How does the election procedure work?

The school's electoral officer should issue notices of the nomination process and the nomination and election meeting, in which date, time and place of the meeting must be stated. These should be distributed at least 21 days before the meeting. A hard copy of this should be handed to every learner at least 14 days before the meeting , which should be passed on to their parents.

How do I nominate a candidate for the SGB?

A candidate may only be nominated and seconded by a person belonging to the same SGB membership category. A nomination form, completed by the nominator, candidate and seconder must be handed to the electoral officer not more than seven days and not less than 24 hours before the election meeting. A member can be proposed during the nomination section of the meeting, provided that another person from the same category seconds the nomination and the correct forms are completed on the night. A quorum of 15% of parents on the voters roll is needed for the election and nomination meeting to proceed, if not the meeting must be rescheduled.

How do I cast my vote?

Voting happens on ballot papers. Each ballot paper should have the school stamp on it or some other distinguishing feature to prevent tampering. A person with the right to vote must record their vote secretly and deposit it into the ballot box. Eligible voters may request help from electoral officers if they are unable to do it on their own.

What happens next?

After votes are counted, each elected SGB member must be informed of their election in writing. The school principal must convene the first meeting of the SGB within 14 days of the election so that office bearers may be elected. Once they have been elected, the principal must inform the district manager in writing of persons who have been elected.

Remember:

The SGB and whoever serves on it is accountable to the members of the school community. It must call meetings to inform parents and to ensure that any decisions around fee increases or other important education decisions are democratically supported by the majority of parents.

Many parents and members of the community are reluctant to make themselves available for nomination because they think that because they have full-time jobs they will not have the time. In fact, once elected, the members of the SGB can make sure together that meetings are held at a time that is convenient to both working and non-working parents.

Make sure that your voice is heard and that you play an active part in your child's education either by offering to stand for the elections as a possible SGB member or by nominating the best candidates for the SGB elections and making sure that you vote on SGB election day. As a member of the community who is passionate about education and South Africa's future, make your voice heard.

If you have any enquiries please contact your School Principal, the District Office or the Department of Basic Education at (012) 357 4277.

ensuring quality learning and teaching for all

A Call to parents and members of the community

Play your part in your School Governing Bodies (SGBs)

Read this

A Call to all parents!

Play your part in support of your children's education and make your School Governing Body your voice at school

There are over 24 000 public schools in South Africa and every school has a School Governing Body (SGB) that is democratically elected. By participating in the SGB elections, every parent has the chance to be part of Government's drive to improve learning outcomes and to help us reach our goal of quality education in all our schools. This is your chance as a parent or member of the community to make a difference to our schools.

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

What is a School Governing Body?

The SGB is tasked with ensuring that the school runs smoothly and efficiently. Such democratically elected SGBs are critical to improve quality of education; ensure good governance; ensure that schools serve the interests of the community and meet expectations of parents; assist in spreading the cost of education across users and society as a whole and to combat racism, sexism and all other forms of unfair discrimination and intolerance. SGBs are accountable to the school community and should work with dedication and commitment to create the conditions to achieve quality learning and teaching in all our schools.

What does the SGB do?

Governing bodies have a key role to play around making policies relating to issues such as language, religious instruction, school fees and a code of conduct for learners. However, it must be noted that governing bodies are compelled to make policies that:

- Allow all South African children to enter the schooling system;
- Promote values of non-racialism and equality between boy and girl learners;
- Help communities to respect and tol erate all religions and cultures in our country;
- Encourage children to speak a range of our country's languages and which respect children's rights and promote non violent ways of solving problems.

Why should parents get involved in the SGB?

As a parent, you have the perfect opportunity to promote possibilities and opportunities for all the learners that are at your children's school, by taking part in the 2012 SGB Elections. It is the responsibility of every parent to take an interest and have their say in the running of their child's school, to ensure that the school provides the best possible quality of education to all the school's learners. Experience has shown that schools with high levels of parental involvement are more often than not the best performing schools, both academically and socially. Thus it is important for all parents to get involved in the running of their child's school and the School Governing Body is the ideal avenue to do so. Don't stand back! Instead, get involved in your child's schooling and make a difference to the school. It is your duty as a parent or a member of the community to serve in any way you can. Your reward is the improvement of our children's education that will not only give them a better future but will contribute towards the strengthening of South Africa.

When do elections for SGBs take place?

Democratic SGB elections are aimed at creating legitimate SGBs in every school. According to the South African Schools Act, School Governing Bodies (SGBs) are to be elected every three years, with the next elections scheduled to take place throughout the month of March 2012.

Who serves on the SGB?

A school's SGB is made up of the most important stakeholders: mainly parents, educators, non-teaching staff, learners (at grade 8 and higher) and community members. The term of office is one year for learners and no more than three years for all other members. In addition, school principals are automatic members of the SGB.

Who serves on the SGB?

Elected members:

- Parents or guardians of learners at the school;
- Educators;
- Learners in Grade 8 or higher;
- Members of staff who are not educators;
- The principal by virtue of his or her official capacity; and
- Co-opted members

Who is eligible to serve on a school's SGB?

A person will not be eligible to be a member of the SGB if he or she:

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

Can members of the community who are not parents be members of an SGB?

Yes! The SGB may co-opt members with expertise in areas that may benefit the SGB and the school. Any member of the community who can offer particular skills, creativity, a passion and commitment to quality education, may be co-opted. The SGB may need someone with fund raising, marketing or computer skills or even an ex-pupil who is now a successful business person in the community. It is important to note that co-opted members have no voting rights but can make an enormous contribution to their local school.

What is the size of the governing body?

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

Each province has prepared 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. This schedule is part of the provincial regulations.

What office bearers must be elected within the SGB?

An SGB must elect office-bearers, including a Chairperson, Treasurer and a Secretary. These appointments must be made at a registration meeting, to be held within 14 days of the election of the SGB. Only a parent member may serve as Chairperson of the SGB.

What is an SGB's term of office?

With the exception of learner members, an SGB member's term may not exceed three years. For learner members and office bearers, the term of office is one year. Office bearers may stand for re-election once that one-year term has expired.