



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

2021 SCHOOL GOVERNING BODY(SGB) ELECTIONS

1 March - 30 April 2021

ELECTION GUIDE



“Reimagining school governance under complex conditions”

The heartland of southern Africa - development is about people

FOREWORD



MEC Polly Boshielo

Our country's education system provides for the local governance of public schools. The South African Schools Act No 84 of 1996 as amended provides that governing bodies of public schools are to be elected every three years.

The objective of these guide is to ensure that our schools elect competent, committed and visionary governors.

The South African School Act devolve more authority and responsibility for decision making to the school. We must bear in mind as we run this process that education is a societal matter and that every child is a national asset. Whatever we do must take into account these imperatives and must in the end add value to good governance and functionality of our schools across the Province. Let justice be done by electing members whose sole interest is learners.

These election guide is intending to ensure that there is uniform system, ensure equitable and democratic transformation in education, to facilitate and stimulate community involvement in the education of our children and redress the past injustices.

Electoral officers need to ensure that the SGB elections are underpinned by the appropriate principle, such as transparency, inclusivity, gender equity, democracy, non-racism, community involvement, accountability and responsibility. As a province we believe women participation should be encouraged in order to address gender disparities.

It will be amiss of us if we do not appreciate the excellent work performed by the outgoing governing body members, furthermore to the electoral officers who are ensuring that our elections are conducted fairly, democratically with less conflict and disputes.

Make your mark in the interest of good governance!



9th NATIONAL SCHOOL GOVERNING BODY ELECTIONS



ELECTORAL OFFICERS

1. Provincial Electoral Officer

- The Head of Department shall appoint a Provincial Electoral Officer.
- Some of the functions of Provincial Electoral Officer shall be:
 - (a) ensure that there is adequate advocacy concerning the election date;
 - (b) ensure compliance with provincial procedures regarding elections;
 - (c) coordinate the resources to conduct efficient, free and fair governing body elections;
 - (d) ensure that all District Electoral Officers are trained on COVID-19 Regulations
 - (e) avail COVID-19 Regulations to all District Electoral Officers;
 - (f) constitute Provincial Electoral Team and chair the team

2. District Electoral Officer

- The District Director shall appoint a Provincial Electoral Officer.
- Some of the functions of District Electoral Officer shall be:
 - (g) ensure that there is adequate advocacy concerning the election date;
 - (h) ensure compliance with provincial procedures regarding elections;
 - (i) coordinate the resources to conduct efficient, free and fair governing body elections within the district;

- (j) ensure that all District Electoral Officers are trained on COVID-19 Regulations
- (k) avail COVID-19 Regulations to all District Electoral Officers;
- (l) constitute District Electoral Team and chair the team

3. Circuit Electoral Officer

- The District Director must appoint the Circuit Manager or Assistant Director for Governance as an Electoral Officer for the Circuit.
- The duties of the Circuit Electoral Officer are the same as those of the District Electoral Officer except that he or she reports to the District Electoral Officer
 - (a) Circuit Electoral Officer may perform duties of the School Electoral Officer in case the officer fails to perform his or her duties as stipulate in paragraph 3.5 (2)
 - (b) Circuit Electoral officer shall facilitate establishment of School Electoral Team and
 - (c) Constitute Circuit Electoral Team

4. School Electoral Officer

- The Circuit Manager shall appoint a principal of another school as School Electoral Officer.
- The appointed Principal shall not delegate his or her responsibility to deputy principal or any senior teacher without the approval of the district electoral officer / coordinator.
- Some duties of the School Electoral Officer shall:
 - (a) prepare a notice giving details of the date, time and venue of the nomination and election meetings;
 - (b) ensure that there is a suitable venue for the nomination/election meeting;
 - (c) ensure that the School Election Team knows the electoral process to be followed and complies with relevant legislation;
 - (d) develop a report of the state of readiness of the voting site and submit it to the District Election Coordinator 14 days prior to the election day;
 - (e) constitute School Electoral Team and chair the team

ELECTION MODES

1. Nomination and Election Meeting mode

- The nomination and election meeting mode is one where nomination and elections take place in one meeting
- On the day of the nomination and election mode the following shall take place:
 - (a) School electoral officer shall verify eligible voters on the voters'

- (b) roll
- (b) handing out of stamped ballot papers containing the names of all nominated candidates in alphabetical order;
- (c) The marking of the ballot paper by the parents secretly according to the expected number of parents to be elected or less;
- (d) Placing of the folded ballot paper in a sealed ballot box or container provided for this purpose

2. Full day election mode

- This mode is a manual full day election in which voters physically come to the venue to cast their votes at any time within the allocated hours of the day without any meeting held.
- A full day election is one where voting begins at a specified time and continues for an extended period as determined in the management plan.
 - (a) The school electoral officer must prepare notices (Template 5) in the prescribed form, which indicates the date, time (including duration) and place of the nomination and election 14 days before the Election Day.
 - (b) Nomination takes place prior to the Election Day which is not more than 7 days and not less than 3 days prior to the elections.
 - (c) Nomination forms are made available to parents to complete, indicating the name and signature of the Proposer and Seconder, with the nominee signing to indicate acceptance of the nomination.

3. E-Election mode

- The e-Elections is a mode of elections conducted electronically through virtual platforms.

Schools that qualify selection of e-election mode:

- (a) This mode of election can only be selected by schools which have the capacity to deliver such elections virtually due to available resources. and
- (b) School that have majority of the parent having access to the required technology and data to participate in the election.

COMPOSITION OF SGB

A parent

- A parent means the biological or adoptive parent or legal 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 biological or adoptive

parent or legal guardian regarding the learner's education at school.



- Electoral Officers should be guided by the school's updated admission register to determine which parents or guardians are eligible to vote.
Election of Parent Members
 - (1) The election of the parent component of the governing body shall be preceded by the election of the other components.
 - (2) Each voter should sign the attendance register for voters before the start of the election process. At the same time the name of the voter is crossed or cancelled in the voters roll.
 - (3) The election meeting must be held on the date, time and place as determined by the School Electoral Officer.

An educator

- 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.



A support staff

- Support Staff refer to employee who is not an educator at the school, appointed at the school to provide support service, who may be appointed according to the Public Service Act or the South African Schools Act including employees of the School Governing Body



Learners in SGB

- Learners in the eighth grade or higher at the school, drawn from the RCL or nominated by the RCL if applicable.
 - The top most official of RCL will automatically serve as members of the SGB.
 - Learners serve in the SGB for a period of a year as RCLs are constituted every year.
- The membership of the governing body of a public school comprises the following members:
 - Elected members;
 - The Principal by virtue of his or her official capacity; and
 - Co-opted members.
 - The elected members of the governing body referred to in sub paragraph (1)(a) comprise the following members:
 - Parents of learners at the school;
 - Educators at the school;
 - Support Staff;
 - Learners in the eighth grade or higher at the school, drawn from the RCL or nominated by the RCL if applicable.

- (3) The number of parent members, educator members, support staff members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with **Schedule A** of these guidelines

COMPOSITION OF SGB FOR SCHOOLS WITH SPECIAL EDUCATION NEEDS

- (1) The governing body of a public school for learners with special education needs should be composed as follows:
- (a) Parents of learners enrolled at the school, if reasonably practicable;
 - (b) Educators at the school;
 - (c) Support Staff at the school;
 - (d) Learners in Grade 8 or higher, if reasonably practicable;
 - (e) Representatives of sponsoring bodies, if applicable;
 - (f) Representatives of organisations of parents of learners with special education needs, if applicable;
 - (g) Representatives of organisations of people with disabilities, if applicable;
 - (h) People with disabilities, if applicable;
 - (i) Experts in relevant fields of special needs education; and
 - (j) The Principal by virtue of his or her official capacity.
- (2) The chairperson of the governing body in the case of a public school for learners with special education needs can be any member of the governing body elected from the persons referred to in chapter 3 paragraph 2, sub paragraph (2) (a),(e), (f), (g), (h), and (i).
- (3) The number of parent members, educator members and learner members of a governing body must, depending on the type and grading of the school concerned, comply with Schedule A of these regulation.
- (4) Parents must elect the members referred to in sub paragraph (2)(a) in accordance with paragraph 13.
- (5) Educators employed at the school concerned must elect the members referred to in sub paragraph (2)(b) in accordance with section 14.
- (6) Members of support staff at the school concerned must elect the members referred to in sub paragraph (2) in accordance with paragraph 15.
- (7) The Representative Council of Learners must elect the members referred to in sub paragraph (2)(d) in accordance with paragraph 16.

- (8) Depending on the needs of the school, a maximum of two members per category may be appointed in terms of paragraph 2(e), (f), (g), (h) and (i).
- (9) The Principal of the school must invite in writing relevant organisations/bodies/persons stated in paragraph 2(e),(f),(g),(h) and (i) to nominate members to serve on the governing body in the respective categories.
- (10) The principal must submit in writing all the nominations referred to above to the Head of Department.
- (11) The Head of Department must within 14 days of receipt of the nominations
 - (a) appoint a subsequent number of members per category;
 - (b) notify each appointed member in writing of his or her appointment; and
 - (c) notify the principal concerned of his or her decision.
- (12) The principal shall inform the District Director concerned in writing of the names and addresses of the appointed members.
- (13) The appointment of the members in terms of paragraph 2(e), (f), (g), (h) and (i) must be finalised at least 24 hours before the election of the parent member component.

THE VOTERS' ROLL

- (1) A voters' roll for each of the categories must be available containing the names of all eligible parents, educators, support staff and learners as follows:
 - (a) The voters' roll for parents must be based on the school admission register.
 - (b) Eligible voters are those persons appearing in the admissions register as parents or who can show proof that they are parents as defined in the Act.
 - (c) Only two parents per learner are eligible to vote.
 - (d) The voters' roll close 24 hours before the voting day to ensure that the electoral officer can focus on the nomination and voting processes and quality assure the roll;
 - (e) The voters' roll for educators must consist of all educators employed at the school;
 - (f) The voters' roll for support staff must consist of all support staff employed at the school;
 - (g) The voters' roll for learners must consist of all members of the Representative Council of Learners (RCL).

- (2) The electoral officer must, at least 14 days prior to the date of the election for parent members, inform the parents of the availability of the voters' roll at the school.
- (3) The nominee, proposer and seconder must be persons who are who are listed on the voters' roll for their respective constituency of representation on the SGB.
- (4) Electoral officers should follow the principle of inclusion, transparency and democracy, rather than that of excluding potential voters
- (5) Process of preparing voters roll

(a) Step 1: Returning Notice Slip

Class teacher update parents information in the class register
 All learners in the class will be provided with a returning notice slip requesting information of the parent.
 Content of Returning Notice Slip

To Parent

You are hereby requested to complete information as required below:

Name of the learner (child): _____

Learner's grade: _____

No	Parent's names & surnames	Id No.	Contact No.	Residential address
1				
2				

- It should be noted that every learner is entitled to two parents if applicable. [It is not compulsory for a child to have two parents]
- Parents as defined in South African Schools Act
- Returning Notice Slip is returned to the Class teacher and captured in the Class register
- Submission of Returning Notice Slip to class teacher must be clearly stated

(b) Step 2: Verification and Correction of Admission Register

Admission register is verified and corrected with information provided to class teacher through Returning Notice Slip.

(c) Step 3: Capturing Parents' Names in Voters' Roll

The Principal of the school facilitate the capturing of names of parents in the voters' roll as appearing in the admission register
The capturing will be monitored by school electoral team members

(d) Step 4: Notification of Availability of Voter's roll

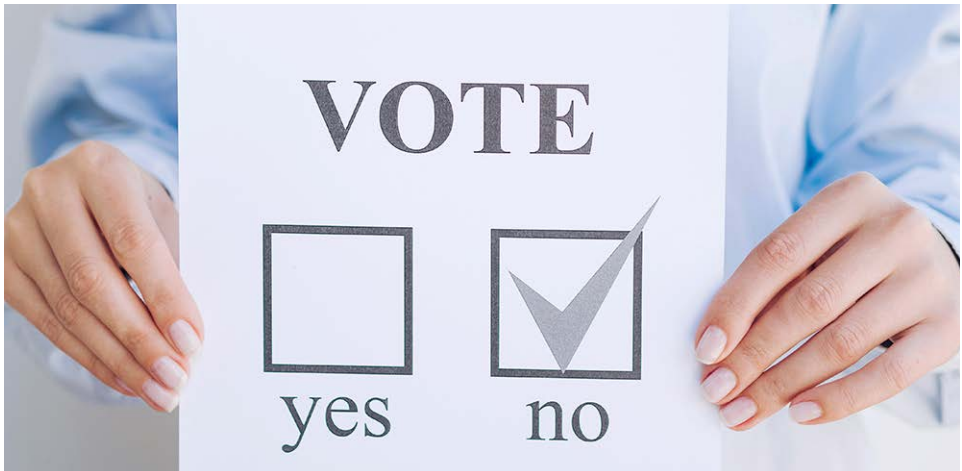
The electoral officer must, at least 14 days prior to the date of the election for parent members, inform the parents of the availability of the voters' roll at the school.

Parents are given seven days prior the election to verify if the information captured is correct and their names appears.

If your name is not appearing in the admission register no person will be allowed to elect or to be elected.

Note admission register is the source of information captured in the voter's roll.

ELIGIBILITY



- (1) A person will not be eligible to be a member of a governing body if he or she:
- (a) is mentally ill and has been declared as such by a

- competent court;
- (b) is a un-rehabilitated insolvent;
- (c) has been convicted of an offence and sentenced to imprisonment without the option of a fine for a period exceeding six months or has not yet served his or her full period of imprisonment, for example, if still under correctional supervision;
- (d) has been declared to be unsuitable to work with children as stipulated in terms of the Children's Act 38 of 2005; or
- (e) does not fall within one of the categories of members who make up a governing body; or
- (f) no longer falls within the category of members that he or she represented at the time of his or her election; and
- (g) Has had his or her membership terminated by the Head of Department in terms of section 18A of the Act.

Quorum

9.1. Quorum for elections of governing body

- (1) A quorum of 15% of parents on the voters' roll is needed for the nomination and election meeting to proceed.
- (2) For the counting of votes in relation to a full day/e-voting election to proceed a 15% participation of parents is also required.
- (3) If the quorum is not met at the first election meeting, the election must be rescheduled not less than seven (7) or more than fourteen (14) days from the date of the first meeting in which event the procedure prescribed in paragraph 11 shall be repeated.
- (4) The notice of the second election meeting should clearly state that no quorum is required for that meeting to continue.
- (5) No proxy votes are allowed.

9.2. Quorum for governing body meetings

- (6) Quorum of governing body meetings shall be fifty-one percent (51%) of elected members
- (7) Quorum shall be determined in terms of the number of elected governing body members present in the meeting and not in accordance of the number of components present in the meeting.
- (8) The absence of one or more components shall not preclude members of the governing body who form a quorum from

- proceeding with the meeting, provided that all individual members were properly invited to the meeting.
- (9) The principal must ensure that evidence of inviting governing body members to the meeting is properly kept.

Notes

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Notes

[illegible]

Cnr 113 Biccard & Excelsior Street, Polokwane, 0700
Private Bag X9489, Polokwane, 0700
Tel.: (015) 290 7600
Fax: (015) 297 6920/4220/4494

www.edu.limpopo.gov.za



@edu_limp



Limpopo Department of Education



limpopoeducation