

# 1. Introduction

According to the South African Schools Act, 1996 (Act 84 of 1996) (SASA), school governing bodies (SGBs) are to be elected every three years. To date, the fifth election has taken place between July and August 2009. The objective is to ensure that properly elected, competent and visionary SGB members assume governance responsibility of our public schooling system in support of quality teaching and learning.

The importance of these elections at more than 26 000 school sites cannot be overstated.

The development of national guidelines for SGB elections is a necessary step, in line with SASA, to provide for a uniform system for the organisation and governance of all schools; to redress past injustices; ensure equitable and democratic transformation in education; develop people's talents and capabilities; and to facilitate community involvement in the education of our children.

According to the South African Schools Act, 1996 (SASA), SGBs are statutory bodies which stands in a position of trust towards the school.

The provincial Member of the Executive Council (MEC) for education determines election procedures within the framework created by SASA. As a result, every province has its own specific regulations for SGB elections, which are approved by provincial legislatures. The Heads of Education Department Committee (HEDCOM) determined on 17 May 2005 that the 2006 SGB elections would be governed by national guidelines, and that each MEC for Education, with his or her provincial Department of Basic Education , would adapt their election regulations based on these national guidelines.

This would help ensure that the election process is truly national and would put an end to serious provincial differences.

# 2. Background

Despite a very progressive Act that mandates all public schools to have democratically elected school governing bodies, election of school governors still poses challenges. Almost seventeen years into our democracy, South African schools are still grappling with the challenges of electing effective people into school governing bodies.

Many SGBs and schools are unable to implement requisite changes to effectively respond to this mandate. The main reasons for this include lack of commitment by relevant stakeholders to the required changes on school issues. These challenges need to be confronted in order to ensure that communities have an understanding that schools are a societal responsibility.

During the 2009 SGB elections some challenges were experienced due to some provinces working contrary to the national SBG election guidelines. Furthermore there were instances where the interpretation of concepts differed from one province to the other.

A task team was established to produce guidelines that would attempt to introduce some kind of uniformity across provinces in conducting these elections. The team took into consideration that provinces are unique to some extent.

Several external and internal reports on the previous SGB elections indicated the need to address the lack of uniformity in the management of these elections.

The purpose of the National Guidelines for School Governing Body Elections, hereafter referred to as the national guidelines, is to provide a national framework for the uniform interpretation of SASA during SGB elections to ensure that elections occur at the same time; are free and fair, illustrate sound democratic practice, and allow for community participation. The guidelines also advocate for good practice during the elections.

Democratic SGB elections are aimed at creating legitimate SGBs in every school. Such democratically elected SGBs are critical to:

- Improve the quality of education;
- Ensure good governance;
- Advance the democratic transformation of our society;
- Ensure that schools serve the interests of the community and meet the expectations of parents;
- Assist in spreading the cost of education across users and society as a whole; and
- Combat racism, sexism and all other forms of unfair discrimination and intolerance.

It is therefore necessary to set uniform standards for the organisation and governance of schools. To that end, these guidelines will apply to all public schools in South Africa.

The national guidelines should be seen as an enabling mechanism to ensure the election of legitimate and properly constituted SGBs.

# 3. Legislation and Principles underlying free and fair elections

Key legislation that underpins free and fair elections are the following:

- Constitution of the Republic of South Africa, 1996;
- National Education Policy Act, 1996 (Act 27 of 1996);
- South African Schools Act, 1996 (Act 84 of 1996); and
- Applicable provincial laws.

The following principles must be applied when conducting SGB elections:

- The right to equality (equal treatment and protection from unfair discrimination);
- The right to freedom and security of the person;
- The right to freedom of association; and
- The right to reasonable and fair administrative action.

Election procedures should aim at:

- Meeting the statutory requirements of the relevant legislation;
- Ensuring the broadest representation of identified stakeholders in school governance;
- Advancing and promoting the fundamental rights of every person by encouraging representativity and gender equity; and
- Conducting elections that are managed efficiently while being fair, democratic and transparent.

# 4. Key Role-Players

Different role-players at all levels of the Department of Basic Education have important functions in the election of SGBs. It is crucial that officials responsible for the elections at each level know exactly what is expected of them.

## 4.1 National

The national Department of Basic Education will, in consultation with the provincial Departments of Education, be responsible for the following:

- Providing national guidelines for SGB elections;
- Determining national timeframes for elections to take place;
- Supporting provinces through national advocacy campaigns;
- Monitoring and evaluating the election process
- Producing a national report on each triennial SGB election; and
- Appointing an election coordinator from the Directorate: School Management and Governance.

## 4.2 Provincial

Each provincial Department of Basic Education is responsible for the following:

- Promulgating provincial election regulations by way of a notice in the *Provincial Gazette*, and determining the number of members in each category of the SGB;
- Developing provincial guidelines based on the provincial election regulations and these national guidelines for managing and conducting the triennial SGB election;
- Providing a budget for all aspects of the election process in the province, including but not limited to the advocacy campaign, training of election officials, monitoring of the election, certification of outgoing members of SGBs and the creation and maintenance of a database of SGB members;
- Appointing a provincial Election Coordinator who will report to the provincial Head of the Education Department during the election period. The duties of such a provincial Election Coordinator are to:
    - Ensure that there is adequate publicity of the election date;
    - Ensure compliance with national guidelines and provincial procedures with regard to elections; and
    - Coordinate the election and make sure that the province makes available the necessary human,

material and financial resources to conduct efficient and fair SGB elections;

- Develop materials and procedures for the training of district and school Electoral Officers and teams, and ensuring that this training takes place as planned;
- Develop and provide templates of all documents required for the elections in the province in line with the national guidelines;
- Resolve disputes related to the elections which could not be resolved at school or district levels;
- Monitor and evaluate the election process in the province;
- Adapt the templates to suit provincial monitoring objectives; and
- Develop a database of SGBs on taking office.

## 4.3 District

Every district has the following responsibilities:

- Appointing, in line with provincial election regulations, a District Electoral Officer who is a senior district official and a District Election Team to oversee the election process in the district;
- Dividing itself into clusters that each has a Circuit Manager to monitor and support the election process;
- Administrating the appointment of a School Electoral Officer at each school in line with the national guidelines, which state that an official cannot serve as an Electoral Officer at a school where he or she is employed;
- Providing training to Electoral Officers ;
- Drafting and publicising a district election schedule for all schools in their district;
- Ensuring that every school has a valid voters' roll based on the school admissions register before the election;
- Handling and resolving disputes not resolved by the School Electoral Officer;
- Ensuring all schools advertise the elections in line with the provincial regulations and guidelines;
- Providing monitoring staff to visit schools during the elections and ensuring that elections are in line with national and provincial election regulations and guidelines;
- Supporting and monitoring each school every step of the way;
- Ensuring that all documentation pertaining to the SGB elections are available for verification;
- Developing and administrating the database of all newly appointed SGB members in the district and making the data available to the provincial and national departments when required; and
- Sending letters of congratulation to all new SGB members on the database upon their election, and letters of thanks or certificates of service to outgoing SGB members.
- Ensuring that handover processes take place smoothly

## 4.4 School

Every school has the following responsibilities:

- Ensuring the appointment of an Electoral Officer who is the Principal or a senior manager of another school;
- Setting up the School Election Team, made up of educators and non-educators employed by the school. Parents and learners may participate in the School Election Team;
- Preparing a voters' roll of all eligible voters in the school (according to the different components of the SGB) and having it available at all election meetings;
- Notifying, in writing, all eligible voters not less than 21 days before the date of the election meeting of the date, time and venue of the election meeting;
- Ensuring that SGB elections are well advertised by distributing and displaying advocacy materials provided by the Department;
- Providing appropriate venues for the elections; and
- Providing staff to assist the Electoral Officer where there is a need for support.

## 4.5. Parent Community

It is the responsibility of the parents to:

- Familiarise themselves with provincial SGB regulations;
- Publicise the upcoming elections in their community;
- Identify and nominate suitable SGB candidates; and
- Attend the election meeting and elect the most suitable candidates as SGB members.

Learners should assist with effective communication between the school and home.

# 5. Duties of Electoral Officers

## 5.1 District Electoral Officer

The District Electoral Officer and his or her team must:

- Coordinate the election processes in the district;
- Advise the district on the proposed strategy and implementation of the election in the district and see to it that the process is conducted as agreed;
- Compile a management plan to operationalise the provincial regulations and provincial guidelines;
- Ensure that each school has an Electoral Officer in line with provincial regulations, and that the school election teams are established;
- Ensure that all election officials working at school level is adequately trained and is aware of what his or her role entails;
- Ensure that all Electoral Officers receive the provincial election regulations and other documents in good time;
- Ensure that election advocacy is conducted as planned;
- Monitor the election process by visiting a number of schools during the election;
- Ensure that the School Electoral Officers have informed the district office in writing of the dates of the election and of the names and addresses of the persons elected to SGBs (refer to Template 1: Notification of all Members Elected to the SGB);
- Ensure that they receive the Data Form (refer to Template 2: SGB Data Form) from the School Principal; and submit it to the district within 14 days of the registration meeting; and
- Compile a district report on elections and submit it to the Provincial Coordinator.

## 5.2 School Electoral Officer

The School Electoral Officer will be the Principal or a senior manager of another school. An educator or non-educator who has received training by the Independent Electoral Commission (IEC) as an Electoral Officer may serve as a School Electoral Officer of a school where he or she is not employed. He or she must, before the election:

- Prepare a notice giving details of the date, time and venue of the election meeting;
- Ensure that eligible voters receive notice of the meeting in time, as stipulated in the provincial regulations;

- Ensure that nomination forms are available at the Principal's office and during the election meeting;
- Ensure that there is a suitable venue for the election meeting;
- Ensure that there is a voters' roll, which the school should prepare and which should be accurate; and
- Ensure that the Election Team knows what process will be followed, and that all the resources that will be needed are available, such as the box for votes, a board to write the names of nominees, paper for voting, etc.

During the election meeting the School Electoral Officer has the following duties:

- Explaining the procedure for nominations and elections to the voters;
- Allowing the nominees to introduce themselves in accordance with the national guidelines (see paragraph 9.4);
- Managing the election process;
- Intervening and resolving any disputes on the day of election;
- Submitting election results and the voters' roll to the district office; and
- Submitting the SGB data to the district office within 30 days after the elections have been conducted.

**Code of conduct for an Electoral Officer**

**As an Electoral Officer, I will:**

- ☑ *Act with honesty and dignity;*
- ☑ *Act in an unbiased way;*
- ☑ *Be familiar with election regulations;*
- ☑ *Carry out the election in terms of the prescribed measures;*
- ☑ *Cooperative with school managers and line management;*
- ☑ *Manage the voting process in a fair and just manner;*
- ☑ *Deal with difficulties that may arise with courtesy ;*
- ☑ *Be polite and diligent ; and*
- ☑ *Not exceed my powers.*

# 6. Membership of Governing Body of Ordinary Public School

## 6.1 Components

An SGB is made up of:

- Elected members;
- The Principal by virtue of his or her official capacity; and
- Co-opted members.

Elected members of the SGB comprise the following members:

### 6.1.2 Parents or guardians of learners at the school

A parent means the biological parent; or guardian of a learner; or the person legally entitled to custody of a learner; or the person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school. .

When conducting SGB elections, Electoral Officers should be guided by the school's admission register to determine which parents or guardians are eligible to vote.

A parent who is employed at the school may not represent parents on the governing body.

### 6.1.2 Educators at the school

An educator is a person who teaches, educates or trains other people, or who provides professional educational services, including professional therapy and educational psychological services at an institution. This includes educators employed by the school.

### 6.1.3 Learners in Grade 8 or higher

Only learners in Grade 8 or higher who are elected members of the Representative Council of Learners (RCL) or nominated by the RCL should serve on the SGB. Learners with special educational needs Grade 8 or higher can also be elected if this is reasonably practicable.

### 6.1.4 Members of staff who are not educators

These members are all institutional staff members appointed according to the Public Service Act, 1994 (Act 103 of 1994), who are not educators at the institution, including those employed by the school.

## 6.2 Eligibility

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

- Is mentally ill and has been declared as such by a competent court;
- Is an unrehabilitated insolvent;
- 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; or
- No longer falls within the category of members that he or she represented at the time of the election.

## 6.3 Size of the SGB

The number of parent members must be one more than the combined total of the other members of a governing body who have voting rights.

Each province must prepare a schedule determining the number of members in each component of the SGB based on this criterion and on the learner enrolment of the school, and include it in the provincial regulations.

## 6.4 Office-bearers

A governing body must, from among its members, elect office-bearers, who must include at least a Chairperson, a Treasurer and a Secretary. These appointments must be made at the registration meeting, which must be held within 14 days after the election of the SGB.

Only a parent member of a governing body may serve as the Chairperson of the SGB.

## 6.5 Co-opted members

Two types of co-opted members can serve on the governing body, namely co-opted members with voting rights and those without voting rights.

Co-opted members without voting rights are those members recruited by the SGB because of their expertise in areas that may benefit the SGB and the entire school.

Should a vacancy be created due to the departure of an elected member, a co-opted member with voting rights can be nominated and appointed to serve on the SGB for a period not exceeding 90 days. During these 90 days a

formally elected member who has been elected by way of a by-election must fill the vacancy.

## 6.6 Term of office

The term of office in the SGB, with the exception of the learner component, may not exceed three years. The term of office for the learner component is one year.

SGB office-bearers must hold office for one year only. Office-bearers may stand for re-election based on performance.

# 7. Membership of Governing Body of Public School for Learners with Special Education Needs

## 7.1 Components

The SGB of a special school should be composed as follows:

- Parents of learners enrolled at the school, if reasonably practicable;
- Educators at the school;
- Members of staff at the school who are not educators;
- Learners in Grade 8 or higher, if reasonably practicable;
- Representatives of:
  - Organisations of parents of learners with special education needs, if applicable;
  - Sponsoring bodies, if applicable; and
  - Organisations of disabled persons, if applicable;
- Disabled persons, if applicable;
- Experts in relevant fields of special needs education; and
- The Principal by virtue of his or her official capacity.

## 7.2 Office-bearers

The SGB must elect the office-bearers as in ordinary public schools, namely a Chairperson, Treasurer and Secretary from members of the SGB.

The chairperson of the governing body in the case of a public school for learners with special education needs any member of the governing body elected from the following categories:

- Parents of learners at the school, if reasonably practicable;
- Representatives of sponsoring bodies, if applicable;
- Representatives of organisations of parents of learners with special education needs, if applicable;
- Representatives of organisations of disabled persons, if applicable;
- Disabled persons, if applicable; and
- Experts in appropriate fields of special needs education.

# 8. Registration of Voters

The school's voters' roll containing the names of all eligible parents, educators, non-educators and learners (refer to Template 3: Parents Voters' Roll) should be developed by the school election team in order to register voters properly. The school admissions register must be used as the basis for the voters' roll. Eligible voters are those people appearing in the admissions register as parents or guardians. Other people may be allowed to vote, provided that they can prove that they qualify to be guardians in terms of the SASA. Provincial regulations should follow the principle of inclusion, transparency and democracy, rather than of excluding potential voters.

There must be a voters' roll for each of the different categories of voters. The school election team should adapt Template 3 to suit the different categories of voters and develop their voters' roll from that template. Such voters' rolls must be made available for public scrutiny.

The School Electoral Officer should request a copy of the voters' roll from the Principal to determine who are eligible to vote before the election meeting. All nominators, seconders and candidates must be people who are listed on the voters' roll.

## 8.1 Voters' roll for parents

School Principals must ensure that all parents complete the parents voters' registration form (refer to Template 4: Parent Registration Form) and return it to the school. It is very important that schools have an up to date record of parents' information well in advance of the election period. The registration form of parent voters must be used for the compilation of the voters' roll.

Where the parents' registration forms are not returned to the school, only the parents or guardians appearing in the school's admissions register should be included in the voters' roll, .

## 8.2 Voters' roll for educators and non-educators

The voters' roll for educators should consist of all educators employed at the school.

The voters' roll for non-educators should consist of all non-educators employed at the school.

# 9. Election Procedure for Parent Component of the Governing Body

All Electoral Officers should familiarise themselves with the important stages of the election process in order to promote free and fair elections. The election of the parent component of the SGB is preceded by the election of the other components (i.e. educators, non-educators and learners).

Some of the aspects of the procedures that follow mostly cover the option of an election meeting. If a school has been approved to conduct the elections over a day, the District should engage the school in developing a programme that will be followed for the election day.

## 9.1 Notice of nomination and election process

In order to promote uniform, effective, free and fair elections the national guidelines prescribe the election nomination and election process based on good practice. Provincial regulations must include the stipulated procedure to optimise parent participation, with the least possible cost and travelling.

The Electoral Officer must prepare notices of the nomination process and the combined nomination and election meeting, in which the date, time and place of the meeting must be stated. The date and time should take school activities, like fund-raising initiatives and handing out of pupil reports into consideration so as to maximise parent participation (refer to Template 5: Notice of Nomination Meeting for Parents). These should be distributed and displayed in prominent places at the school and in the community at least 21 days prior to the date of the nomination and election meeting.

## 9.2 Nominations

The Principal must ensure the following:

- A hard copy of the notice (refer to Template 5: Notice of Nomination Meeting for Parents) must be handed to every learner at least 14 days prior to the proposed nomination and election meeting, with a verbal instruction to hand it to his or her parent;
- Alternatively, a copy of the notice must be sent to the parents of every learner by post at least 21 days prior to the date of the nomination and election meeting; or
- A combination of the two notification methods above can be used, supplemented by any other method that works for the school, as long as it in no way disadvantages any members of the community.

For whichever method is used, the notification must be in the school's language of instruction and in the home language(s) of the learners, where possible, to ensure maximum participation.

A candidate may only be nominated and seconded (refer to Template 6: Nomination Form) by a person belonging to the same SGB membership category to which the candidate belongs. The process is as follows:

- A nomination form, duly completed by the proposer, seconder and candidate, must be submitted to the Electoral Officer not more than seven days and not less than 24 hours prior to the commencement of the nomination and election meeting; and
- A member can be proposed during the nomination section of the election meeting, provided that another person from the category concerned seconds the proposal and a nomination form is duly completed by the proposer, the seconder and the candidate, and is submitted to the Electoral Officer. The Electoral Officer will determine the time and duration of the nomination process in the nomination and election meeting.

After the time for nominations has expired, the Electoral Officer should :

- Consider the nominations and reject the nomination of any candidate who:
  - has not been nominated in accordance with the process set out in these guidelines;
  - is not eligible to vote as set out in these guidelines; or
  - has not completed the said nomination form as required in these guidelines; and
- Announce the names of the candidates whose nominations have been accepted.

If the total number of candidates whose nominations have been accepted:

- Is less than the number of SGB members stipulated through provincial regulations for the school, a new meeting, where no quorum is required and at which new candidates must be nominated, must be convened within 21 days;
- Is equal to the number of SGB members stipulated through provincial regulations for the school, the Electoral Officer must declare all the nominees as duly elected to the SGB; or
- Is more than the number of members determined in respect of the category concerned, an election meeting by secret ballot will be held as the second part of the proceedings.

*Please note: It is the responsibility of the Electoral Officer to ensure that anyone who wants to be nominated feels free to do so. There must be no attempt to organise the process in such a way that only the required number of office-bearers is nominated so as to avoid the election process.*

## 9.3 Quorum

A quorum of 15%, of parents on the voters' roll, is needed for the nomination and election meeting to proceed; for example, if the school has 500 people appearing in the admissions register as parents or guardians, a minimum of 75 such people must attend the election meeting.

If the quorum is not met at the meeting, the meeting must be rescheduled for another day, and the same process

described above must be repeated. Notice of the second election meeting should clearly state that no quorum is required for that meeting.

Provinces may regulate the use of a proxy vote to a limit of one.

### 9.3.1 Deviation from a single election meeting

Schools must apply to the Head of the Department for permission to deviate from the single nomination and election meeting process stipulated in these guidelines. No deviation may in any way prejudice the involvement of any parent, and must be clearly explained and motivated to the school community so that everybody understands the process to be followed. These conditions must be clearly laid out in the application to the Head of the Department.

## 9.4 Casting of votes

The Electoral Officer must explain the proceedings to be followed and must stipulate that every nominated candidate will have the opportunity to state at least:

- His or her name;
- The names and grades of his or her children in the school;
- Occupation and experience or skills; and
- Vision for the school (this should be brief and not include promises).

Before the ballot papers (refer to Template 7: Ballot Paper for Parent Members) are distributed, the Electoral Officer must:

- 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
- Explain the voting process, the minimum and maximum number of candidates to be voted for, as well as how to record the voting either by using numbers or by writing names or both, as indicated below.

Every person with the right to vote must be assisted to record his or her vote. Before the election meeting, the Electoral Officer must determine what is written on the ballot paper by:

- Preparing papers with numbers on them and making sure that, once nominated, each nominee has a number corresponding to a number on the ballot paper;
- Preparing papers with the names of all known nominees (those who were nominated before the meeting) in alphabetic order based on surnames, and allowing voters to add the names of extra nominees (those coming from the floor during the meeting); and
- Distributing blank paper and the voters' list with the names or numbers of nominations in order of choice.

Whichever method is chosen, the guiding principle must be allowing for maximum participation and easy management.

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 in a box or other closed container provided for the purpose. It is strongly recommended that the use of a ballot box be adhered to. The Electoral Officer and the School Principal may improvise if there is no official ballot box.

An illiterate person or a person not able to vote because of a physical disability may, at his or her own request, be assisted by the Electoral Officer and a witness identified by the person.

The Electoral Officer will reject a ballot paper:

- Which is without the official mark or Provincial Education/School stamp
- With more votes recorded than the number of members to be elected; and
- Which is completed in such a way that it is uncertain as to which candidate or candidates a vote was recorded for?

After the rejection of any spoilt ballot papers, the Electoral Officer must:

- Count the votes in the presence of every candidate who wishes to be present;
- State to the whole meeting the name of each candidate and the number of votes cast for each;
- 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
- Declare who has been duly elected.

The person with the most votes is named or listed first and the one with least votes is named or listed last.

Where the number of votes recorded for two or more candidates is equal and it affects the result of the poll, the Electoral Officer must ascertain the result with regard to the said candidates by drawing lots or by using some other method that allows for a random selection between the tied candidates. This must be done openly and by agreement of the candidates.

## 9.5 Decision of the Electoral Officer in case of disputes

The Electoral Officer must decide on all matters regarding the nomination of candidates and the poll. All disputes should be reported to the officiating Electoral Officer during the election process. The Electoral Officer is mandated to resolve all disputes in order to declare the elections free and fair. His or her decision during the election is final.

In case of a dispute that cannot be resolved, an appeal process should be followed after the elections have been completed.

If the complainant is not satisfied, the matter can be referred to the District Electoral Officer within seven days after the election. An appeal can be lodged with the MEC within 30 days if the complainant is not satisfied with the decision taken by the District Electoral Officer.

## 9.6 Procedure after election of governing body

After the election of a SGB the Electoral Officer must:

- Place all documents, including ballot papers, used at such election in envelopes and seal the envelopes;
- 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;
- Notify each elected member in writing of his or her election;
- 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;
- Ensure that the District Manager is informed in writing of the names and addresses of the persons elected as SGB members (refer to Template 1: Notification of all Members Elected to the SGB); and
- Include an undisputed election declaration where this was the case, or a declaration detailing any disputes (refer to Template 15: Election Declaration Form).

## 9.7 Election of office-bearers

- The School Principal must convene the first meeting of the governing body within 14 days after notification of the results of the election;
- At the first meeting of the SGB, such body must, from among its members, elect office-bearers including at least a Chairperson, a Treasurer and a Secretary. The Chairperson will be a parent member of the governing body ;
- Where for any reason the position of any office-bearer becomes vacant, the governing body must, subject to the above provisions, at the first meeting after that vacancy has occurred elect one of its members to fill that vacancy for the remaining period of office of his or her predecessor;
- The Principal must preside over the meetings referred to above if both the positions of Chairperson and Vice-chairperson are vacant. Otherwise the Chairperson, or if he or she is not available, the Vice-chairperson should preside;

- The Principal must, after a meeting at which new office-bearers have been elected in accordance with this measure, notify the District Manager in writing of the date of the meeting and of the name, address and positions of the persons elected or nominated (Refer to Template 9: Notification of Office-bearers Elected to the SGB); and

- The Principal should inform the SGB, before choosing office-bearers, of their responsibilities and need to ensure that office-bearers are representative, where possible, of the gender and racial diversity of the school.

## 9.8 Registration of school governing body members and handing over process

The first meeting of the newly elected SGB must be convened less than 14 days after the election of the parent component. At this meeting the office-bearers must be elected, as described in paragraph 9.7 of these guidelines. The Principal must ensure that the Data Form (Template 2: SGB Data Form) is completed by every member of the new SGB. This form must be submitted to the district within 14 days after notification of the results of the election.

The Principal of the school (on behalf of the outgoing Chair) must submit the data form to the District Electoral Officer within 14 days of the SGB's first meeting.

The Principal is required to inform the provincial Department of Basic Education of any changes in membership of the SGB within 14 days of those changes being effected, to ensure that the database is up to date.

The Principal, as a member of the old and new SGB, should manage the handing-over process by:

- Officially handing over all SGB files to the new SGB;
- Conducting an induction session for the new members; and
- Answering any questions that the new SGB may have.

A list of handover documents in the form of a certificate is included, indicating the minimum documents that need to be handed over to the incoming SGB (see Template 16: Handover Certificate).

## 9.9 By-elections

By-elections must take place within 90 days of a SGB vacancy opening as a result of death, resignation, dismissal or a member no longer having a child at the school. The Chairperson of the SGB should inform the School Electoral Officer of such vacancies, and invite him or her to conduct the by-election.

# 10. Election Procedure for Educator Members

The election of the educator component of the SGB should take place as follows:

- The Electoral Officer will decide a date, time and place for the nomination and election meeting for educator members. This meeting must be held at least seven days before the election of the parent member component;
- The Principal must give the Electoral Officer a list of all educators in the school. This will serve as the voters' roll;
- The Electoral Officer must give each educator at the school a copy of the notice of the nomination meeting (refer to Template 10: Notice of Nomination Meeting for Educator Members of Staff) at least 14 days before the day of the meeting;
- An educator can only be nominated and seconded (refer to Template 6: Nomination Form) by another educator employed at the school;
- The proposer can submit the completed nomination form directly to the Electoral Officer or to the School Principal before the election;
- Educators nominated at the meeting will need another educator present to second the nomination, and the nomination form will have to be properly completed and handed in to the Electoral Officer within the time that the Electoral Officer allows for this purpose;
- If the total number of valid nominations is equal to the required number of educator members, the nominated candidates are declared to be duly elected, and the Electoral Officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for more nominations;
- If nominations are less than the number required for the educator component of the SGB, the Electoral Officer must convene another meeting before the parent members' election meeting; and
- If the nominated candidates are more than the required number of educators, elections are conducted by secret ballot (refer to Template 11: Ballot Paper for Educator Members), using the same procedure as described for the parent members' election.

# 11. Election Procedure for Non-Educator Members

The procedure for the election of non-educator school staff members to the SGB is as follows:

- The procedure for the nomination and election of the educator component should be adapted to apply to this category of the SGB (refer to Template 12: Notice of Nomination Meeting for Non-educator Members of Staff);
- In cases where there is no non-educators at the school, the position will be left unfilled;
- In cases where there is one non-educator, that person is regarded as duly elected to the SGB; and
- In cases where there are two or more non-educators at a school, a democratic election must be held to determine who should be appointed to the SGB. The Electoral Officer may draw lots as an alternative method to appoint a non-educator if there are two or more non-educators on the school staff.

# 12. Election Procedure for the Learner Members

Candidates (who must be members of the Representative Council of Learners of the school or nominated by the RCL) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate, the proposer and the seconder, more than one day before the date of the above meeting. Both the proposer and seconder must be members of the Representative Council of Learners of the school.

Nominations will also be accepted at the nomination and election meeting. If candidates cannot be present at the nomination meeting, written proof must be submitted at the meeting that the candidate is willing to serve as a member of the governing body.

An election meeting will be held on the same day as the nomination meeting mentioned above.

The Teacher Liaison Officer will use templates 13 and 14 in conducting elections for the learner component of the SGB. Three learners must be elected to the SGB.

The learners must be made aware of section 32 of the SASA, which outlines the status of minors on the SGB.

# 13. Templates


| Number | Template notation | Page |
|---|---|---|
| 1 | Notification of All Members Elected to the SGB | |
| 2 | SGB Data Form | |
| 3 | Parents Voters' Roll | |
| 4 | Parent Registration Form | |
| 5 | Notice of Nomination Meeting for Parents | |
| 6 | Nomination Form | |
| 7 | Ballot Paper for Parent Members | |
| 8 | Counted Ballot Papers and Declaration of Number of Voters | |
| 9 | Notification of Office-bearers Elected to the SGB | |
| 10 | Notice of Nomination Meeting for Educator Members of Staff | |
| 11 | Ballot Paper for Educator Members | |
| 12 | Notice of Nomination Meeting for Non-educator Members of Staff | |
| 13 | Notice of Nomination Meeting for Learners | |
| 14 | Ballot Paper for Learners | |
| 15 | Election Declaration Form | |
| 16 | Handover Certificate | |
| 17 | Election Monitoring Instrument (Election Day) | |
| 18 | Advocacy Monitoring Instrument | |
| 19 | Document Monitoring Instrument | |
| 20 | Election Teams Monitoring Instrument | |
| 21 | Monitoring and Evaluation Instrument | |
| 22 | Physical Resources Monitoring Instrument | |
| 23 | SGB Election Schedule | |

## NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY

**SCHOOL** _____

**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. | | | | | |
| 4. | | | | | |
| **Non-Educators** | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| **Learners** | | | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

**ELECTORAL OFFICER:** _____ **DATE:** _____

**SIGNATURE:** _____

# SGB DATA FORM

**PROVINCE:** _____ **DISTRICT:** _____

**SCHOOL:** _____ **TOTAL NO. OF SGB MEMBERS:** _____

| | Gender | | Race | | | | Disability | | Education level | | | | Previous SGB experience in years | Previous SGB training | | SGB portfolio |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Surname and initials** | **F** | **M** | **A** | **W** | **C** | **I** | **Yes** | **No** | **Primary** | **Secondary** | **Tertiary** | **None** | | **Yes** | **No** | |
| **Principal** | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| **Parents** | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | Chairperson |
| 2. | | | | | | | | | | | | | | | | Secretary |
| 3. | | | | | | | | | | | | | | | | Treasurer |
| 4. | | | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | | | |
| 6. | | | | | | | | | | | | | | | | |
| 7. | | | | | | | | | | | | | | | | |
| 8. | | | | | | | | | | | | | | | | |
| 9. | | | | | | | | | | | | | | | | |
| **Educators** | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | | | |
| **Non-Educators** | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | |
| **Learners** | | | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | | | |

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

## PARENTS VOTER'S ROLL

**DISTRICT:** _____

**SCHOOL:** _____

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

| SURNAME | NAME(S) | IDENTITY NUMBER | ADDRESS | NAME OF THE CHILD |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

# PARENT REGISTRATION FORM

In order to elect parents for the school governing body, the school's admissions register

will be used as the basis for the electoral voters' roll.

A "parent" can mean:

- the parent or guardian of a learner at the school
- the person legally entitled to custody of a learner at the school
- a person who fulfils the role of a parent or custodian with regard to the learner's education at the school.

**Only two parents of any learner are eligible to vote**

Please complete the following form and return it to the School Principal as soon as possible. If you are not on the school's admissions register you will not be able to vote or stand as a school governor.

**NAME OF SCHOOL:** _____

**NAME OF LEARNER:** _____

**CLASS OF LEARNER:** _____

| PARENT 1 | |
|---|---|
| **Name of parent 1** | |
| **Address of parent 1** | |
| **Signature of parent 1** | |

| PARENT 2 | |
|---|---|
| **Name of parent 2** | |
| **Address of parent 2** | |
| **Signature of parent 2** | |

**Date:** _____

## NOTICE OF NOMINATION MEETING FOR PARENTS

**NAME OF SCHOOL:** _____

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

Candidates (who must be parents/guardians of learners at the school and who are not employed at the school) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate and his/her proposer and seconder. Both the proposer and seconder must be parents/guardians of learners at the school. The nomination form must be returned to the school at least one day before the elections are conducted.

**NB: It is the responsibility of parents/guardians to ensure that their names are on the school's admissions register, which can be viewed at the school. Only parents whose names are on the school's admissions register/voter's roll will be entitled to participate in the school's governing body election.**

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

**Tel:** _____

**Address:** _____

_____

# NOMINATION FORM

**NAME OF SCHOOL**: _____

**PROPOSER:**

**I,** _____

(full name)

**of**_____

(residential address)

being (indicate correct response) a parent or guardian of a learner / an educator / a non-educator / a member of the Representative Council of Learners of the above-mentioned school, hereby propose:

_____

(full name of candidate)

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

_____ _____

**SIGNATURE OF PROPOSER** **DATE**

**SECONDER**

**I,** _____

(full name)

**of**_____

(residential address)

being (indicate correct response) a parent or guardian of a learner / an educator / a non-educator / a member of the Representative Council of Learners of the above-mentioned school, hereby second:

_____

(full name of candidate)

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

_____ _____

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

**CANDIDATE**

_____

(full name)

**of**_____

(residential address)

being a parent or guardian of a learner / an educator / a non-educator / a member of the Representative Council of Learners of the above-mentioned school, hereby declare that I:

a) Accept the above-mentioned nomination; and

b) Am eligible to be a member of a governing body as contemplated in the provincial election regulations.

Residential address: _____

Postal address: _____.

_____ _____

**SIGNATURE OF CANDIDATE** **DATE**

_____

**ELECTORAL OFFICER**

The nomination is (indicate correct response) accepted/rejected

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

**ADDENDUM**

**I,** _____

(full name)

declare that written proof to my satisfaction has been submitted that the above-mentioned candidate, who is not present at the nomination and election meeting to complete the nomination and election form, is willing to serve as a member of the governing body.

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

# BALLOT PAPER FOR PARENT MEMBERS

**NAME OF DISTRICT:** _____

**NAME OF CIRCUIT:** _____

**NAME OF SCHOOL:** _____

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE, e.g. [X]

| | | |
|---|---|---|
| **1.** | | |
| **2.** | | |
| **3.** | | |
| **4.** | | |
| **5.** | | |
| **6.** | | |
| **7.** | | |
| **8.** | | |
| **9.** | | |
| **10.** | | |
| **11.** | | |
| **12.** | | |
| **13.** | | |
| **14.** | | |
| **15.** | | |
| **16.** | | |
| **17.** | | |
| **18.** | | |
| **19.** | | |
| **20.** | | |

## COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTERS

| TYPE OF ELECTION | PARENT | | LEARNER | |
|---|---|---|---|---|
| | EDUCATOR | | NON-EDUCATOR | |

DISTRICT: _____

SCHOOL: _____

| DATE OF ELECTION | | TYPE OF SCHOOL | PRIM | SEC | COMB | LSEN |
|---|---|---|---|---|---|---|

| Number | Names of candidates (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. | | |
| 19. | | |
| 20. | | |

TOTAL NUMBER OF ELIGIBLE VOTERS: _____

TOTAL NUMBER OF VOTES CAST: _____

SPOILT PAPERS: _____

ELECTORAL OFFICER: _____

SIGNATURE: _____

DATE: _____

## NOTIFICATION OF OFFICE-BEARERS ELECTED TO THE SGB

**DISTRICT:** _____ **SCHOOL:** _____

**MEETING DATE:**_____

| PORTFOLIO | SURNAMES | NAMES | TEL NO. | CELL NO. | FAX NO. | EMAIL |
|---|---|---|---|---|---|---|
| 1. Chairperson | | | | | | |
| 2. Secretary | | | | | | |
| 3. Treasurer | | | | | | |
| Other Office-bearers | | | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| Chairpersons of Governing Body Sub-committees (Specify) | | | | | | |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |

**SGB CHAIRPERSON:** _____ DATE: _____

**SIGNATURE:** _____

## Template 10

# NOTICE OF NOMINATION MEETING FOR EDUCATOR MEMBERS OF STAFF

**NAME OF SCHOOL:** _____

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

Candidates (who must be educators at the school) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate, the proposer and the seconder, at least one day before the date of the above meeting. Both the proposer and seconder must be educators at the school.

Nominations will also be accepted at the nomination and election meeting. If candidates cannot be present at the nomination meeting, written proof must be submitted at the meeting that the candidate is willing to serve as a member of the governing body.

An election meeting will be held on the same day as the nomination meeting mentioned above.

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

**Tel:** _____

**Address:** _____

_____

# BALLOT PAPER FOR EDUCATOR MEMBER

**NAME OF DISTRICT/REGION:** _____

**NAME OF CIRCUIT:** _____

**NAME OF SCHOOL:** _____

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE, e.g. [X]

| | | |
|---|---|---|
| **1.** | | |
| **2.** | | |
| **3.** | | |
| **4.** | | |
| **5.** | | |
| **6.** | | |
| **7.** | | |
| **8.** | | |
| **9.** | | |
| **10.** | | |
| **11.** | | |
| **12.** | | |
| **13.** | | |
| **14.** | | |
| **15.** | | |
| **16.** | | |
| **17.** | | |
| **18.** | | |
| **19.** | | |
| **20.** | | |

## Template 12

## NOTICE OF NOMINATION MEETING FOR NON-EDUCATOR MEMBERS OF STAFF

**NAME OF SCHOOL:** _____

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

Candidates (who must be educators at the school) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate, the proposer and the seconder, at least one day before the date of the above meeting. Both the proposer and seconder must be educators at the school.

Nominations will also be accepted at the nomination and election meeting. If candidates cannot be present at the nomination meeting, written proof must be submitted at the meeting that the candidate is willing to serve as a member of the governing body.

An election meeting will be held on the same day as the nomination meeting mentioned above.

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

**Tel:** _____

**Address:** _____

_____

# NOTICE OF NOMINATION MEETING FOR LEARNERS

**NAME OF SCHOOL:** _____

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

Candidates (who must be educators at the school) may be nominated by submitting to the Electoral Officer a nomination form, duly completed by the candidate, the proposer and the seconder, at least one day before the date of the above meeting. Both the proposer and seconder must be educators at the school.

Nominations will also be accepted at the nomination and election meeting. If candidates cannot be present at the nomination meeting, written proof must be submitted at the meeting that the candidate is willing to serve as a member of the governing body.

An election meeting will be held on the same day as the nomination meeting mentioned above.

_____ _____

**SIGNATURE OF ELECTORAL OFFICER** **DATE**

**Tel:** _____

**Address:** _____

_____

# BALLOT PAPER FOR LEARNERS

**NAME OF DISTRICT/REGION:** _____

**NAME OF CIRCUIT:** _____

**NAME OF SCHOOL:** _____

CHOOSE CANDIDATES BY PLACING A CROSS IN THE BOX NEXT TO THE CANDIDATE(S) OF YOUR CHOICE, e.g. [X]

| | | |
|---|---|---|
| **1.** | | |
| **2.** | | |
| **3.** | | |
| **4.** | | |
| **5.** | | |
| **6.** | | |
| **7.** | | |
| **8.** | | |
| **9.** | | |
| **10.** | | |
| **11.** | | |
| **12.** | | |
| **13.** | | |
| **14.** | | |
| **15.** | | |
| **16.** | | |
| **17.** | | |
| **18.** | | |
| **19.** | | |
| **20.** | | |

# ELECTION DECLARATION FORM

**NAME OF DISTRICT:** _____

**NAME OF CIRCUIT:** _____

**NAME OF SCHOOL:** _____

**NAME OF ELECTORAL OFFICER:** _____

**DATE OF ELECTIONS FOR:**

**Parent component:** _____

**Educator component:** _____

**Non-Educator component:** _____

**Learner component:** _____

## Complete the relevant section

**SECTION A Undisputed Elections**

As the 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 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.

_____

_____

_____

_____

Signature : _____ Date: _____

# HANDOVER CERTIFICATE FROM OUTGOING SGB CHAIRPERSON TO NEWLY ELECTED SGB CHAIRPERSON

**(This certificate is the property of the school and should be kept safely by the School Principal.)**

**SCHOOL:** _____

**DISTRICT:** _____

**REGISTRATION NO:** _____

**I, _____ (full names), the newly elected chairperson of the school governing body of _____ (school's name) hereby certify**

**that I have received the following documents from 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 The Education Amendment Act, 2007 (Act 31 of 2007) | | |
| | 1.3 Regulations related to the governing bodies of public schools (General Notice 993 of 997) and its amendments | | |
| | 1.4 Guideline for the consideration of governing bodies of public schools (General Notice of 15 May 1998) | | |
| | 1.5 Guidelines for the consideration of governing bodies in adopting a code of conduct for learners (General Notice of 15 May 1998) | | |
| | 1.6 National norms and standards for school funding (General Notice 2362 of 1998) and its amendments | | |
| | 1.7 Misconduct of learners at public schools and disciplinary proceedings (General Notice 2591 of 2001) | | |
| | 1.8 Exemption of parents from the paying of school fees (General Notice 1293 of 1998) | | |
| | 1.9 The Constitution of the school governing Body | | |
| | 1.10 The vision and mission statement of the school | | |
| | 1.11 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 | | |

| 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 numbers: ) | | |
| | 3.6 Cheque book (current) (Serial number: ) | | |
| | 3.7 Cheque book/s (used) (Serial numbers: ) | | |
| | 3.8 Petty cash (Amount: ) | | |
| | 3.9 Bank statements for period 1 January to 30 June of current financial year | | |
| | 3.10 Documentary proof of investment(s) (if any) | | |
| | 3.11 List of NGOs/partners approved by district and operating in schools | | |
| | 3.12 Copy of 10th school day statistics | | |
| | 3.13 Copies of contracts of all staff employed by the SGB | | |
| | 3.14 Audited Financial Statements for period 1 January to 31 December of previous Year | | |
| | 3.15 School's financial policy | | |
| | 3.16 School budget for current financial year | | |
| ***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 | | |

Name: _____

Signed: _____ Date: _____

Chairperson

Name: _____

Signed: _____ Date: _____

Outgoing chairperson

Name: _____

Signed: _____ Date: _____

Principal

Name: _____

Signed: _____ Date: _____

Circuit Manager

# ELECTION MONITORING INSTRUMENT (ELECTION DAY)

## 1. General information

| | | |
|---|---|---|
| 1.1 | Name and type of school | |
| 1.2 | Province | |
| 1.3 | District office | |
| 1.4 | Provincial official (name and designation) | |
| 1.5 | District official (name and designation) | |
| 1.6 | School Electoral Officer (name and designation) | |
| 1.7 | Election dates: | • Learners _____<br>• Educators _____<br>• Non-teaching staff _____<br>• Parents _____ |
| 1.8 | Number of parents on the voters' roll | |
| 1.9 | Total number of learners at the school | |
| 1.10 | Demographics of learners at the school (e.g. 60% black, 20% white, 10% Indian and 10% Coloured) | |
| 1.11 | Demographics of voters at the meeting (e.g. 60% black, 20% white, 10% Indian and 10% Coloured) | |
| 1.12 | Number of parents present at the meeting? | |
| 1.13 | Total number of parents nominated:<br>• Gender (e.g. 9 men and 12 women)<br>• Racial breakdown<br>• People with disabilities | |
| 1.14 | Total number of parents elected:<br>• Gender (e.g. 4 men and 6 women)<br>• Racial breakdown<br>• People with disabilities | |
| 1.15 | How long before the election were nomination and election notices received? | |

**Comments/additional information/concerns**

_____

_____

_____

_____

_____

## 2. Nomination process

| | |
|---|---|
| 2.1 Was the nomination and election meeting held on the same day? If not why? | |
| 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 there any proxy votes? If so, how were they cast? | |

**Comments/additional information/concerns**

_____

_____

_____

_____

_____

## 3. Election process

| | |
|---|---|
| 3.1 Was the nomination and election meeting held on the same day? If not, why? | |
| 3.2 Did the Electoral Officer clearly explain the election process? | |
| 3.3 How were the ballot papers prepared? | |
| 3.4 Did the election officer verify that the ballot boxes were empty prior to voting? | |
| 3.5 Were the candidates allowed the opportunity to introduce themselves according to the guidelines? (See 9.4.) | |
| 3.6 Were the proper secret ballot procedures followed? | |
| 3.7 Were there any disputes lodged? Explain the nature of disputes and how they were resolved. | |
| 3.8 Was the counting process observed? If so, who observed the process? | |
| 3.9 Were the election results announced at the meeting? | |
| 3.10 Were there any irregularities? (Specify.) | |

**Comments/additional information/concerns**

_____

_____

_____

_____

_____

**4. General remarks**:

_____

_____

_____

_____

_____

| _____ | _____ | _____ |
|---|---|---|
| Electoral Officer | Signature | Date |

| _____ | _____ | _____ |
|---|---|---|
| Department of Basic Education official | Signature | Date |

# ADVOCACY MONITORING INSTRUMENT

## PRE-ELECTION PROCESS

### 1. General information

| | |
|---|---|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial official | Name: _____<br>Tel: _____<br>Cell: _____ |
| 1.4 Election budget | |
| 1.5 Source of budget | |

### 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. Comments/additional information

_____

_____

_____

_____

Provincial coordinator's signature: _____ Date: _____

Director's signature: _____ Date: _____

# DOCUMENT MONITORING INSTRUMENT

## PRE-ELECTION PROCESS

### 1. General information

| | |
|---|---|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial official | Name: _____<br>Tel: _____<br>Cell: _____ |
| 1.4 Election budget | |
| 1.5 Source of budget | |

### 2. List of documents

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

| | |
|---|---|
| 2.1 Are provincial regulations in place? | |
| 2.2 Do you have election guidelines in place? | |
| 2.3 Do you have samples in place of all forms to be used in the elections (See the list on page 29 of the national guidelines)? | |
| 2.4 Do you have manuals for the training of electoral officers? | |
| 2.5 Is your election management plan in place? | |
| 2.6 Is it working? Explain answer. | |
| 2.7 Are circulars to the districts in place? | |
| 2.8 When are you expecting to receive election schedules from schools? | |
| 2.9 Have you developed a monitoring tool? | |
| 2.10 Which other important documents have you developed to support the elections? | |

### 3. Comments/additional information

_____

_____

_____

_____

Provincial coordinator's signature: _____ Date: _____

Director's signature: _____ Date: _____

# ELECTION TEAMS MONITORING INSTRUMENT

## PRE-ELECTION PROCESS

### 1. General information

| | |
|---|---|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial official | Name: _____<br>Tel: _____<br>Cell: _____ |
| 1.4 Election budget | |
| 1.5 Source of budget | |

### 2. Election teams

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

| | |
|---|---|
| 2.1 Do you have a provincial election task team (including all stakeholders) in place? | |
| 2.2 Have the District Electoral Officers been officially appointed in writing? | |
| 2.3 Did you establish district election teams? | |
| 2.4 Do you have school election teams in place? | |
| 2.5 How were the School Electoral Officers appointed (e.g. pairing of schools)? | |
| 2.6 How are you planning to train the election teams? | |
| 2.7 Who will provide the training? | |

### 3. Comments/additional information

_____

_____

_____

_____

Provincial coordinator's signature: _____ Date: _____

Director's signature: _____ Date: _____

# MONITORING AND EVALUATION INSTRUMENT

## PRE-ELECTION PROCESS

### 1. General information

| | |
|---|---|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial official | Name: _____<br>Tel: _____<br>Cell: _____ |
| 1.4 Election budget | |
| 1.5 Source of budget | |

### 2. Monitoring and evaluation

| | |
|---|---|
| 2.1 Who will be monitoring the elections for the province? | |
| 2.2 How will you ensure that all the schools are monitored? | |
| 2.3 How will you ensure that data on newly elected SGBs is captured? | |
| 2.4 Who will be responsible for the development of the election report? | |
| 2.5 How are you planning to conduct external evaluation of the election process? | |

### 3. Comments/additional information

_____

_____

_____

_____

Provincial coordinator's signature: _____ Date: _____

Director's signature: _____ Date: _____

# PHYSICAL RESOURCES MONITORING INSTRUMENT

## PRE-ELECTION PROCESS

### 1. General information

| | |
|---|---|
| 1.1 Province | |
| 1.2 Period of election | |
| 1.3 Provincial official | Name: _____<br>Tel: _____<br>Cell: _____ |
| 1.4 Election budget | |
| 1.5 Source of budget | |

### 2. Physical resources

| | |
|---|---|
| 2.1 What type of venues are you going to use for SGB elections (e.g. school hall)? | |
| 2.2 Do all schools have suitable venues for the purpose (in terms of space, furniture, ventilation, etc.)? | |
| 2.3 Have you advised the schools to prepare ballot boxes and voting booths? | |
| 2.4 Are you going to outsource some of the physical resources? Please specify. | |
| 2.5 If resources are going to be outsourced, who will be potential providers? | |

### 3. Comments/additional information

_____

_____

_____

_____

Provincial coordinator's signature: _____ Date: _____

Director's signature: _____ Date: _____

## SGB ELECTION SCHEDULE

**Province:** _____ **District:** _____ **Circuit:** _____

**Year of election:** _____

| School | Physical address | Town/City | Principal | Contact no. | Electoral Officer | Contact no. | Election date | Second election date (if applicable) |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |