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PROVINCIAL NOTICE

The following Provincial Notice is published for general information.

L. D. BARNARD,
DIRECTOR-GENERAL

Provincial Building,
Wale Street,
Cape Town.

P.N. 162/1997

16 May 1997

MEASURES RELATING TO GOVERNING BODIES FOR
PUBLIC SCHOOLS

(EXCLUDING PUBLIC SCHOOLS FOR LEARNERS WITH
SPECIAL EDUCATION NEEDS)

The Member of the Executive Council responsible for Education in the Province of the Western Cape has in terms of sections 11 and 28 of the South African Schools Act, 1996, (Act 84 of 1996), and with the concurrence of the financial head promulgated the measures set out in the Schedule.

SCHEDULE

MEASURES RELATING TO GOVERNING BODIES FOR
PUBLIC SCHOOLS

(EXCLUDING PUBLIC SCHOOLS FOR LEARNERS WITH
SPECIAL EDUCATION NEEDS)

Definitions

1. In these measures 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 —

"educator" means an educator as defined in the Educators' Employment Act, 1994 (Proclamation 138 of 1994);

"electoral officer" means an electoral officer referred to in measure 7;

"Head of Department" means the head of the education department in the Province of the Western Cape;

"member" means a member of the governing body;

"member of staff" means a person employed at a school;

"Member of the Executive Council" means the Member of the Executive Council who is responsible for education in the Province of the Western Cape;

"Minister" means the Minister as defined in section 1 of the Act;

"officer" means an employee of an education department appointed in terms of the Educators' Employment Act, 1994 (Proclamation 138 of 1994) or the Public Service Act, 1994 (Proclamation 103 of 1994);

"parent" means —

(a) the parent or guardian of a learner;

(b) the person legally entitled to custody of a learner; or

(c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the learner's education at school;

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

"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;

PROVINSIALE KENNISGEWING

Die volgende Provinsiale Kennisgewing word vir algemene inligting gepubliseer.

L. D. BARNARD,
DIREKTEUR-GENERAAL

Provinsiale-gebou,
Waalstraat,
Kaapstad.

P.K. 162/1997

16 Mei 1997

MAATREËLS BETREFFENDE BEHEERLIGGAME VIR
OPENBARE SKOLE

(UITGESONDERD OPENBARE SKOLE VIR LEERDERS MET
SPESIALE ONDERWYSBEHOEFTE)

Die Lid van die Uitvoerende Raad verantwoordelik vir Onderwys in die Provinsie Wes-Kaap het kragtens artikels 11 en 28 van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996), en met die instemming van die finansiële hoof, die maatreëls in die Bylae uitgevaardig.

BYLAE

MAATREËLS BETREFFENDE BEHEERLIGGAME VIR
OPENBARE SKOLE

(UITGESONDERD OPENBARE SKOLE VIR LEERDERS MET
SPESIALE ONDERWYSBEHOEFTE)

Woordomskriving

1. In hierdie maatreëls het 'n woord of uitdrukking waaraan 'n betekenis in die Wet geheg is, die betekenis aldus daaraan geheg en, tensy uit die samehang anders blyk, beteken —

"beampte" 'n werknemer van 'n departement van onderwys wat aangestel is kragtens die Wet op die Indiënsneming van Opvoeders, 1994 (Proklamasie 138 van 1994) of die Staatsdienswet, 1994 (Proklamasie 103 van 1994);

"departementshoof" die hoof van die departement van onderwys in die provinsie Wes-Kaap;

"die Wet" die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996);

"kiesbeampte" 'n kiesbeampte in maatregel 7 beoog;

"lid" 'n lid van die beheerliggaam;

"Lid van die Uitvoerende Raad" die Lid van die Uitvoerende Raad wat verantwoordelik is vir onderwys in die provinsie Wes-Kaap;

"Minister" die Minister soos omskryf in artikel 1 van die Wet;

"opvoeder" 'n opvoeder soos omskryf in die Wet op die Indiënsneming van Opvoeders, 1994 (Proklamasie 138 van 1994);

"ouer" —

(a) die ouer of voog van 'n leerder;

(b) die persoon met wettige aanspraak op sorg vir 'n leerder; of

(c) die persoon wat onderneem om die verpligtinge van 'n persoon in paragrawe (a) en (b) ten opsigte van die leerder se opvoeding op skool na te kom;

"personeellid" 'n persoon wat by 'n skool in diens is;

"prinsipaal" 'n opvoeder wat in 'n pos wat ingestel is as hoof van die skool aangestel is of waarneem;

"skool" 'n gewone openbare skool;

"the Act" means the South African Schools Act, 1996 (Act 84 of 1996); and

"Western Cape Education Department" means the department responsible for education in the Province of the Western Cape.

Composition of Governing Body

2. (1) Subject to submeasure (8), a governing body established for a school in terms of section 23 of the Act, shall consist of —

- (a) seven parents who are not employed at the school and, in the case where learner members as contemplated in submeasure (1)(d) do not serve on the governing body, five parents;
- (b) two educators at the school;
- (c) one member of staff at the school who is not an educator;
- (d) two learners in the eighth grade or higher;
- (e) the principal;
- (f) the owner of the property occupied by the school or his or her nominee if co-opted on the governing body of a school, without voting rights; and
- (g) such member or members of the community to be co-opted by the governing body to assist in fulfilling specified responsibilities: Provided that no more than six such members be co-opted, which member or members do not have voting rights on the governing body.

(2) Parents must comprise the majority of members of a governing body who have voting rights.

(3) Parents must elect the parent members referred to in submeasure (1)(a).

(4) Educators employed at the school concerned must elect the educator members referred to in submeasure (1)(b).

(5) Members of staff employed at the school who are not educators must elect the member of staff referred to in submeasure (1)(c).

(6) The representative council of learners must elect the learners referred to in submeasure (1)(d).

(7) The governing body of a school which provides education to learners with special education needs must —

- (a) co-opt one or more persons, without voting rights, who have expertise regarding the special education needs of those learners; and
- (b) establish a committee on special education needs in terms of section 30 of the Act.

(8) The Member of the Executive Council may approve the composition of a governing body at a school which differs from the composition contemplated in submeasure (1), if —

- (a) the governing body of the school has applied in writing for such different composition, providing reasons therefor; and
- (b) the Member of the Executive Council is satisfied that such composition is in the interest of education at the school.

(9) The Member of the Executive Council may at any time, in his or her discretion, withdraw the permission referred to in submeasure (8) and dissolve the governing body composed under submeasure (8)(a) whereupon a new governing body shall be composed in accordance with submeasure (1).

(10) If the principal of the school is of the opinion that 50% of the parents of learners of a school reside so far outside the immediate vicinity of the school that the election of a governing body by the parents is not feasible, he or she shall obtain written approval from the Head of Department to nominate suitable persons for appointment.

"verteenwoordigende raad van leerders" 'n verteenwoordigende raad van leerders ingestel kragtens artikel 11 van die Wet; en

"Wes-Kaap Onderwysdepartement" die departement verantwoordelik vir onderwys in die provinsie Wes-Kaap.

Samestelling van Beheerliggaam

2. (1) Behoudens submaatreeël (8) bestaan 'n beheerliggaam ingevolge artikel 23 van die Wet vir 'n skool ingestel, uit —

- (a) sewe ouers wat nie by die skool in diens is nie en, in die geval waar daar nie leerderlede soos in submaatreeël (1)(d) bedoel, op die beheerliggaam dien nie, vyf ouers;
- (b) twee opvoeders by die skool;
- (c) een personeellid van die skool wat nie 'n opvoeder is nie;
- (d) twee leerders in die agste graad of hoër;
- (e) die prinsipaal;
- (f) die eienaar van die eiendom waarop die skool gevestig is of sy of haar genomineerde indien gekoopteer op die beheerliggaam van 'n skool, sonder stemreg; en
- (g) sodanige lid of lede van die gemeenskap as wat deur die beheerliggaam gekoopteer word om behulpsaam te wees met die nakoming van bepaalde verantwoordelikhede: Met dien verstande dat nie meer as ses sodanige lede gekoopteer word nie, welke lid of lede nie stemreg op die beheerliggaam het nie.

(2) Ouers moet die meerderheid van die lede van die beheerliggaam wat stemreg het, uitmaak.

(3) Ouers moet die ouerlede bedoel in submaatreeël (1)(a) verkies.

(4) Opvoeders in diens by die betrokke skool moet die opvoederlede bedoel in submaatreeël (1)(b) verkies.

(5) Personeellede in diens by die skool wat nie opvoeders is nie moet die personeellid bedoel in submaatreeël (1)(c) verkies.

(6) Die verteenwoordigende raad van leerders moet die leerders bedoel in submaatreeël (1)(d) verkies.

(7) Die beheerliggaam van 'n skool wat onderwys verskaf aan leerders met spesiale onderwysbehoefes moet —

- (a) 'n persoon of persone sonder stemreg met kundigheid ten opsigte van die spesiale onderwysbehoefes van die leerders koopteer; en
- (b) 'n komitee vir spesiale onderwysbehoefes ingevolge artikel 30 van die Wet instel.

(8) Die Lid van die Uitvoerende Raad kan goedkeuring verleen vir die samestelling van 'n beheerliggaam van 'n skool wat verskil van dié wat in submaatreeël (1) beoog word, indien —

- (a) die beheerliggaam van die skool skriftelik aansoek gedoen het om sodanige verskillende samestelling, met opgawe van redes daarvoor; en
- (b) die Lid van die Uitvoerende Raad tevrede is dat sodanige samestelling in belang van onderwys by die skool is.

(9) Die Lid van die Uitvoerende Raad kan die toestemming in submaatreeël (8) bedoel te eniger tyd na goeddunke terugtrek en die beheerliggaam kragtens submaatreeël (8)(a) saamgestel, onthind, waarna 'n nuwe beheerliggaam ooreenkomstig submaatreeël (1) saamgestel word.

(10) Indien die prinsipaal van mening is dat 50% van die ouers van leerders van 'n skool so ver buite die onmiddellike omgewing van die skool woonagtig is dat dit prakties onmoontlik is om 'n verkiesing van 'n beheerliggaam deur ouers te reël, verkry hy of sy skriftelike goedkeuring van die Departementshoof om geskikte persone te nomineer vir aanstelling.

- (11) For the purpose of the appointment of the required number of parent members contemplated in submeasures (1)(a) and (10), the principal shall submit the names and particulars of three more than the required number in order of preference to enable the Head of Department to exercise a choice.

Disqualification of Members of a Governing Body

3. A person shall be ineligible to be elected or appointed as a member of a governing body if he or she —
- (a) has at any time been convicted of an offence for which he or she was sentenced to imprisonment without the option of a fine, unless he or she has received a free pardon or the period of his or her imprisonment has expired at least three years prior to the date of his or her election as a member of such body;
 - (b) is mentally ill and has been so declared by a competent court;
 - (c) is an unrehabilitated insolvent; or
 - (d) in the case of a parent member, does not have a child enrolled as a learner at the school concerned.

Terms of Office of Members of Governing Bodies

4. (1) Subject to the provisions of measures 5 and 22 a member of a governing body who is not a learner shall hold office for a term of three years and from a date determined by the Head of Department: Provided that a member who is a learner shall hold office for a term of one year: Provided further that the Head of Department may at any time remove a member from office for reasons he or she deems to be sufficient.
- (2) A member of a governing body may be re-elected or co-opted, as the case may be, after the expiry of his or her term of office.
- (3) Subject to the provisions of submeasure (1) and the provisions of measures 5 and 22, the members of a governing body shall, notwithstanding the expiry of their terms of office referred to in submeasure (1), hold office until a new governing body is composed in accordance with measure 2.
- (4) If a parent member of the governing body no longer has a learner enrolled at the school concerned, such a parent shall remain a member of the governing body for the unexpired period of the term of office of such governing body.

Dissolution and Recomposition of Governing Bodies

5. (1) The Member of the Executive Council may dissolve a governing body if —
- (a) he or she is of the opinion that owing to the amalgamation of schools or the division of a school or other reorganization of school facilities, it is necessary to afford parents an opportunity to elect members of a new governing body which will be properly representative of the parents of learners attending the school or school concerned after such reorganization;
 - (b) such governing body has failed to discharge its functions satisfactorily or has acted in a manner which is not in the best interests of the school concerned;
 - (c) for any reason the number of members of a governing body falls below the quorum referred to in measure 20(4);
 - (d) at any stage only half or fewer of the members who, at the composition of a governing body were elected, or declared elected in accordance with measure 11(5)(b)(i), are still in office at any stage; or
 - (e) at least 60% of all parents entitled to vote under measure 6(1) at the election of members of a governing body of a school, should, at a parents' meeting convened for this purpose with at least 14 days' prior written notice which shall be sent by post to such parents, or be handed to each learner with the oral instruction to hand it to his or her parents, vote in favour of a motion of no confidence in the governing body concerned.

- (11) Vir die doeleindes van die aanstelling van die vereiste getal ouerlede soos in submaatreëls (1)(a) en (10) beoog, lê die prinsipaal die name en besonderhede van drie meer as die vereiste getal persone in orde van voorkeur voor ten einde die Departementshoof in staat te stel om 'n keuse uit te oefen.

Diskwalifikasie van Lede van 'n Beheerliggaam

3. Iemand is onbevoeg om as lid van 'n beheerliggaam verkies of aangestel te word indien hy of sy —
- (a) te eniger tyd skuldig bevind is aan 'n misdryf waarvoor hy of sy tot gevangenisstraf sonder die keuse van 'n boete gevonnis is, tensy algehele kwyt skelding aan hom of haar verleen is of die termyn van sy of haar gevangenisstraf minstens drie jaar voor die datum van sy of haar verkiesing as lid van so 'n liggaam verstryk het;
 - (b) geestesongesteld is en deur 'n bevoegde hof aldus verklaar is;
 - (c) 'n ongerehabiliteerde insolvent is; of
 - (d) in die geval van 'n ouerlid, nie 'n kind as ingeskrewe leerder by die betrokke skool het nie.

Ampstermyn van Lede van Beheerliggame

4. (1) Behoudens die bepalings van maatreëls 5 en 22 beklee 'n lid van 'n beheerliggaam wat nie 'n leerder is nie, sy of haar amp vir 'n termyn van drie jaar en vanaf 'n datum deur die Departementshoof bepaal: Met dien verstande dat 'n lid wat 'n leerder is sy of haar amp beklee vir 'n termyn van een jaar: Met dien verstande voorts dat die Departementshoof te eniger tyd 'n lid van sy of haar amp kan onthef om redes deur hom of haar as voldoende geag.
- (2) 'n Lid van 'n beheerliggaam kan herverkies of gekoöpteer word, na gelang van die geval, ná verstryking van sy of haar ampstermyn.
- (3) Behoudens die voorbehoudsbepaling by submaatreël (1) en die bepalings van maatreëls 5 en 22, beklee die lede van 'n beheerliggaam, ondanks die verstryking van hul ampstermyne bedoel in submaatreël (1), hul ampte tot 'n nuwe beheerliggaam ooreenkomstig maatreël 2 saamgestel word.
- (4) Indien 'n ouerlid van die beheerliggaam nie meer 'n ingeskrewe leerder by die betrokke skool het nie, bly sodanige ouer aan as lid van die beheerliggaam vir die onverstreke gedeelte van die ampstermyn van sodanige beheerliggaam.

Ontbinding en Hersamestelling van Beheerliggame

5. (1) Die Lid van die Uitvoerende Raad kan 'n beheerliggaam ontbind as hy of sy van mening is dat —
- (a) weens die amalgamasie van skole of die verdeling van 'n skool of ander reorganisasie van skoolgeriewe, dit nodig is om aan ouers 'n geleentheid te gee vir die verkiesing van lede van 'n nuwe beheerliggaam wat behoorlik verteenwoordigend sal wees van die ouers van leerders wat na sodanige reorganisasie die betrokke skool of skole bywoon;
 - (b) sodanige beheerliggaam in gebreke gebly het om sy werksaamhede bevredigend uit te voer, of op 'n wyse opgetree het wat nie in die beste belange van die betrokke skool is nie;
 - (c) die getal lede van 'n beheerliggaam om enige rede daal tot minder as die kworum bedoel in maatreël 20(4);
 - (d) slegs die helfte of minder van die lede wat by die samestelling van 'n beheerliggaam verkies of ooreenkomstig maatreël 11(5)(b)(i) verkose verklaar is, nog in enige stadium op die beheerliggaam dien; of
 - (e) minstens 60% van alle ouers wat kragtens maatreël 6(1) geregtig is om by 'n verkiesing van lede van 'n beheerliggaam van 'n skool te stem, by 'n ouervergadering wat, met minstens 14 dae skriftelike kennisgewing wat aan bedoelde ouers per pos versend moet word of aan elke leerder oorhandig moet word met die mondelinge opdrag om dit aan sy of haar ouers te oorhandig, vir dié doel belê is, ten gunste van 'n mosie van wantroue in die betrokke beheerliggaam stem.

- (2) The chairperson of a governing body shall convene a parents' meeting as contemplated in submeasure (1)(e), within 21 days after he or she has been requested thereto in writing by not less than 30% of the parents entitled to vote referred to in that submeasure.
- (3) Where a governing body has been dissolved under submeasure (1), it shall cease to function on a date to be fixed by the Member of the Executive Council.
- (4) The Head of Department shall, if a governing body has ceased to function, appoint sufficient persons from a list of names of sufficient persons in order of preference submitted to him or her by the principal to discharge the functions of a governing body at the school for a period not exceeding three months.
- (5) The Head of Department may extend the period referred to in submeasure (4) by further periods not exceeding three months each, but the total period shall not exceed one year.
- (6) A governing body must be elected under these measures within a year after the appointment of persons referred to in submeasure (4).
- (7) The Head of Department shall notify the principal forthwith in writing of the names and addresses of the members of a governing body appointed in terms of submeasure (4).

Franchise

6. (1) Every parent having one or more learners enrolled at a school, shall be entitled to vote at an election of the parent members of the governing body of such school and only such parents will be admitted to the voting hall.
- (2) Any person who is entitled to vote under submeasure (1), shall have one vote in respect of each candidate, with a maximum number of votes equal to the number of members to be elected in accordance with measure 2.

Electoral Officer

7. (1) The Head of Department appoints a principal of a school or other officer in writing as the electoral officer to conduct the nomination and election, as the case may be, of parent, educator and non-educator members referred to in measure 2(1)(a), (b) and (c) to a governing body: Provided that a principal may not act as electoral officer for the nomination or election of members of the governing body of the school of which he or she is the principal.
- (2) The electoral officer may appoint one or more persons to assist at an election.
- (3) The electoral officer shall preside at any meeting held for the purpose of an election of a governing body.

Date, Time and Place of Nomination and Election Meeting of Parent Members

8. (1) The electoral officer determines a date, time and place for a nomination and election meeting and informs the principal in writing thereof.
- (2) In the case of a new school, the nomination and election meeting shall be held not later than 30 days after the establishment of such a school.
- (3) The Member of the Executive Council may allow deviations from the requirements of submeasure (2), to the extent that it is reasonably required in the circumstances of a given case.

Notice of a Nomination and Election Meeting of Parent Members

9. (1) The electoral officer shall prepare a notice in the form of Annexure A, of the nomination and election meeting referred to in measure 8 in which the date, time and place of such meeting shall be stated and shall, at least 20 days prior to the date of the nomination and election meeting, provide the principal with a sufficient number of copies of such notice in order that the provisions of submeasure (2) may be carried into effect.

- (2) Die Voorsitter van 'n beheerliggaam moet 'n ouervergadering soos in submaatreeël (1)(e) bedoel, belê binne 21 dae nadat hy of sy skriftelik daartoe versoek is deur minstens 30% van die stemgeregtigde ouers in daardie submaatreeël bedoel.
- (3) Wanneer 'n beheerliggaam kragtens submaatreeël (1) ontbind is, hou dit op om te funksioneer op 'n datum wat die Lid van die Uitvoerende Raad vasstel.
- (4) Indien die beheerliggaam opgehou het om te funksioneer, stel die Departementshoof voldoende persone aan uit 'n lys van name van geskikte persone deur die prinsipaal voorgelê in volgorde van voorkeur om die werksaamhede van die beheerliggaam van die skool uit te voer vir 'n tydperk van hoogstens drie maande.
- (5) Die Departementshoof kan die tydperk bedoel in submaatreeël (4) met verdere tydperke van hoogstens drie maande elk verleng, maar die totale tydperk mag nie een jaar oorskry nie.
- (6) 'n Beheerliggaam moet kragtens hierdie maatreëls binne een jaar na die aanstelling van persone in submaatreeël (4) bedoel, verkies word.
- (7) Die Departementshoof moet die prinsipaal onverwyld skriftelik in kennis stel van die name en adresse van die lede van 'n beheerliggaam ingevolge submaatreeël (4) aangestel.

Stemreg

6. (1) Elke ouer wat een of meer ingeskrewe leerders by 'n skool het, is geregtig om by 'n verkiesing van die ouerlede van die beheerliggaam vir daardie skool te stem en slegs sodanige ouers sal tot die stemlokaal toegelaat word.
- (2) Iemand wat kragtens submaatreeël (1) geregtig is om te stem, het een stem ten opsigte van elke kandidaat met 'n maksimum aantal stemme gelyk aan die getal lede wat ooreenkomstig maatreël 2 verkies moet word.

Kiesbeampste

7. (1) Die Departementshoof stel 'n prinsipaal van 'n skool of 'n ander beampste skriftelik as die kiesbeampste aan om die nominasie en verkiesing, na gelang van die geval, van die ouer, opvoeder- en nie-opvoederlede bedoel in maatreël 2(1)(a), (b) en (c) op 'n beheerliggaam te behartig: Met dien verstande dat 'n prinsipaal nie as kiesbeampste kan optree by die benoeming of verkiesing van lede van die beheerliggaam van die skool waarvan hy of sy die prinsipaal is nie.
- (2) Die kiesbeampste kan een of meer persone aanstel om by 'n verkiesing behulpsaam te wees.
- (3) Die kiesbeampste tree op as voorsitter van enige vergadering wat met die oog op 'n verkiesing van 'n beheerliggaam gehou word.

Datum, Tyd en Plek van Nominasie- en Verkiesingsvergadering van Ouerlede

8. (1) Die kiesbeampste bepaal 'n datum, tyd en plek vir 'n nominasie- en verkiesingsvergadering en maak dit skriftelik aan die prinsipaal bekend.
- (2) In die geval van 'n nuwe skool, word die nominasie- en verkiesingsvergadering nie later nie as 30 dae nadat so 'n skool ingestel is, belê.
- (3) Die Lid van die Uitvoerende Raad kan afwykings toelaat van die vereistes van submaatreeël (2) tot die mate wat dit redelikerwys in die omstandighede van 'n gegewe geval nodig is.

Kennisgewing van 'n Nominasie- en Verkiesingsvergadering van Ouerlede

9. (1) Die kiesbeampste stel 'n kennisgewing van die nominasie- en verkiesingsvergadering bedoel in maatreël 8 in die vorm van Bylae A op waarin die datum, tyd en plek van sodanige vergadering aangedui word en voorsien die prinsipaal minstens 20 dae voor die datum van die nominasie- en verkiesingsvergadering van 'n voldoende aantal afskrifte van sodanige kennisgewing sodat aan die bepalings van submaatreeël (2) uitvoering gegee kan word.

(2) The principal shall at least 14 days prior to the date of the nomination and election meeting —

(a) hand a copy of the notice referred to in submeasure (1) to every learner of the school concerned with the oral instruction to hand it to his or her parents; or

(b) send a copy of such notice to the parents by post, if he or she deems it expedient.

Making School Register available

10. The principal shall place the register containing the names and addresses of the parents of learners of the school concerned, at the disposal of the electoral officer for purposes of control before the nomination and election meeting.

Nominations of Parent Members

11. (1) A parent candidate must be nominated by a parent of a learner of the school concerned —

(a) by lodging with the electoral officer, not more than seven days, and not less than 24 hours, prior to the commencement of the nomination and election meeting, a nomination form (Annexure B) duly completed by the proposer, seconder and candidate; or

(b) by proposing a person as a member of the governing body during the nomination and election meeting, provided that another parent seconds the proposal and a nomination form duly completed by the proposer, the seconder and, if present, the parent candidate, is, within the time referred to in submeasure (2), lodged with the electoral officer.

(2) The electoral officer shall determine the time to be allowed for the nomination of candidates during the nomination and election meeting, and shall inform the meeting thereof.

(3) A parent candidate may not nominate him- or herself.

(4) After expiry of the time referred to in submeasure (2) the electoral officer shall consider the nominations and reject the nomination of any candidate who —

(a) has not been nominated in accordance with submeasure (1);

(b) is ineligible as contemplated in measure 3;

(c) in the case of a nomination referred to in submeasure (1)(b), has not completed the said nomination form, unless written proof to the satisfaction of the electoral officer is submitted before the expiry of the time referred to in submeasure (2), that such candidate will be willing to serve as a member of the governing body; or

(d) has nominated him- or herself;

and thereafter the electoral officer shall announce the names of the candidates whose nominations have been accepted.

(5) (a) If the total number of candidates whose nominations have been accepted as contemplated in submeasure (4), is less than the number of members determined in terms of measure 2(1)(a) in respect of the governing body concerned, a new meeting at which new candidates must be nominated must be convened in accordance with the provisions of these measures.

(b) If the number of thus accepted candidates who are parents of learners of the school concerned —

(i) is equal to the number of the members determined in terms of measure 2(1)(a) in respect of the governing body concerned, the electoral officer shall declare every thus accepted candidate to be a duly elected member of the governing body; or

(ii) is more than the number of members determined in terms of

(2) Die prinsipaal moet minstens 14 dae voor die datum van die nominasie- en verkiesingsvergadering 'n afskrif van die kennisgewing in submaatreeël (1) bedoel —

(a) aan elke leerder van die betrokke skool oorhandig met die mondelinge opdrag om dit aan sy of haar ouers te oorhandig; of

(b) aan die ouers van elke sodanige leerder per pos versend, indien hy of sy dit dienstig ag.

Beskikbaarstelling van Skoolregister

10. Die prinsipaal stel die register wat die name en adresse van die ouers van leerders van die betrokke skool bevat aan die kiesbeamppte beskikbaar vir kontrole-doeleindes voor die nominasie- en verkiesingsvergadering.

Nominasies van Ouerlede

11. (1) 'n Ouer-kandidaat moet deur 'n ouer van 'n leerder van die betrokke skool genomineer word —

(a) deur 'n nominasievorm (Bylae B) wat behoorlik deur die voorsteller, sekondant en ouer-kandidaat voltooi is, nie meer nie as sewe dae, en nie minder nie as 24 uur, voor die aanvang van die nominasie- en verkiesingsvergadering by die kiesbeamppte in te dien; of

(b) deur 'n ouer tydens die nominasie- en verkiesingsvergadering as 'n lid van die beheerliggaam voor te stel, mits 'n ander ouer die voorstel sekondeer en 'n nominasievorm wat behoorlik deur die voorsteller, die sekondant en, indien teenwoordig, die ouer-kandidaat voltooi is, binne die tyd in submaatreeël (2) bedoel, by die kiesbeamppte ingedien word.

(2) Die kiesbeamppte bepaal die tyd wat tydens die nominasie- en verkiesingsvergadering vir die nominasie van ouer-kandidate toegelaat sal word, en stel die vergadering daarvan in kennis.

(3) 'n Ouer-kandidaat mag nie homself of haarself nomineer nie.

(4) Na verstryking van die tyd in submaatreeël (2) bedoel, oorweeg die kiesbeamppte die nominasies en verwerp die nominasie van enige ouer-kandidaat wat —

(a) nie ooreenkomstig submaatreeël (1) genomineer is nie;

(b) onbevoeg is soos in maatreeël 3 bedoel;

(c) in die geval van 'n nominasie in submaatreeël (1)(b) bedoel, nie bedoelde nominasievorm voltooi het nie, tensy skriftelike bewys tot die bevrediging van die kiesbeamppte voor die verstryking van die tyd in submaatreeël (2) bedoel, voorgelê word dat so 'n ouer-kandidaat bereid sal wees om as lid van die beheerliggaam te dien; of

(d) homself of haarself genomineer het;

en daarna maak die kiesbeamppte die name van die ouer-kandidate wie se nominasie aanvaar is, bekend.

(5) (a) Indien die totale getal ouer-kandidate wie se nominasies aanvaar is soos beoog in submaatreeël (4) minder is as die getal lede wat ingevolge maatreeël 2(1)(a) ten opsigte van die betrokke beheerliggaam bepaal is, moet 'n nuwe vergadering ooreenkomstig die bepalings van hierdie maatreeëls belê word waarop nuwe ouer-kandidate aldus genomineer kan word.

(b) Indien die getal aldus aanvaarde ouer-kandidate wat ouers van leerders van die betrokke skool is —

(i) gelyk is aan die getal lede wat ingevolge maatreeël 2(1)(a) ten opsigte van die betrokke beheerliggaam bepaal is, verklaar die kiesbeamppte elke aldus aanvaarde ouer-kandidaat tot 'n behoorlik verkose lid van die beheerliggaam; of

(ii) meer is as die getal lede wat ingevolge maatreeël 2(1)(a)

measure 2(1)(a) in respect of the governing body concerned, a poll shall be held in accordance with measure 12.

Poll

12. (1) The poll referred to in measure 11(5)(b)(ii) shall be held on the date and at the time and the place determined in accordance with measure 9(1).
- (2) A quorum for the poll referred to in submeasure (1) shall be equal to 10% of the total number of enrolled learners of the school and is determined as follows:

Total enrolled learners	= 800
Quorum	= $800 \times 10\%$
	= 80 parents
- (3) The electoral officer shall issue every parent referred to in measure 6(1) who wishes to vote, with an approved ballot paper on which an official mark or stamp appears.
- (4) A parent referred to in measure 6(1) shall record his or her vote on the ballot paper referred to in submeasure (3): Provided that if such parent is on account of ignorance, blindness or any other physical defect unable thus to record his or her vote, the electoral officer may, at the request of the said parent and in the presence of a witness named by the parent concerned, record the vote of such parent on the ballot paper referred to in submeasure (3) for the candidate or candidates indicated by the parent concerned.
- (5) The electoral officer shall reject a ballot paper —
 - (a) on which the official mark or stamp referred to in submeasure (3) does not appear;
 - (b) on which more votes are recorded than the number of members to be elected in accordance with measure 2; or
 - (c) which is completed in such a way that it is in the opinion of the electoral officer uncertain for which parent candidate or candidates a vote was recorded.
- (6) After the rejection of the ballot papers referred to in submeasure (5), the electoral officer shall —
 - (a) in the presence of every candidate who wishes to be present, count the votes recorded for every parent candidate; and
 - (b) declare the number of parents determined in terms of measure 2(1)(a) in respect of the governing body concerned, for whom the greatest number of votes have been recorded to be duly elected members of the governing body concerned and state the number of votes recorded for every parent candidate.
- (7) If the number of votes recorded for two or more candidates is equal and it affects the result of the poll, the electoral officer shall ascertain the result with regard to the said parent candidates by drawing lots.

Nomination and Election Meeting of Educator Members

13. (1) The electoral officer shall determine a date, time and place for a meeting for the nomination and election of educator members, which shall be held within five days of the nomination and election meeting for parent members.
- (2) An educator candidate on the establishment of a school where there are more than ten (10) educators on the establishment of a school, must be nominated as follows:
 - (a) a nomination form (Annexure B) duly completed by the proposer, seconder and candidate shall be lodged with the electoral officer not more than seven days, and not less than 24 hours, prior to the commencement of the nomination and election meeting; or
 - (b) an educator may be proposed as a member of the governing body during the nomination and election meeting, provided that another educator seconds the proposal and a nomination

ten opsigte van die betrokke beheerliggaam bepaal is, word 'n stemming ooreenkomstig maatregel 12 gehou.

Stemming

12. (1) Die stemming bedoel in maatregel 11(5)(b)(ii) word op die datum, tyd en plek ooreenkomstig maatregel 9(1) bepaal, gehou.
- (2) 'n Kworum vir die stemming in submaatregel (1) bedoel, sal gelyk wees aan 10% van die totale getal ingeskrewe leerders van die skool en wat soos volg bepaal word:

Totale ingeskrewe leerders	= 800
Kworum	= $800 \times 10\%$
	= 80 ouers
- (3) Die kiesbeampte reik aan elke ouer in maatregel 6 (1) bedoel wat sy of haar stem wil uitbring, 'n goedgekeurde stembrief waarop 'n amptelike merk of stempel voorkom, uit.
- (4) 'n Ouer bedoel in maatregel 6(1) bring sy of haar stem op die stembrief beoog in submaatregel (3) uit: Met dien verstande dat indien so 'n ouer weens onkunde, blindheid of 'n ander liggaamsgebrek nie in staat is om sy of haar stem aldus uit te bring nie, die kiesbeampte, op versoek van bedoelde ouer en in die teenwoordigheid van 'n getuie deur die betrokke ouer benoem, die stem van sodanige ouer op die ouer-kandidaat of ouer-kandidate deur die betrokke ouer aangedui, op die stembrief beoog in submaatregel (3) uitbring.
- (5) Die kiesbeampte verwerp 'n stembrief —
 - (a) waarop die amptelike merk of stempel in submaatregel (3) beoog, nie voorkom nie;
 - (b) waarop meer stemme uitgebring is as die getal lede wat ooreenkomstig maatregel 2 verkies moet word; of
 - (c) wat so voltooi is dat dit volgens die oordeel van die kiesbeampte onseker is op watter ouer-kandidaat of ouer-kandidate 'n stem uitgebring is.
- (6) Na die verwerping van die stembriewe in submaatregel (5) bedoel, moet die kiesbeampte —
 - (a) in die teenwoordigheid van elke ouer-kandidaat wat teenwoordig wil wees, die stemme wat op elke ouer-kandidaat uitgebring is, tel; en
 - (b) die getal ouers wat ingevolge maatregel 2(1)(a) ten opsigte van die betrokke beheerliggaam bepaal is, op wie die meeste stemme uitgebring is tot behoorlik verkose lede van die betrokke beheerliggaam verklaar en die getal stemme wat op elke ouer-kandidaat uitgebring is, vermeld.
- (7) Waar die getal stemme wat op twee of meer ouer-kandidate uitgebring is, gelyk is en dit die uitslag van die stemming raak, stel die kiesbeampte die uitslag met betrekking tot bedoelde ouer-kandidate deur loting vas.

Nominasie- en Verkiessingsvergadering van Opvoederlede

13. (1) Die kiesbeampte bepaal 'n datum, tyd en plek vir 'n vergadering vir die nominasie en verkiesing van opvoederlede, welke vergadering binne vyf dae vanaf die nominasie- en verkiessingsvergadering vir ouerlede gehou moet word.
- (2) 'n Opvoeder-kandidaat op die diensstaat van 'n skool moet op die volgende wyse genomineer word indien daar meer as tien (10) opvoeders op die diensstaat van 'n skool is:
 - (a) 'n nominasievorm (Bylae B) wat behoorlik deur die voorsteller, sekondant en opvoeder-kandidaat voltooi is, word nie meer nie as sewe dae, en nie minder nie as 24 uur, voor die aanvang van die nominasie- en verkiessingsvergadering by die kiesbeampte ingedien; of
 - (b) 'n opvoeder word tydens die nominasie- en verkiessingsvergadering as 'n lid van die beheerliggaam voorgestel, mits 'n ander opvoeder die voorstel sekondeer en 'n nominasievorm

form duly completed by the proposer, the seconder and, if present, the educator candidate, is, within the time referred to in submeasure (3), lodged with the electoral officer.

- (3) The electoral officer shall determine the time to be allowed for the nomination of educator candidates during the nomination and election meeting, and shall inform the meeting thereof.
- (4) An educator candidate may not nominate him- or herself.
- (5) After expiry of the time referred to in submeasure (3) the electoral officer shall consider the nominations and reject the nomination of any educator candidate who —
 - (a) has not been nominated in accordance with submeasure (2);
 - (b) in the case of a nomination referred to in submeasure (2)(b), has not completed the said nomination form, unless written proof to the satisfaction of the electoral officer is submitted before the expiry of the time referred to in submeasure (3), that such educator candidate will be willing to serve as a member of the governing body; or
 - (c) has nominated him- or herself;
 and thereafter the electoral officer shall announce the names of the educator candidates whose nominations have been accepted.
- (6) (a) If the total number of educator candidates whose nominations have been accepted as contemplated in submeasure (5), is less than the number of members (two) determined in terms of measure 2(1)(b) in respect of the governing body concerned, a new meeting at which new educator candidates may be nominated shall be convened in accordance with the provisions of these measures.
- (b) If the number of thus accepted educator candidates who are parents of learners of the school concerned —
 - (i) is equal to the number of the members determined in terms of measure 2(1)(b) in respect of the governing body concerned, the electoral officer shall declare every thus accepted educator candidate to be a duly elected member of the governing body; or
 - (ii) is more than the number of members determined in terms of measure 2(1)(b) in respect of the governing body concerned, a poll shall be held in accordance with measure 14.
- (7) If there are 10 or less educators on the establishment of a school, the procedure for the nomination of educator members is not followed, but proceeded directly to the procedure for the poll referred to in measure 14.

Poll at Election of Educator Members

14. (1) The electoral officer shall prepare a notice of the election meeting and at least 10 days before such meeting shall distribute a copy of the notice to every educator on the establishment of the school.
- (2) A quorum at the poll shall consist of one more than half of the total number of educators on the establishment of the school.
- (3) The electoral officer shall issue each educator who wishes to cast his or her vote with an approved ballot paper on which an official mark or stamp appears.
- (4) An educator referred to in submeasure (1), shall cast his or her vote by writing the names of two educator candidates on the ballot paper contemplated in submeasure (3).
- (5) The electoral officer shall reject a ballot paper —
 - (a) on which the official mark or stamp referred to in submeasure (3) does not appear;
 - (b) on which the names of more than two educator candidates appear; or

wat behoorlik deur die voorsteller, die sekondant en, indien teenwoordig, die opvoeder-kandidaat voltooi is, binne die tyd in submaatreeël (3) bedoel, by die kiesbeampste indien.

- (3) Die kiesbeampste bepaal die tyd wat tydens die nominasie- en verkiesingsvergadering vir die nominasie van opvoeder-kandidate toegelaat sal word, en stel die vergadering daarvan in kennis.
- (4) 'n Opvoeder-kandidaat mag nie homself of haarself nomineer nie.
- (5) Na verstryking van die tyd in submaatreeël (3) bedoel, oorweeg die kiesbeampste die nominasies en verwerp die nominasie van enige opvoeder-kandidaat wat —
 - (a) nie ooreenkomstig submaatreeël (2) genomineer is nie;
 - (b) in die geval van 'n nominasie in submaatreeël (2)(b) bedoel, nie bedoelde nominasievorm voltooi het nie, tensy skriftelike bewys tot die bevrediging van die kiesbeampste voor die verstryking van die tyd in submaatreeël (3) bedoel, voorgelê word dat so 'n opvoeder-kandidaat bereid sal wees om as lid van die beheerliggaam te dien; of
 - (c) homself of haarself genomineer het;
 en daarna maak die kiesbeampste die name van die opvoeder-kandidate wie se nominasie aanvaar is, bekend.
- (6) (a) Indien die totale getal opvoeder-kandidate wie se nominasies aanvaar is soos beoog in submaatreeël (5) minder is as die getal lede (twee) wat ingevolge maatreeël 2(1)(b) ten opsigte van die betrokke beheerliggaam bepaal is, moet 'n nuwe vergadering ooreenkomstig die bepalings van hierdie maatreeëls belê word waarop nuwe opvoeder-kandidate aldus genomineer kan word.
- (b) Indien die getal aldus aanvaarde opvoeder-kandidate wat opvoeders van die betrokke skool is —
 - (i) gelyk is aan die getal lede wat ingevolge maatreeël 2(1)(b) ten opsigte van die betrokke beheerliggaam bepaal is, verklaar die kiesbeampste elke aldus aanvaarde opvoeder-kandidaat tot 'n behoorlik verkose lid van die beheerliggaam; of
 - (ii) meer is as die getal lede wat ingevolge maatreeël 2(1)(b) ten opsigte van die betrokke beheerliggaam bepaal is, word 'n stemming ooreenkomstig maatreeël 14 gehou.
- (7) Indien daar 10 en minder opvoeders op die diensstaat van 'n skool is, word die prosedure vir die nominasie van opvoederlede nie gevolg nie, maar word direk tot die prosedure vir stemming in maatreeël 14 bedoel, oorgegaan.

Stemming by Verkiesing van Opvoederlede

14. (1) Die kiesbeampste berei 'n kennisgewing ten opsigte van die verkiesingsvergadering voor, en besorg ten minste 10 dae voor sodanige vergadering 'n afskrif van hierdie kennisgewing aan elke opvoeder op die diensstaat van die skool.
- (2) 'n Kworum tydens die stemming sal een meer as die helfte van die totale getal opvoeders op die diensstaat van die skool wees.
- (3) Die kiesbeampste reik aan elke opvoeder wat sy of haar stem wil uitbring 'n goedgekeurde stembrief waarop 'n amptelike merk of stempel voorkom, uit.
- (4) 'n Opvoeder in submaatreeël (1) bedoel, bring sy of haar stem uit op die stembrief in submaatreeël (3) beoog deur twee name van opvoeder-kandidate daarop aan te bring.
- (5) Die kiesbeampste verwerp 'n stembrief —
 - (a) waarop die amptelike merk of stempel in submaatreeël (3) beoog, nie voorkom nie;
 - (b) waarop die name van meer as twee opvoeder-kandidate verskyn; of

(c) which is completed in such a way that it is in the opinion of the electoral officer uncertain for which educator candidate or candidates a vote was recorded.

(6) The two educator candidates for whom the greatest number of votes have been recorded, shall be declared as duly elected by the electoral officer.

(7) Where the number of votes recorded for the first three or more educator candidates is equal, the electoral officer shall repeat the polling procedure until two educator candidates record a simple majority of the votes: Provided that if one candidate recorded a simple majority of votes, but the number of votes recorded for the other educator candidates in the second position is equal, the polling procedure will be repeated with regard to the other educator candidates until one of the other educator candidates record a simple majority of the votes.

(8) If a result for the second position with regard to the other educator candidates referred to in submeasure (7) is not obtained, the electoral officer shall ascertain the result with regard to the said educator candidates by drawing lots.

Nomination and Election of Non-educator Members

15. The procedure for the nomination and election of educator members shall *mutatis mutandis* apply to the nomination and election of non-educator members.

Nomination and Election of Learner Members

16. (1) The representative council of learners referred to in measure 23 shall elect from its ranks two learners who shall be members of the governing body.

(2) The procedure for the nomination and election of educator members as prescribed at measures 13(1) to (6) and 14 shall apply to the nomination and election of the learner members referred to in submeasure (1).

(3) For the purpose of the procedure for the nomination and election of educator members, a reference in the said procedure to an electoral officer shall be construed as a reference to the principal of the school concerned for the nomination and election of learner members referred to in submeasure (2).

Decision of Electoral Officer

17. The electoral officer shall decide all matters connected with the nomination of candidates and the poll referred to respectively in measures 11, 12, 13, 14 and 15 and his or her decision shall be final.

Procedure after Election of Governing Body

18. After the election of a governing body the electoral officer shall —

(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, including a member referred to in measure 11(5)(b)(i), in writing of his or her election; and

(d) notify the principal and the Head of Department forthwith in writing of the date of the election and of the names and addresses of the persons elected as members including the names and addresses of the persons declared elected in accordance with measure 11(5)(b)(i).

Election of Office-bearers

19. (1) The principal shall convene the first meeting of the governing body within 14 days after he or she has been notified in writing of the dates of the elections and of the names and addresses of all the members of the governing body.

(2) At the first meeting of the governing body such body must, from

(c) wat so voltooi is dat dit volgens die oordeel van die kiesbeampte onseker is op watter opvoeder-kandidaat of opvoeder-kandidate 'n stem uitgebring is.

(6) Die twee opvoeder-kandidate op wie die meeste stemme uitgebring is, word deur die kiesbeampte as verkose verklaar.

(7) In geval van 'n staking van stemme by die eerste drie of meer opvoeder-kandidate moet die kiesbeampte die stemprosedure herhaal totdat twee opvoeder-kandidate 'n gewone meerderheid stemme op hulle verenig: Met dien verstande dat indien een opvoeder-kandidaat 'n gewone meerderheid van die stemme op hom of haar verenig, maar 'n staking van stemme ontstaan tussen ander opvoeder-kandidate om die tweede posisie te beklee, word die stemprosedure met betrekking tot die ander opvoeder-kandidate hoogstens tweekeer herhaal.

(8) Indien 'n uitslag vir die tweede posisie met betrekking tot die ander opvoeder-kandidate in submaatreef (7) bedoel, nie behaal is nie, stel die kiesbeampte die uitslag met betrekking tot bedoelde opvoeder-kandidate deur loting vas.

Nominasie en Verkieping van Nie-opvoederlede

15. Die prosedure vir die nominasie en verkieping van opvoederlede is *mutatis mutandis* van toepassing by die nominasie en verkieping van nie-opvoederlede.

Nominasie en Verkieping van Leerderlede

16. (1) Die Verteenwoordigende Raad van leerders soos in maatreef 23 bedoel, verkies uit sy eie geledere twee leerders wat lede van die beheerliggaam moet wees.

(2) Die prosedure vir die nominasie en verkieping van opvoederlede soos voorgeskryf by maatreefs 13(1) tot (6) en 14 is van toepassing by die nominasie en verkieping van die leerderlede soos in submaatreef (1) bedoel.

(3) By die toepassing van die prosedure vir die nominasie en verkieping van opvoederlede word 'n verwysing na 'n kiesbeampte uitgelê as 'n verwysing na die prinsipaal van die betrokke skool by die nominasie en verkieping van die leerderlede soos in submaatreef (2) bedoel.

Beslissing van Kiesbeampte

17. Die kiesbeampte beslis alle aangeleenthede wat met die nominasie van kandidate en stemming bedoel in maatreefs 11, 12, 13, 14 en 15 onderskeidelik, verband hou, en sy of haar beslissing is finaal.

Prosedure na Verkieping van Beheerliggaam

18. Na die verkieping van 'n beheerliggaam moet die kiesbeampte —

(a) alle dokumente, met inbegrip van stembriewe, wat by so 'n verkieping gebruik is in koeverte plaas en die koeverte verseël;

(b) bedoelde koeverte in veilige bewaring hou vir 'n tydperk van minstens drie maande vanaf die datum van die verkieping van die betrokke beheerliggaam;

(c) elke verkose lid, met inbegrip van 'n lid in maatreef 11(5)(b)(i) bedoel, skriftelik in kennis stel van sy of haar verkieping; en

(d) die prinsipaal en die Departementshoof onverwyld skriftelik in kennis stel van die datum van die verkieping en van die name en adresse van die persone wat tot lede verkies is met inbegrip van die name en die adresse van die persone wat ooreenkomstig maatreef 11(5)(b)(i) verkose verklaar is.

Verkieping van Ampsdraers

19. (1) Die prinsipaal belê die eerste vergadering van die beheerliggaam binne 14 dae nadat hy of sy skriftelik in kennis gestel is van die datums van die verkiesings en van al die name en adresse van die lede van die beheerliggaam.

(2) Op die eerste vergadering van die beheerliggaam verkies so 'n

amongst its members, elect office-bearers, who must include at least a chairperson, a treasurer and a secretary.

- (3) Only a parent member of a governing body who is not employed at the school may serve as the chairperson of the governing body.
- (4) Subject to the provisions of submeasure (6), the office-bearers shall remain in office for a term of 12 months from the date of their election.
- (5) An office-bearer of a governing body may be re-elected or co-opted after the expiry of his or her term of office.
- (6) If for any reason the office of an office-bearer becomes vacant, the governing body shall, subject to the provisions of submeasure (3), 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.
- (7) The principal shall preside at an election referred to in submeasure (2), and also an election referred to in submeasure (6).
- (8) The principal shall, after a meeting at which any office-bearer has been elected in accordance with this measure, notify the Head of Department forthwith in writing of the date of the meeting and of the name, address and office of the person elected.

Meetings of Governing Bodies

20. (1) The chairperson of a governing body shall determine the date, time and place of a meeting and the secretary of such body shall at least 14 days prior to such meeting, notify each member in writing thereof: Provided that in the case of a matter requiring urgent attention in the opinion of the chairperson of the governing body at least 24 hours' notice may be given.
- (2) Any person may on the invitation of the governing body be present at a meeting of such body and take part in the discussion, but shall have no vote and shall leave the meeting when the governing body so decides.
- (3) A governing body may require any staff member of the school concerned to attend a meeting of such body in connection with any matter relating to the functions of the governing body.
- (4) At least one more than the half of the members of a governing body composed in accordance with measure 2(1), shall constitute a quorum for any meeting of the governing body.
- (5) A governing body shall determine its own rules relating to its meetings and procedures at those meetings.

Minutes of Proceedings of Meetings

21. (1) The secretary of a governing body shall keep minutes of the proceedings of every meeting and shall provide the Head of Department, or any officer duly designated by him or her, and each member with a copy of such minutes.
- (2) The secretary of a governing body shall provide, on request, a parent of a learner at that school, or member of staff at the school, with a copy of such minutes: Provided that there will be no violation of the rights of persons and that the applicant requires it for the exercising or protection of his or her rights or interests.
- (3) The minutes of the proceedings of every meeting of a governing body or committee thereof shall at the next ensuing meeting of the governing body or committee thereof, as the case may be, be submitted for approval.
- (4) Upon the dissolution of a governing body or the expiry of its term of office, all minutes and other documents of such body or any committee thereof shall be handed to the principal concerned.
- (5) At the closure of a school the principal shall hand in all minutes and other documents of the governing body or any committee thereof at the Western Cape Education Department for safe-keeping.

liggaam uit sy geledere ampsdraers wat minstens 'n voorsitter, 'n tesourier en 'n sekretaris insluit.

- (3) Slegs 'n ouerlid van 'n beheerliggaam wat nie by die skool in diens is nie mag as die voorsitter van 'n beheerliggaam dien.
- (4) Behoudens die bepalings van submaatreeël (6) beklee die ampsdraers hul ampte vir 'n termyn van 12 maande vanaf die datum van hul verkiesing.
- (5) 'n Ampsdraer van 'n beheerliggaam kan herverkies of gekoöpteer word, ná verstryking van sy of haar ampstermyn.
- (6) Waar die amp van 'n ampsdraer om enige rede vakant raak, verkies die beheerliggaam op die eerste vergadering nadat daardie vakature ontstaan het, behoudens die bepalings van submaatreeël (3), een van sy lede om daardie vakature vir die onverstreke ampstermyn van sy of haar voorganger te vul.
- (7) Die prinsipaal sit voor by 'n verkiesing bedoel in submaatreeël (2), asook by 'n verkiesing bedoel in submaatreeël (6).
- (8) Die prinsipaal moet na 'n vergadering waarop enige ampsdraer ooreenkomstig hierdie maatreëls verkies is, die Departementshoof onverwyld skriftelik in kennis stel van die datum van die vergadering en van die naam, adres en amp van die persoon verkies.

Vergaderings van Beheerliggame

20. (1) Die voorsitter van 'n beheerliggaam bepaal die datum, tyd en plek van 'n vergadering en die sekretaris van so 'n liggaam stel elke lid minstens 14 dae voor sodanige vergadering skriftelik daarvan in kennis: Met dien verstande dat in die geval van 'n saak wat na die oordeel van die voorsitter van die beheerliggaam spoedeisend gehanteer moet word, minstens 24 uur kennis gegee kan word.
- (2) Enigiemand kan op uitnodiging van die beheerliggaam by 'n vergadering van so 'n liggaam teenwoordig wees en aan die besprekings deelneem, maar het nie stemreg nie en verlaat die vergadering wanneer die beheerliggaam aldus besluit.
- (3) 'n Beheerliggaam kan vereis dat enige personeellid van die betrokke skool 'n vergadering van so 'n liggaam moet bywoon in verband met enige aangeleentheid wat op die werksaamhede van die beheerliggaam betrekking het.
- (4) Minstens een meer as die helfte van die lede van 'n beheerliggaam saamgestel ooreenkomstig maatreël 2(1) vorm 'n kworum vir enige vergadering.
- (5) 'n Beheerliggaam bepaal sy eie reëls betreffende sy vergaderings en prosedures op daardie vergaderings.

Notules van Verrigtinge van Vergaderings

21. (1) Die sekretaris van 'n beheerliggaam hou notule van die verrigtinge van elke vergadering en voorsien die Departementshoof of enige beampde deur hom of haar aangewys en elke lid van die beheerliggaam van 'n afskrif van sodanige notule.
- (2) Die sekretaris van 'n beheerliggaam voorsien, op versoek, 'n ouer van 'n leerder by daardie skool, of personeellid van die skool van 'n afskrif van so 'n notule: Met dien verstande dat daar in die proses nie op die regte van persone inbreuk gemaak sal word nie en dit benodig word deur die aanvracer vir die uitoefening of beskerming van sy of haar regte of belange.
- (3) Die notule van die verrigtinge van elke vergadering van 'n beheerliggaam of komitee daarvan moet op die eersvolgende vergadering van die beheerliggaam of komitee daarvan, na gelang van die geval, vir goedkeuring voorgelê word.
- (4) By die ontbinding van 'n beheerliggaam of die verstryking van sy ampstermyn moet alle notules en ander dokumente van so 'n liggaam of enige komitee daarvan aan die betrokke prinsipaal oorhandig word.
- (5) By die sluiting van 'n skool moet die prinsipaal alle notules en ander dokumente van die beheerliggaam of enige komitee daarvan by die Wes-Kaap Onderwysdepartement vir veilige bewaring inhandig.

Casual Vacancies in Governing Bodies

22. (1) A casual vacancy shall occur in a governing body if a member —
- (a) resigns;
 - (b) dies;
 - (c) is absent from three consecutive meetings without the permission of the governing body;
 - (d) becomes ineligible as contemplated in measure 3(a), (b) and (c); or
 - (e) has been removed from office in terms of measure 4(1).
- (2) Whenever a casual vacancy occurs —
- (a) in a governing body composed in terms of measure 2(10), the Head of Department shall forthwith appoint an eligible person in the vacancy; and
 - (b) in a governing body composed in accordance with measure 2(1) the governing body shall fill such vacancy by means of co-option at its next meeting.
- (3) A member(s) appointed or co-opted in accordance with submeasure (2), shall remain in office for the unexpired period of the term of office of his or her predecessor.
- (4) If a vacancy has been filled —
- (a) in accordance with submeasure (2)(a), the Head of Department shall, and
 - (b) in accordance with submeasure (2)(b), the secretary of the governing body concerned shall,
- forthwith notify the principal, in writing, of the name of the person who is no longer a member of the governing body and of the name and address of his or her successor.
- (5) If a member is co-opted to fill a vacancy of an elected member, such a member shall have voting rights.

Representative Council of Learners

23. (1) Composition of representative council of learners
- A representative council of learners consists of 3 representatives for each grade from the eighth grade and higher.
- (2) Nomination and election of members of representative council of learners
- (a) The representatives for each grade referred to in submeasure (1) are elected separately by the learners in the grade concerned.
 - (b) The procedure for the nomination and election of educator members as prescribed at measures 13(1) to (6) and 14 shall apply to the nomination and election of the representatives for each grade referred to in subparagraph (a).
 - (c) For the purpose of the procedure for the nomination and election of educator members a reference in the said procedure to an electoral officer shall be construed as a reference to the principal of the school concerned for the nomination and election of representatives referred to in subparagraph (b).
- (3) Election of office-bearers of representative council of learners
- (a) The principal shall convene the first meeting of the representative council of learners and shall preside at such meeting.
 - (b) At the first meeting the representatives shall elect from their ranks at least a chairperson, a vice-chairperson and a secretary.

Toevallige Vakatures in Beheerliggame

22. (1) 'n Toevallige vakature in 'n beheerliggaam ontstaan indien 'n lid —
- (a) bedank;
 - (b) te sterwe kom;
 - (c) sonder die toestemming van die beheerliggaam van drie agtereenvolgende vergaderings afwesig is;
 - (d) onbevoeg word soos in maatreël 3(a), (b) en (c) bedoel; of
 - (e) ingevolge maatreël 4(1) van sy of haar amp onthef is.
- (2) Wanneer 'n toevallige vakature ontstaan —
- (a) in 'n beheerliggaam aangestel ingevolge maatreël 2(10), stel die Departementshoof onverwyld 'n bevoegde persoon in die vakature aan; en
 - (b) in 'n beheerliggaam saamgestel ooreenkomstig maatreël 2(1) moet die beheerliggaam by sy eersvolgende vergadering so 'n vakature by wyse van koöptering vul.
- (3) 'n Lid of lede wat ooreenkomstig submaatreël (2) aangestel gekoöpteer is, beklee sy of haar amp vir die oorblywende gedeelte van die ampstermyn van sy of haar voorganger.
- (4) Waar 'n vakature gevul is —
- (a) ooreenkomstig submaatreël (2)(a) moet die Departementshoof; en
 - (b) ooreenkomstig submaatreël (2)(b), moet die sekretaris van die betrokke beheerliggaam,
- die prinsipaal, onverwyld skriftelik in kennis stel van die naam van die persoon wat nie meer lid van die beheerliggaam is nie en van die naam en adres van sy of haar opvolger.
- (5) Waar 'n lid gekoöpteer is om 'n vakature van 'n verkose lid te vul, het sodanige lid stemreg.

Verteenwoordigende Raad van Leerders

23. (1) Samestelling van verteenwoordigende raad van leerders
- 'n Verteenwoordigende raad van leerders bestaan uit 3 verteenwoordigers vir elke graad vanaf die agste graad en hoër.
- (2) Nominasie en verkiesing van lede van verteenwoordigende raad van leerders
- (a) Die verteenwoordigers van elke graad bedoel in submaatreël (1) word verkies deur die leerders in die betrokke graad.
 - (b) Die prosedure vir die nominasie en verkiesing van opvoederlede soos voorgeskryf by maatreëls 13(1) tot (6) en 14 is van toepassing by die nominasie en verkiesing van die verteenwoordigers van elke graad soos bedoel in subparagraaf (a).
 - (c) By die toepassing van die prosedure vir die nominasie en verkiesing van opvoederlede word 'n verwysing na 'n kiesbeampte uitgelê as 'n verwysing na die prinsipaal van die betrokke skool by die nominasie en verkiesing van die verteenwoordigers soos in subparagraaf (b) bedoel.
- (3) Verkiesing van ampsdraers van verteenwoordigende raad van leerders
- (a) Die prinsipaal belê die eerste vergadering van die verteenwoordigende raad van leerders en sit voor tydens sodanige vergadering.
 - (b) Op die eerste vergadering verkies die verteenwoordigers uit eie geledere ampsdraers wat minstens 'n voorsitter, 'n ondervoorsitter en 'n sekretaris insluit.

(4) Functions of representative council of learners

The representative council of learners must —

- (a) draft a constitution and submit it to the governing body for approval;
- (b) act as representatives of their fellow learners;
- (c) serve as a channel of communication among learners themselves, between learners and staff and between learners and principal;
- (d) assist in maintaining order in the school in accordance with approved school rules;
- (e) set a positive example of discipline, loyalty, respect, punctuality, academic thoroughness, morality, co-operation and active participation in school activities;
- (f) promote good relations among learners themselves, between learners and staff, the school and the community and the school and parents;
- (g) promote responsibility, learnership and leadership;
- (h) support the total educational programme of the school (academic, religious, cultural and sports); and
- (i) maintain and refine school traditions.

(5) Dissolution of representative council of learners

- (a) The principal of the school concerned may, after consultation with the governing body, dissolve a representative council of learners if such representative council of learners has failed to discharge its functions satisfactorily or has acted in a manner which is not in the best interests of the school concerned.
- (b) A representative council of learners dissolved in terms of submeasure (5)(a) must be recomposed in accordance with this measure.

(6) Discharge of individual members of representative council of learners

- (a) The principal may, after consultation with the governing body, the staff and the representative council of learners, discharge a member of the representative council of learners from his or her membership if he or she —
 - (i) commits an act which undermines the administration of the school, or encourages such acts to be committed by others;
 - (ii) is disobedient or refuses to carry out instructions given to him or her by any educator or a person in charge;
 - (iii) is loath or refuses to fulfil duties;
 - (iv) conducts himself or herself in a scandalous, improper or unseemly manner or is guilty of gross discourtesy towards another person;
 - (v) is found guilty of an offence and is sentenced to imprisonment without the option of a fine;
 - (vi) stays away from school without permission to do so, unless he or she can prove a valid reason for his or her absence;
 - (vii) fails to attend meetings regularly;
 - (viii) leaves the school permanently; or
 - (ix) has been suspended.
- (b) A vacancy that occurs as a result of the application of submeasure (6)(a), must be filled by a member elected in accordance with measure 23.

(4) Funksies van verteenwoordigende raad van leerders

Die verteenwoordigende raad moet —

- (a) 'n grondwet opstel en aan die beheerliggaam voorlê vir goedkeuring;
- (b) as verteenwoordigers van hulle mede-leerders optree;
- (c) as kommunikasiekanaal tussen leerders onderling, leerders en personeel en leerders en die prinsipaal dien;
- (d) bydra tot die handhawing van die goeie orde in die skool ooreenkomstig die goedgekeurde skoolreëls;
- (e) 'n positiewe voorbeeld stel ten opsigte van dissipline, lojaliteit, respek, stiptelikheid, akademiese deeglikheid, moraliteit, samewerking en aktiewe deelname aan skoolbedrywighede;
- (f) goeie verhoudinge tussen leerders van die skool onderling, leerders en personeel, die skool en die gemeenskap, en die skool en ouers bevorder;
- (g) verantwoordelikheid, leiderskap en leierskap bevorder;
- (h) die totale opvoedkundige program van die skool (akademies, godsdienstig, kultureel en sport) ondersteun; en
- (i) die tradisies van die skool handhaaf en verfyn.

(5) Ontbinding van verteenwoordigende raad van leerders

- (a) Die prinsipaal van die betrokke skool kan, na oorlegpleging met die beheerliggaam, 'n verteenwoordigende raad van leerders ontbind indien sodanige verteenwoordigende raad van leerders in gebreke gebly het om sy werksaamhede bevredigend uit te voer, of op 'n wyse opgetree het wat nie in die beste belang van die betrokke skool is nie.
- (b) 'n Verteenwoordigende raad van leerders wat kragtens submaatreeël (5)(a) ontbind is, moet ooreenkomstig hierdie maatreeël hersaamgestel word.

(6) Onthefing van individuele lede van verteenwoordigende raad van leerders

- (a) Die prinsipaal kan na oorlegpleging met die beheerliggaam, die personeel en die verteenwoordigende raad van leerders 'n lid van die verteenwoordigende raad van leerders van sy of haar lidmaatskap onthef indien hy of sy —
 - (i) 'n daad wat die administrasie van die skool ondermyn, pleeg of ander aanmoedig om dit te pleeg;
 - (ii) ongehoorsaam is of weier om instruksies wat aan hom of haar deur enige opvoeder of persoon in bevel gegee is, uit te voer;
 - (iii) nalatig of traag in die uitvoering van pligte is;
 - (iv) hom of haar op 'n skandelijke, onbehoorlike of onbetaamlike wyse gedra of hom of haar aan growwe onbeleefdheid teenoor 'n ander persoon skuldig maak;
 - (v) by skuldigbevinding aan 'n misdryf gevonnis word tot gevangenisstraf sonder die keuse van 'n boete;
 - (vi) sonder verlof van die skool af wegbly, tensy hy of sy 'n geldige rede vir sy of haar afwesigheid kan bewys;
 - (vii) versuim om vergaderings gereeld by te woon;
 - (viii) die skool permanent verlaat; of
 - (ix) geskors is.
- (b) 'n Vakature wat as gevolg van die toepassing van submaatreeël (6)(a) ontstaan, moet gevul word deur 'n lid wat ooreenkomstig maatreeël 23 verkies is.

ANNEXURE A

Notice of Nomination and Election Meeting

Election of Learners/Educators/Non-Educator/Parents of Learners as Members of Governing Body

(MEASURES 9, 12, 13, 14, 15 AND 16)

NAME OF SCHOOL:

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

It shall be determined at (time) on the evening of the nomination and election meeting whether a quorum of enfranchised parents is present. Parents are thus requested to be present before (time).

A candidate may also be nominated by lodging with the electoral officer, not more than seven days and not less than 24 hours prior to the commencement of the above meeting, a nomination form duly completed by the proposer, seconder and candidate. For this purpose nominations will be accepted at the school from (date) until (date). (Nomination forms are obtainable from the principal.)

If more candidates are nominated than the number of members to be elected, a poll will be conducted immediately.

DATE SIGNATURE OF ELECTORAL OFFICER

ADDRESS:

INFORMATION IN CONNECTION WITH ELECTION

(To accompany notice of nomination and election meeting)

1. COMPOSITION OF GOVERNING BODY

(a) The governing body shall consist of —

(i) seven parents who are not employed at the school and, in the case where learner members as contemplated in subparagraph (a)(iv) do not serve on the governing body, five parents, elected by parents of learners at the school concerned;

(ii) two educators at the school, elected by educators employed at the school concerned;

(iii) one non-educator at the school, elected by members of staff employed at the school concerned who are not educators;

(iv) two learners in the eighth grade or higher elected by the representative council of learners from its own ranks;

(v) the principal;

(vi) the owner of the property occupied by the school or his or her nominee, if co-opted on the governing body of a school, without voting rights; and

(vii) such member or members, without voting rights, of the community (maximum of six members) to be co-opted by the governing body.

(b) The majority of the members of the governing body shall be parents who have voting rights.

BYLAE A

Kennisgewing van Nominasie- en Verkiegingsvergadering

Verkiezing van Leerders/Opvoeders/Nie-opvoeder/Ouers van Leerders as Lede van Beheerliggaam

(MAATREËLS 9, 12, 13, 14, 15 EN 16)

NAAM VAN SKOOL:

Kennis geskied hiermee dat 'n vergadering vir die nominasie van kandidate vir die verkiezing van as lede van die beheerliggaam vir bogenoemde skool, op (datum) om (tyd) by (plek) gehou sal word.

Daar sal om (tyd) op die aand van die nominasie- en verkiegingsvergadering bepaal word of 'n kworum stemgeregtigde ouers teenwoordig is. Ouers word dus versoek om voor (tyd) teenwoordig te wees.

'n Kandidaat kan ook genomineer word deur 'n nominasievorm, behoorlik voltooi deur die voorsteller, sekondant en kandidaat, nie meer nie as sewe dae, en nie minder nie as 24 uur, voor die aanvang van bogenoemde vergadering by die kiesbeampste in te dien. Nominasies sal vir hierdie doel vanaf (datum) tot (tyd) op (datum) by die skool aanvaar word. (Nominasievorms is by die prinsipaal verkrygbaar.)

Indien meer kandidate genomineer word as die getal lede wat verkies moet word, sal daar onmiddellik tot stemming oorgegaan word.

DATUM HANDTEKENING VAN KIESBEAMPTSE

ADRES:

INLIGTING IN VERBAND MET VERKIESING

(Moet kennisgewing van nominasie- en verkiegingsvergadering vergesel)

1. SAMESTELLING VAN BEHEERLIGGAAM

(a) Die beheerliggaam bestaan uit —

(i) sewe ouers wat nie by die skool in diens is nie en, in die geval waar daar nie leerderlede soos in subparagraaf (a)(iv) bedoel, op die beheerliggaam dien nie, vyf ouers verkies deur ouers van leerders by die betrokke skool;

(ii) twee opvoeders by die skool verkies deur opvoeders in diens by die betrokke skool;

(iii) een nie-opvoeder by die skool verkies deur personeellede in diens by die betrokke skool wat nie opvoeders is nie;

(iv) twee leerders in die agste graad of hoër verkies deur die verteenwoordigende raad van leerders uit eie gelede;

(v) die prinsipaal;

(vi) die eienaar van die eiendom waarop die skool gevestig is of sy of haar genomineerde, indien gekoopteer op die beheerliggaam van 'n skool, sonder stemreg; en

(vii) sodanige lid of lede van die gemeenskap sonder stemreg (hoogstens ses lede) as wat deur die beheerliggaam gekoopteer kan word.

(b) Die meerderheid van die lede van die beheerliggaam moet stemgeregtigde ouers wees.

2. NOMINATION OF PARENT MEMBERS

- (a) Each candidate shall be proposed by a voter referred to in paragraph 4 and seconded by another voter. A voter who proposes or seconds a candidate shall satisfy himself or herself that the candidate is eligible to be elected as a member.
- (b) A nomination form shall be completed in respect of every candidate. These forms are obtainable from the principal before the meeting and will also be available at the meeting.
- (c) The electoral officer shall determine the time to be allowed for the nomination of candidates during the nomination and election meeting, and shall inform the meeting thereof.
- (d) A parent candidate may not nominate him- or herself.

3. DISQUALIFICATION OF MEMBERS

A candidate shall be ineligible to be elected or appointed as a member of a governing body if he or she —

- (a) has been convicted of any offence for which he or she was sentenced to imprisonment without the option of a fine, unless he or she has received a free pardon or the period of his or her imprisonment ended at least three years prior to the date of his or her election;
- (b) is mentally ill and has been so declared by a competent court;
- (c) is an unrehabilitated insolvent; or
- (d) in the case of a parent member, does not have a child enrolled as a learner at the school concerned.

4. FRANCHISE

- (a) Every parent of one or more learners on the roll of a school at the time of the election of members of a governing body for such school, shall be entitled to vote at such election.
- (b) A person who is not the natural parent but who is a person in whose custody one or more learners referred to in paragraph 4(a) have been lawfully placed, is entitled to vote at such an election, and only such parents will be admitted to the voting hall.
- (c) A person who is entitled to vote shall have one vote in respect of any particular candidate: Provided that the total number of votes of such a person shall not exceed the number of members to be elected.

5. GENERAL

The principal may include such additional information to this annexure as he or she may deem necessary for the smooth progress of the election, for example, the importance of parent participation.

DECLARATION BY PARENT OF LEARNER

(MUST BE PRODUCED BY PARENT AT VOTING HALL)

I,
(Full Name)

of
(Residential Address)

declare hereby that I am —(*)

- (a) the parent/guardian of;
- (b) the person legally entitled to custody of; or
- (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) and (b) towards the education at school of

.....
(Full Name of Learner(s))

2. NOMINASIES VAN OUERLEDE

- (a) Elke kandidaat moet deur 'n stemgeregtigde in paragraaf 4 bedoel voorgestel en deur 'n ander stemgeregtigde gesekondeer word. 'n Stemgeregtigde wat 'n kandidaat voorstel of sekondeer, moet homself of haarself oortuig dat die kandidaat bevoeg is om tot lid verkies te word.
- (b) 'n Nominasievorm moet ten opsigte van elke kandidaat voltooi word. Hierdie vorms is voor die vergadering by die prinsipaal verkrygbaar en sal ook by die vergadering beskikbaar wees.
- (c) Die kiesbeampte bepaal die tyd wat tydens die nominasie- en verkiesingsvergadering vir die nominasie van kandidate toegelaat word, en stel die vergadering daarvan in kennis.
- (d) 'n Ouer-kandidaat mag nie homself of haarself nomineer nie.

3. DISKWALIFIKASIE VAN LEDE

'n Kandidaat is onbevoeg om as lid van 'n beheerliggaam verkies of aangestel te word indien hy of sy —

- (a) aan enige misdryf skuldig bevind is waarvoor hy of sy tot gevangenisstraf sonder die keuse van 'n boete gevonnis is, tensy algehele kwytskelding aan hom of haar verleen is of die termyn van sy of haar gevangenisstraf minstens drie jaar voor die datum van sy of haar verkiesing verstryk het;
- (b) geestesongesteld is en deur 'n bevoegde hof aldus verklaar is;
- (c) 'n ongerehabiliteerde insolvent is; of
- (d) in die geval van 'n ouerlid, nie 'n kind as ingeskrewe leerder by die betrokke skool het nie.

4. STEMREG

- (a) Elke ouer van een of meer leerders op die register van 'n skool ten tyde van die verkiesing van lede van 'n beheerliggaam vir sodanige skool, is geregtig om by sodanige verkiesing te stem en slegs sodanige ouers sal tot die stemlokaal toegelaat word.
- (b) Iemand wat nie die natuurlike ouer is nie, maar 'n persoon is in wie se sorg een of meer leerders in paragraaf 4(a) beoog, wettig geplaas is, is geregtig om by sodanige verkiesing te stem.
- (c) Iemand wat geregtig is om te stem, het een stem ten opsigte van enige besondere kandidaat: Met dien verstande dat die totale getal stemme van so iemand nie die getal lede wat verkies moet word, oorskry nie.

5. ALGEMEEN

Die prinsipaal kan sodanige bykomende inligting by hierdie bylae insluit wat hy of sy nodig mag ag vir die gladde verloop van die verkiesing soos, byvoorbeeld, die belangrikheid van ouerdeelname.

VERKLARING DEUR OUER VAN LEERDER

(MOET DEUR OUER BY STEMLOKAAL GETOON WORD)

Ek,
(Volle Naam)

van
(Woonadres)

verklaar hierby dat ek —(*)

- (a) die ouer/voog is van;
- (b) die persoon is met wettige aanspraak op sorg vir; of
- (c) die persoon is wat onderneem om die verpligtinge van 'n persoon by paragrawe (a) en (b) genoem na te kom met betrekking tot die opvoeding op skool van

.....
(Leerder(s) se Volle Naam/Name)

SIGNATURE OF PARENT

DATE

HANDTEKENING VAN OUER

DATUM

((*) Delete which is not applicable)

((*) Skrap wat nie van toepassing is nie)

ANNEXURE B

BYLAE B

NOMINATION FORM

NOMINASIEVORM

Election of Learners/Educators/Non-Educator/Parents of Learners as Members of Governing Body

Verkiesing van Leerders/Opvoeders/Nie-opvoeder/Ouers van Leerders as Lede van Beheerliggaam

(MEASURES 11, 13, 14, 15 AND 16)

(MAATREËLS 11, 13, 14, 15 EN 16)

(In terms of section 28(e) of the South African Schools Act, 1996 (Act 84 of 1996), there shall be strived towards the achievement of the highest practicable level of representativity in the nomination and election of members of the governing body.)

(Kragtens artikel 28(e) van die Suid-Afrikaanse Skolewet, 1996 (Wet 84 van 1996), moet daar tydens die nominasie en verkiesing van lede van beheerliggame na die hoogste praktiese vlak van verteenwoordigheid van lede van 'n beheerliggaam gestreef word.)

NAME OF SCHOOL:

NAAM VAN SKOOL:

PROPOSER:

VOORSTELLER:

I,
(Full Name)Ek,
(Volle Naam)of
(Residential Address)van
(Woonadres)

being a learner/educator/non-educator/parent of a learner of the above-mentioned school, hereby propose

synde 'n leerder/opvoeder/nie-opvoeder/ouer van 'n leerder van bogenoemde skool, stel hiermee

(Full Name of Candidate)

(Volle Naam van Kandidaat)

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

as lid van die beheerliggaam van bogenoemde skool voor.

SIGNATURE OF PROPOSER

HANDTEKENING VAN VOORSTELLER

SECONDER:

SEKONDANT:

I,
(Full Name)Ek,
(Volle Naam)of
(Residential Address)van
(Woonadres)

being a learner/educator/non-educator/parent of a learner of the above-mentioned school, hereby second the above-mentioned proposal.

synde 'n leerder/opvoeder/nie-opvoeder/ouer van 'n leerder van bogenoemde skool, sekondeer hiermee bogenoemde voorstel.

SIGNATURE OF SECONDER

HANDTEKENING VAN SEKONDANT

CANDIDATE:

KANDIDAAT:

I,
(Full Name)Ek,
(Volle Naam)of
(Residential Address)van
(Woonadres)

hereby declare that I —

verklaar hierby dat ek —

(a) accept the above-mentioned nomination; and

(a) bogenoemde nominasie aanvaar; en

(b) am not ineligible to be a member of a governing body as contemplated in paragraph 3 of the "Information in Connection with Election" (see Annexure A).

(b) nie onbevoeg is om 'n lid van 'n beheerliggaam te wees nie soos bedoel in paragraaf 3 van die "Inligting in verband met die Verkiesing" (kyk Bylae A).

SIGNATURE OF CANDIDATE

HANDTEKENING VAN KANDIDAAT

OR

OF

(IF PROPOSED AT NOMINATION AND ELECTION MEETING)

(INDIEN OP NOMINASIE- EN VERKIESINGSVERGADERING VOORGESTEL)

I,
(Full Name)Ek,
(Volle Naam)

declare that written proof to my satisfaction has been submitted that the above-mentioned candidate —

verklaar dat skriftelike bewys tot my bevrediging voorgelê is dat bogenoemde kandidaat —

(a) who is not present at the nomination and election meeting to

(a) wat nie by die nominasie- en verkiesingsvergadering teenwoordig is

complete the nomination form, will, if elected, be willing to serve as a member of the governing body; and

- (b) is not ineligible to be a member of a governing body as contemplated in measure 3 of the Measures relating to Governing Bodies for Public Schools.

.....
SIGNATURE OF ELECTORAL OFFICER

Under measure 11(4) this nomination is * accepted/rejected.

.....
DATE

.....
SIGNATURE OF ELECTORAL OFFICER

*Delete which is not applicable.

om die nominasievorm te voltooi nie, indien verkies, bereid sal wees om as lid van die beheerliggaam te dien; en

- (b) nie onbevoeg is om 'n lid van 'n beheerliggaam te wees nie soos bedoel in maatreef 3 van die Maatreëls betreffende Beheerliggame vir Openbare Skole.

.....
HANDTEKENING VAN KIESBEAMPTE

Kragtens maatreef 11(4) word hierdie nominasie * aanvaar/verwerp. -

.....
DATUM

.....
HANDTEKENING VAN KIESBEAMPTE

*Skrap wat nie van toepassing is nie.