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DEPARTMENT OF BASIC EDUCATION

NO. 7795 **6 August 2026**

SOUTH AFRICAN SCHOOLS ACT, 1996

REGULATIONS ON THE MINIMUM NORMS AND STANDARDS FOR PROVINCIAL TEACHER DEVELOPMENT INSTITUTES AND DISTRICT TEACHER DEVELOPMENT CENTRES, 2026

The Minister of Basic Education intends, in terms of section 61(1)*(aD)* of the South African Schools Act, 1996 (Act No. 84 of 1996), to make the Regulations set out in the Schedule hereto.

Any person who wishes to submit written comments or representation on the draft Regulations is invited to do so within 30 days from the date of publication of this Regulations—

(a) posting such comments to the following address:
Private Bag X895
PRETORIA
0001;

(b) delivering such comments by hand at the following address:
The Department of Basic Education
222 Struben Street
Pretoria
0001;

(c) e-mailing such comments to the following address:
TeacherDevelopment@dbe.gov.za

Comments must be addressed to the Director: Legal Services and marked for the attention of Adv Zukile Ntshwanti. Comments received after the closing date will not be considered.



SIVIWE GWARUBE, MP

MINISTER OF BASIC EDUCATION

DATE: 5 August 2026

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SCHEDULE

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act bears the meaning so assigned and, unless the context indicates otherwise–

"Act" means the South African Schools Act, 1996 (Act No. 84 of 1996);

"administration spaces'' means the administrative spaces contemplated in regulation 9;

"Centre" means a District Teacher Development Centre contemplated in regulation 4(4);

"Continuing Professional Teacher Development" means a planned, continuous and lifelong process whereby teachers develop their personal and professional qualities, and improve their knowledge, skills and practice;

"Institute" means a Provincial Teacher Development Institute contemplated in regulation 4(1);

"teacher'' means an educator as defined in section 1(1) of the Act;

"South African Council for Educators" means the council contemplated in section 4 of the South African Council for Educators Act, 2000 (Act No. 31 of 2000);

"supporting spaces'' means areas or facilities within an Institute or Centre that do not serve the core function directly but provide essential support to make the main activities performed in the Institute or Centre effective and sustainable;

"training spaces'' means training spaces contemplated in regulation 8; and

"**Universal Design**" means the design of products, environments, programmes and services usable by all people, to address the diversity of learners and teachers with functional limitations.

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Scope and application

2. These Regulations apply to all education departments, and to Institutes and Centres offering teacher development programmes.

Purpose

3. The purpose of these Regulations is to set norms and standards which are aimed—

(a) at institutionalising, standardising and strengthening the system for teacher professional development; and

(b) at ensuring that all teachers in South Africa receive ongoing, high-quality professional support aligned with national education priorities.

Institutes and Centres

4.(1) Institutes are physical sites that must have the minimum functional capacity to serve as provincial sites from which national and provincial priority Continuing Professional Teacher Development programmes may be coordinated and delivered.

(2) Institutes must—

(a) provide suitable office and administrative spaces for provincial teacher development officials and other officials who deal with the support and development of teachers and teaching;

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(b) provide suitable facilities, which may include residential facilities where required, for the development of key personnel such as subject advisors, district officials and mentor teachers, to support the delivery of quality support to teachers in the districts; and

(c) be resourced and maintained in a manner that enables the Institute to meet minimum norms and standards contemplated in these Regulations.

(3) Centres are physical sites—

(a) located in districts and reasonably accessible to teachers from schools in that district;

(b) from which curriculum and teacher development support may be provided;

(c) where teachers are able to access resources;

(d) where continuing teacher development courses may be delivered; and

(e) where teacher professional learning communities may share good practices.

(4) Centres must, where applicable —

(a) be aligned with the relevant District Improvement Plans; and

(b) be linked to the Institute in the province for purposes of teacher development support.

(5) A Centre must have appropriate arrangements for the maintenance and safekeeping of all equipment made available to the Centre.

(6) District teacher development officials located at or supporting a Centre must, where applicable, assist teachers to access appropriate development opportunities by—

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(a) assisting teachers to participate in self-reflection activities, either online or paper-based, in a safe and non-threatening environment;

(b) facilitating access to relevant content onto the available platforms for use by teachers;

(c) assisting teachers, where applicable, to consider the outcome of self-reflection or assessment processes and to identify appropriate courses or programmes to address any development needs identified;

(d) assisting teachers to apply for relevant courses offered by providers approved or endorsed by the South African Council for Educators, where applicable; and

(e) providing information to teachers on available, lawful and applicable funding mechanisms for approved courses.

Access

5.(1) Institutes and Centres must—

(a) ensure equitable and flexible use, accommodate diverse abilities, preferences and needs;

(b) provide accessible buildings, routes, indoor and outdoor spaces;

(c) provide information, communications and related services;

(d) guarantee full physical and communication accessibility to enable equitable participation by all teachers, including those with disabilities; and

(e) ensure that renovations and upgrades to existing Institutes and Centres prioritise removing barriers and creating inclusive environments that support diverse user needs.

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(2) A Centre's or Institute's infrastructure and facilities must align with the requirements of specialised support programmes, particularly those serving teachers with special needs.

Site and identification

6.(1) The site for an Institute or Centre must—

(a) be determined based on suitable topographical conditions and the location must ensure convenient access taking into consideration the surrounding population and demographic factors; and

(b) contain a name board which is clearly visible to the public, indicating—

(i) the name of the Institute or Centre, as the case may be;
(ii) the contact details of the Institute or Centre;
(iii) the GPS coordinates of the Institute or Centre; and
(iv) a universally accessible QR code on the name board.

(2) When determining a location for an Institute or a Centre, consideration must be given to the following:

(a) The number of schools in the area.

(b) The population being served.

(c) Other amenities and facilities in the vicinity.

(d) Space requirements: there must be sufficient space for planned buildings and provision for future development needs.

(e) Safety and security: the location must be safe and accessible for all users and staff, away from high crime zones.

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(f) Accessibility: the Institute or Centre must be easily accessible by road by persons with disabilities.

(g) Gradient: the gradient of the land must not impede access to persons on wheelchairs, and for this purpose the maximum running slope of the curb ramp must have a slope ratio between 1:12 and 1:16, and ramps leading to the building must have a slope of 1:16 to 1:20.

(h) The location must be appropriately situated for ease of access by public and private transport and pedestrian traffic.

(i) There must be adequate, safe and convenient off-street parking for users' vehicles, designated parking bays for staff and parking for users with disabilities must be provided as close to the building as possible.

(j) The location must also be environmentally safe in respect of winds, floods and low-lying areas susceptible to water logging.

Key areas

7. An enabling teaching and learning environment in a Centre must comprise —

(a) minimum training spaces;

(b) additional training support spaces;

(c) optional focussed learning areas; and

(d) administration spaces.

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Training spaces

8.(1) Every Institute and Centre must provide adequate and functional training spaces to support the effective delivery of teacher development programmes.

(2) Core training spaces must include, but are not limited to the following spaces:

(a) Teaching and learning spaces, such as training rooms, meeting rooms, laboratories, and workshops;

(b) storage areas for teaching and learning materials, and for the safekeeping of sensitive and high-value equipment; and

(c) critical user spaces, including libraries, conference halls, recreational areas, and adequate toilet facilities for trainees and other users.

(3) The minimum average space, in an Institute and a Centre, allocated for a teacher must be as follows:

(a) For the training in laboratories: 1.5m^2 to 2m² per teacher; and

(b) for teachers with disabilities: 2.4m² per teacher.

(4) For theory classes, there must be no more than 30 teachers per trainer.

(5) The number of teachers for science and ICT laboratories must be aligned to the number of workstations or computers available in the laboratories.

(6) All training spaces must be designed and equipped to provide a safe, inclusive, and conducive learning environment that accommodates diverse modes of training and technology-enabled learning.

(7) The minimum standard for training spaces is as set out in Table A in the Annexure.

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Administrative spaces

9.(1) Every Institute and Centre must include administrative spaces for the effective management, planning and functioning of the Institute or Centre as set out in Table B in the Annexure.

(2) Administrative spaces contemplated in subregulation (1) must include, but are not limited to—

(a) offices for the Head of the Institute or Centre, subject advisors, specialists, information technology specialists, and programme coordinators;

(b) support rooms, including storage rooms, printing rooms, meeting rooms, and staff rooms; and

(c) care and support spaces, such as pastoral care rooms and sick bays, particularly within Centres.

(3) Administrative spaces must be adequately furnished, accessible and equipped with appropriate technology and resources to support management, coordination, and service delivery functions.

Supporting spaces

10. Every Institute and Centre must provide supporting spaces, as set out in Table C of the Annexure, to complement and enhance the delivery of training, administration and professional development activities.

Electricity

11.(1) All Institutes and Centres must have a power supply which complies with all relevant laws.

(2) The choice of an appropriate power supply must be based on the most appropriate source of electricity available for each Institute and Centre.

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(3) The form of power supply contemplated in subregulation (1) may include—

(a) grid electrical reticulation;

(b) generator;

(c) solar powered energy; or

(d) wind powered energy sources.

(4) Institutes and Centres must be furnished with a power supply of such a nature as to make it possible to continue with its work during load shedding by the electricity service provider.

Water

12.(1) All Institutes and Centres must have basic water supply.

(2) Sufficient water-collection points and water-use facilities must be available at all Institutes and Centres to allow convenient access to, and use of water for drinking, personal hygiene and, where appropriate, for food preparation.

(3) The choice of an appropriate water supply technology must only be based on an assessment conducted on the most suitable water supply technology for each particular Institute and Centre.

(4) The sources of water supply contemplated in subregulation (1) may include—

(a) a municipal reticulation network;

(b) rain water harvesting;

(c) mobile tankers;

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(d) boreholes; or

(e) local reservoirs and dams.

(5) No Institute or Centre may function without potable water.

Sanitation

13.(1) All Institutes and Centres must have proper and sufficient sanitation facilities that are accessible to all, provide privacy and security and promote health and hygiene standards that comply with all relevant laws.

(2) The choice of appropriate sanitation technology must be based on an assessment conducted on the most suitable sanitation technology for each particular Institute or Centre.

(3) The sanitation facilities contemplated in subregulation (1) may include—

(a) water borne sanitation;

(b) small bore sewer reticulation;

(c) septic or conservancy tank systems; or

(d) composting toilets.

(4) All sanitation facilities must meet approved health, safety, and environmental standards.

(5) Plain pit and bucket latrines are not permitted in Institutes and Centres.

(6) Institutes and Centres must provide sanitation facilities that ensure accessibility for teachers with disabilities and which must include ramps, handrails, accessible toilet facilities that

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meet National Building Regulations, tactile signage, and visual aids in line with Universal Design and SANS 10400.

Library

14.(1) All Institutes and Centres must have a 21st-century educational library that—

(a) merges print and digital resources;

(b) is equipped with the latest technology; and

(c) promotes an environment of collaboration and inclusivity to foster lifelong learning, creativity and critical thinking.

(2) A library facility or media facility must consist of one or more of the following models:

(a) A mobile facility;

(b) a cluster facility;

(c) a training room facility;

(d) a centralised Centre facility;

(e) a community facility; or

(f) an ICT based facility.

Laboratories for Practical Work Training

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15.(1) All Institutes and Centres must be equipped with the necessary computers, workstations, display devices, apparatus and consumables to make it possible to conduct experiments and practical work.

(2) The apparatus and consumables referred to in subregulation (1) must be housed in a secure laboratory, a mobile laboratory, a classroom, workshop, storeroom or a safe container.

(3) The size of a storeroom in an Institute or Centre must be such that it is conducive for the safe storage of materials and equipment for practical work.

Technology and electronic connectivity

16.(1) All Institutes and Centres must be equipped with—

(a) ICT facilities with the required hardware and dedicated software, business intelligence tools and internet connectivity; and

(b) wired or wireless connectivity for purposes of communication.

(2) The following communication facilities must be provided:

(a) Telephone facilities;

(b) internet or intranet facilities;

(c) an intercom or public address system; and

(d) Information Communications Technology based solutions.

(3) Sufficient bandwidth must be provided to benefit all trainees.

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Perimeter security and safety

17.(1) Every Institute and Centre site must be enclosed by appropriate fencing to a height of at least 1,8 metres.

(2) Institute and Centre buildings must be equipped with safety and security measures, such as the following:

(a) Burglar proofing for all ground floor buildings and other built areas on ground level that are accessible;

(b) 24-hour security guard protection; and

(c) an alarm system.

(3) Institute and Centre buildings and other facilities must conform to all laws relating to fire protection.

Design considerations for training spaces and training support spaces

18.(1) Natural day lighting must be optimised when designing training rooms, in order to minimise the dependence on artificial lighting.

(2) Glare must, as far as reasonably practicable, be avoided.

(3) Ventilation must be natural ventilation and must include permanent wall vents and windows with opening sections so as to promote healthy conditions and the reduction of the risk of the spreading of diseases.

(4) In the provisioning of windows, ease of operation, natural ventilation requirements and maintaining an adequate level of safety must be taken into account.

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(5) Acoustic conditions must, as far as reasonably practicable, facilitate clear communication of speech between trainer and teacher, and amongst teachers, and must not impede teaching and learning activities.

(6) Background noise and reverberation must, as far as reasonably practicable, be reduced to a minimum.

(7) ICT laboratories are specialised spaces and must not be utilised for any purpose other than their intended purpose.

(8) Innovative design which is efficient, cost effective and appropriate to create an enabling and inclusive teaching and learning environment must be promoted.

Tools and equipment

19.(1) Tools and equipment are to be housed in individual laboratories, and no common storerooms and tool rooms are permitted.

(2) Inventory control and scrutiny must be conducted on a quarterly basis with a consolidation at the end of each academic year and a guideline for dealing with the inventory of consumable material must be provided.

(3) Tools and equipment must be reviewed regularly to identify items that are unserviceable or beyond economical repair.

(4) Before removal from use, such tools and equipment must be assessed for possible repair, safe reuse or redeployment in accordance with applicable asset management requirements.

Maintenance

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20.(1) Preventative maintenance, which includes the regular painting of buildings and sealing of roofs, must be conducted regularly to keep buildings and equipment in good condition.

(2) Corrective maintenance, which includes replacing broken windows, doors and gutters, must be done when necessary in order to ensure that operations continue safely.

Furniture

21.(1) Each space within an Institute and a Centre needs to have adequate and suitable furniture for the purpose it serves.

(2) In acquiring educational spaces, consideration must be given to the suitability of furniture for adult use, for specialist rooms, such as science labs, computer labs and for libraries, all of which have specific requirements in terms of furniture.

(3) Administration spaces must include furniture suitable for a reception area.

(4) Education support spaces must consider the purpose for each space, which must guide the procurement of suitable furniture for both indoor and outdoor areas, the latter described as recreational spaces.

Linking of Centres with schools

22. A Centre must support schools within its location, wherein the training of teachers from these schools is delivered.

Short Title and commencement

23. These Regulations are called the Regulations on the Minimum Norms and Standards for Provincial Teacher Development Institutes and District Teacher Development Centres, 2026, and come into operation on the date of publication in the *Gazette*.

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ANNEXURE

Table A: Training spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Training room	10	6	60	72	48	60
Lecture theatre	1	0	100	120	0	0
Library	1	1	60	72	60	72
Science / practical work laboratory	1	1	60	72	60	72
Life Science Lab	1	0	60	72	0	0
ICT / computer room	3	1	60	72	48	60
Server room	2	1	15	20	12	15
Multipurpose room	2	2	60	72	48	60
Technology room	1	0	48	60	0	0
Media centre	1	0	60	72	0	0
Conference room	1	0	100	120	0	0
LTSM store	1	1	60	72	60	72
Storage space	6	4	12	15	10	12
Ablution facilities, including accessible toilet facilities	Minimum 3 male and 3 female facilities, including facilities accessible to persons with disabilities, subject to applicable building and sanitation requirements	Minimum 3 male and 3 female facilities, including facilities accessible to persons with disabilities, subject to applicable building and sanitation requirements	2.2x2.2	-	2.2x2.2	-

For purposes of this Table, a multipurpose room may include meetings, workshop and recreational uses, where appropriately designed and equipped.

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Table B: Administration spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Office for the Head	1	1	15	20	12	15
Deputy Head	4	1	12	15	10	15
Provincial/District official's office, including subject advisors, specialists, IT specialists and programme coordinators	4	15	10	12	10	15
Administration office	6	4	12	15	12	15
Reception area	1	1	12	15	10	15
Lounge	1	1	15	25	0	0
Boardroom / meeting room	1	1	24	36	48	60
Storage areas/spaces	6	2	12	15	10	15
Strong room	1	1	6	10	6	10
Printing room	4	2	10	15	10	15
Staff room	1	1	48	60	48	60
* Pastoral care / sick room	1	1	12	15	12	15
Kitchenette	1	1	12	15	12	15

Table C: Supporting spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Security room	1	0	6	10	6	10
Dining room/hall	1	1	60	80	60	80

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DEPARTMENT OF BASIC EDUCATION

NO. 7796 **6 August 2026**

SOUTH AFRICAN SCHOOLS ACT, 1996

REGULATIONS ON THE PROHIBITION OF THE PAYMENT OF UNAUTHORISED REMUNERATION OR THE GIVING OF OTHER FINANCIAL BENEFITS, OR BENEFITS IN KIND TO CERTAIN EMPLOYEES, 2026

The Minister of Basic Education intends, in terms of section 61(1)*(aC)* of the South African Schools Act, 1996 (Act No. 84 of 1996) to make the Regulations set out in the Schedule.

Any person who wishes to submit written comments or representations on the draft Regulations is invited to do so within 30 days from the date of publication of this Regulations by—

(a) posting such comments to the following address:
Private Bag X895
PRETORIA
0001;

(b) delivering such comments by hand at the following address:
The Department of Basic Education
222 Struben Street
Pretoria
0001; or

(c) e-mailing such comments to the following address:
Section38A@dbe.gov.za



SIVIWE GWARUBE, MP
MINISTER OF BASIC EDUCATION
DATE: 5 August 2026

SCHEDULE

Definitions

1. In these Regulations, any word or expression to which a meaning has been assigned in the National Education Policy Act, 1996 (Act No. 27 of 1996), and the South African Schools Act, 1996 (Act No. 84 of 1996), bears the meaning so assigned, unless the context otherwise indicates –

"Act" means the South African Schools Act, 1996 (Act No. 84 of 1996);

"additional work" means any activity which qualifies for additional remuneration as contemplated in section 38A of the Act and which is not remunerated in terms of the employment agreement prescribed by the Employment of Educators Act, 1998 (Act No. 76 of 1998) and the Public Service Act, 1994 (Proclamation No. 103 of 1994);

"agreement" means an agreement in writing between a state employee and the governing body of a public school, which–

(a) clearly outlines duties, duration not exceeding the academic year, payment structure and obligations;

(b) states that the agreement does not create a secondary employer relationship;

(c) provides that state employment obligations take precedence; and

(d) confirms that all payments or benefits are subject to applicable taxation;

"authorised remuneration" means any remuneration, benefit in kind or other financial benefit payable or otherwise transferable to a state employee for additional work where the payment of such remuneration, benefit in kind or other

financial benefit is not in terms of the employment agreement prescribed by the Employment of Educators Act, 1998 (Act No. 76 of 1998) and the Public Service Act, 1994 (Proclamation No. 103 of 1994), and for which prior approval has been obtained by the governing body concerned in terms of section 38A(2) of the Act and these Regulations; and

"state employee" means a person who is in the employ of the State in terms of the Employment of Educators Act, 1998 (Act No. 76 of 1998) or the Public Service Act, 1994 (Proclamation No. 103 of 1994).

Application and scope

2. (1) These Regulations apply to all public schools and state employees.

(2) These Regulations do not apply to employees of a governing body of a public school.

Governing body's policy

3. The governing body of a public school must develop and adopt a financial policy which includes the circumstances whereunder, and the terms and conditions on which it may pay or otherwise transfer authorised remuneration to state employees for additional work, provided such policy complies with section 38A of the Act and these Regulations.

Application by governing body

4. (1) The governing body of a public school may apply to the Head of Department in the relevant province, or a duly authorised delegate,

for authorisation for remunerating a state employee for additional work undertaken on instruction of that governing body for the benefit of the school.

(2) All applications contemplated in subregulation (1) must be in the form of Form 1, provided for in Annexure 1.

(3) The governing body of the public school must attach, to its application, a written notice by the state employee confirming his or her willingness to do the additional work.

(4) The application must be accompanied by the school's section 38A policy.

Approval and appeals

5. (1) The Head of Department in the relevant province may not unreasonably refuse the application of the governing body of a public school.

(2) The Head of Department in the relevant province must, in writing, and within three (3) months of receiving the application, approve or reject the application and provide written reasons if the application is rejected.

(3) In the event where the application is not approved, or no reasons are provided for the decision on an application, the governing body of the public school has the right to appeal to the Member of the Executive Council responsible for education in the province against this decision.

(4) The appeal must be in writing and must contain all the details prescribed in subregulation (2) and any other information relevant to the matter.

(5) The Member of the Executive Council must consider the appeal within 14 days of receipt of the appeal and must communicate his or her decision to the governing body of the public school and the Head of Department in the relevant province.

(6) If the appeal is unsuccessful, the Member of the Executive Council must provide written reasons therefor.

Duration

6. The governing body of a public school may not enter into an agreement with a state employee for a period longer than a school's financial year.

Record-Keeping for work undertaken by state employees

7. (1) The governing body of a public school must keep an accurate record of the actual time additionally worked by the state employee for which the state employee will receive authorised remuneration from the governing body if the state employee is remunerated on an hourly basis.

(2) The governing body of a public school must keep a written record of the additional responsibilities for which a state employee will receive authorised remuneration from the governing body and each state employee must submit a quarterly report detailing the additional responsibilities to the governing body.

Remuneration of state employee

8. The authorised remuneration that the governing body pays the employee for the actual time, additional work or additional responsibility will

be determined by the school's Section 38A policy and set out in the agreement with the employee.

Agreement between the state employee and governing body

9. (1) The governing body of a public school must enter into a written agreement with each state employee for which permission is granted in terms of regulation 5(2), which must comply with the provisions of section 38A of the Act and these Regulations.

(2) The state employee must be given a copy of the signed agreement.

(3) Disputes relating to the agreement between the state employee and the governing body must be referred to the employer of the state employee for mediation within seven (7) days of the dispute and the employer must have 14 days to mediate the dispute. If the dispute is not resolved within 14 days after referral for mediation, then the matter must be taken to relevant courts.

Prohibition of certain categories of remuneration

10. An application for authorisation for remunerating of a state employee for additional work may not deal with remuneration related to—

(a) any service that has already been paid for by the State;

(b) any benefit in kind, unless a monetary value is attached thereto;

(c) the payment of gratuities;

(d) the payment of bonuses; and

(e) the exemption from the payment of school fees, excluding a formal application in terms of the Regulations for the exemption of parents from the payment of school fees.

Proof of additional work done by a state employee

11. (1) The record contemplated in regulation 7 must be made available for inspection to the Head of Department in the relevant province or his or her delegate.

(2) The Head of Department in the relevant province or a duly authorised delegate may, quarterly, verify the additional work done as contemplated in these Regulations.

Short title and commencement

12. These Regulations are called the Regulations on the Prohibition of the Payment of Unauthorised Remuneration or the Giving of Other Financial Benefits or Benefits in Kind to Certain Employees, 2026, and come into operation on the date of publication in the Gazette.

ANNEXURE 1

FORM 1

PART A

APPLICATION FORM IN TERMS OF SECTION 38A OF THE SOUTH AFRICAN SCHOOLS ACT,1996 (Act No. 84 of 1996) BY THE SCHOOL GOVERNING BODY (SGB)

(To be filled by the SGB)

ACADEMIC YEAR 01 JANUARY ____ TO 31 DECEMBER _____

1. Details of the school

1.1	***District***	
1.2	***Name of school***	
1.3	***School EMIS number***	

2. Details of the State Employee

2.1 Surname	
2.2 First Names	
2.3 PERSAL number	
2.4 Rank	

3. Give the nature of the service/activity/activities to be rendered by state employee to be paid the additional remuneration or benefits:

(For time spent more than 1800 hours p.a with school extra-curricular activities and/or additional responsibilities).

4. The nature/type of the proposed remuneration/benefit:

5. The amount proposed to be remunerated or nature of benefit:

6. Give full details of the extent of such payment to the state employee. (Attach any additional information that will assist in determining this)

7. When will the remuneration be paid?

Monthly	☐	***Quarterly***	☐	***Once off***	☐

8. Confirmation that school funds, other than NNSSF, will be used to remunerate the state employee.

Yes		***No***	

9. Confirmation of compliance in terms of Section 20 (5) – (9) of SASA with regard to additional staff employed by the SGB.

Yes		***No***	

10. Confirmation that the SGB has budgeted for this section 38A expenditure (including taxes) and has calculated the reasonable monetary value of any benefit.

Yes		***No***	

UNDERTAKING BY SCHOOL GOVERNING BODY

We, the School Governing Body (SGB) of _____hereby declare and undertake to ensure compliance with the provisions of Section 38A of the South African Schools Act, 1996 (Act No. 84 of 1996) (the Act).

1. We have applied to contract the services of _____ for additional duties and responsibilities at the school in terms of the school's policy on section 38A of the Act.

2. We confirm that section 38A application served at the structures of the SGB and that the SGB approved the application for the next financial year.

3. The additional duties and responsibilities will not interfere with the contractual obligations/duties of the state employee as contained and provided for in the Employment of Educators Act, 1998 (Act No. 76 of 1998) and/or the Public Service Act, 1994 (Proclamation No. 103 of 1994) and Personnel Administration Measures (PAM), with special reference to such duties, workloads and responsibilities as contained therein and apply to the relevant state employee.

4. We are fully versed with and have taken cognisance of the relevant Acts and Regulations (including legislation about income tax) that impact on and have consequences for the contractual relationships created by Section 38A of the Act.

5. The Department will not be held liable, vicariously or otherwise and in respect of any dispute that may arise from such contractual relationship as envisaged in terms of section 38A of the Act.

6. We affirm and undertake to disclose such full details as to the nature and extent of such payments as required by Section 38A of the Act.

7. We have complied with the provisions of Sections 20(5) to (9) of the Act.

8. The school is financially able and willing to make such payments and declare that its assets will exceed its liabilities when making such payments and or award any benefit in kind.

9. We affirm that we are fully aware of and understand the consequences of any fraudulent and corrupt practices that such payments may give rise to and possible prosecution of such persons as provided for in terms of section 4(1) the Prevention and Combatting of Corrupt Activities Act, 2004 (Act No. 12 of 2004) and the recovery of such unauthorised payments under section 38A (9) of the Act.

_____ _____

Chairperson: SGB ***Chairperson:***
Finance Committee

Signed at _____ on _____

PART B

APPLICATION FORM IN TERMS OF SECTION 33 OF THE EMPLOYMENT OF EDUCATORS ACT, 1998 (ACT NO. 76 OF 1998) OR SECTION 30 OF THE PUBLIC SERVICE ACT, 1994 (PROCLAMATION NO. 103 OF 1994)

TO BE FILLED BY THE STATE EMPLOYEE

ACADEMIC YEAR JANUARY _____ TO 31 DECEMBER _____

DESCRIPTION OF ACTIVITIES APPLIED FOR

1. Application for (please tick one of the following);

(a) Remuneration	□	***(b) Other Financial Benefits***	□	***(c) Benefit in kind***	□

2. Types of activities: (Please tick relevant activity/ies)

2.1

Sporting related activities	□	***Curriculum related activities***	□	***Arts and Culture related activities***	□	***Tours and excursion related activities***	□	***Other***	

2.2 Give a brief description of the activities chosen above: (Not more than 30 words):

Coaching, workshops, weekends and school holiday activities.

3. Time Expended on activity/ies

3.1

After hours	□	***Weekend***	□	***School holidays***	□	***Other***	

3.2 If other give a short description of the time expended on activity or activities:

(Not more than 20 words):

……

……

……

4. Please indicate cost: (Tick)

Monthly	□	***Quarterly***	□	***Once off***	□	***Per hour***	□

NB: Should you tick more than one activity, indicate the cost for each activity separately.

4.1 Amount

- Monthly:
- Quarterly:
- Once-off:
- Per hour:

4.2 Total maximum amount for the year:

Undertaking by the Educator/Public Service Employee

I, _____ (PERSAL number) _____ the undersigned, employed in the service of the _____ Department of Education and stationed at _____

1. Confirm that I have read and understood the provisions of Section 38A of the South African Schools Act as well as the conditions of my employment contract with the Department as provided for in terms of the Employment of Educators Act, 1998 (Act No.76 of 1998) and/or the Public Service Act, 1994 (Proclamation No. 103 of 1994), Personnel Administration Measures (PAM), with special reference to such duties, workloads and responsibilities as contained therein and apply to state employees.

2. I am fully versed with and have taken cognisance of the relevant Acts and Regulations (including legislation pertaining to Income Tax) that impact on and have consequences for the additional remuneration for additional work done in terms of section 38A.

3. I confirm that the Department will not be held liable in respect of any dispute that may arise from such a contractual relationship as envisaged in terms of Section 38A.

4. I will not breach my contractual duties and obligations to my employer nor undertake such additional duties and obligations that may adversely impact on my ability to perform my functions as Educator/Administrative Support Staff.

5. I affirm that I am fully aware of the consequences of any fraudulent and corrupt practices that such payments may give rise to, and the possible prosecution of such people as provided for in terms of section 3(1) of the Prevention and Combatting of Corrupt Activities Act, 2004 (Act No. 12 of 2004) and the recovery of such unauthorised payments under Section 38A(9) of the South African School Act, 1996 (Act No. 84 of 1996).

_____ _____

SIGNATURE OF THE EMPLOYEE DATE

DEPARTEMENT VAN BASIESE ONDERWYS

NO. 7796 **6 August 2026**

SUID-AFRIKAANSE SKOLEWET, 1996 (Wet No. 84 van 1996)

REGULASIES OOR DIE VERBOD OP BETALING VAN ONGEMAGTIGDE BESOLDIGING, OF GEE VAN FINANSIËLE VOORDEEL OF GOEDEREVOORDEEL AAN SEKERE WERKNEMERS INGEVOLGE ARTIKEL 38A VAN DIE SUID-AFRIKAANSE SKOLEWET, 2026

Die Minister van Basiese Onderwys, beoog om ingevolge artikel 61(1)(*aC*) van die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996), en na oorlegpleging met die Raad van Onderwysministers, om die Regulasies in die Bylae te maak.

Persone wat belang stel word uitgenooi om binne 30 dae vanaf die publikasie van hierdie kennisgewing, enige geskrewe kommentaar of vertoë oor die voorgestelde Regulasies aan die Direkteur-generaal, Departement van Basiese Onderwys, in te dien, Privaatsak X895, Pretoria, 0001; (vir die aandag van Adv. Zukile Ntshwanti, of deur e-pos aan Ntshwanti.Z@dbe.gov.za).

Deur dit per hand by die volgende adres af te lewer:
Die Departement van Basiese Onderwys
222 Struben Straat
Pretoria
0001;

SIVIWE GWARUBE, LP
MINISTER VAN BASIESE ONDERWYS
DATUM: 05/08/2026

Bylae

1. Woordomskrywings

1. In hierdie Regulasies het enige woord of uitdrukking waaraan ’n betekenis in die Wet op die Nasionale onderwysbeleid, 1996 (Wet No. 27 van 1996), of die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996) toegewys is, die betekenis daaraan toegewys en tensy die samehang anders aandui beteken–

"addisionele werk" enige aktiwiteit wat kwalifiseer vir addisionele besoldiging soos beoog in artikel 38A van die Wet en wat nie besoldiging is ingevolge die indiensnemingsooreenkoms deur die Wet op die Indiesneming van Opvoeders, 1998 (Wet No. 76 van 1998) en die Staatsdienswet, 1994 (Proklamasie 103 van 1994) voorgeskryf is nie;

"gemagtigde besoldiging" enige besoldiging, goederevoordeel of enige ander finansieële voordeel betaalbaar of anders oordraagbaar na ’n staatsamptenaar vir addisionele werk waar die betaling van sodanige besoldiging, goederevoordeel of ander finansieële voordeel nie ingevolge die indiensnemingsooreenkoms deur die Wet op die Indiesneming van Opvoeders, 1998 (Wet No. 76 van 1998) en die Staatsdienswet, 1994 (Proklamasie 103 van 1994) voorgeskryf is nie, en waarvoor daar nie deur die betrokke beheerliggaam ingevolge artikel 38A van die Wet en hierdie Regulasies vorige goedkeuring verkry is nie; en

"ooreenkoms" ’n skriftelike ooreenkoms tussen ’n staatsamptenaar en die beheerliggaam van ’n openbare skool wat—

(a) duidelik die pligte, duur- wat nie die akademiese jaar oorskry nie, betaalstruktuur, en verpligtinge uitlê;
(b) stel dat die ooreenkoms nie ’n sekondêre werkgewerverhouding skep nie;
(c) voorsiening maak dat die staatsdiens verpligtinge voorkeur geniet; en
(d) bevestig dat alle betalings of voordele onderhewig aan taksasie is.

"staatsamptenaar" ’n persoon wat in die diens van die Staat is ingevolge die Wet op die Indiensneming van Opvoeders,1998 (Wet No. 76 van 1998) of die Staatsdienswet, 1994 (Proklamasie No. 103 van 1994).

Wet beteken die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996);

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Toepassing en trefwydte

2. (1) Hierdie Regulasies is van toepassing op alle openbare skole en staatsamptenare.

(2) Hierdie Regulasies is nie van toepassing op werknemers van ’n openbare skool se beheerliggaam nie.

Beheerliggaam se beleid

3. Die beheerliggaam van ’n openbare skool moet ’n finansieëlebeleid ontwikkel en aanneem, wat insluit omstandighede waaronder, en die bepalings en voorwaardes waarop dit gemagtigde besoldiging kan betaal of oordra aan ’n staatsamptenaar vir addisionele werk raak, met dien verstande dat sodanige beleid artikel 38A van die Wet en hierdie Regulasies moet nakom.

Aansoek deur beheerliggaam

4. (1) Die beheerliggaam van ’n openbare skool mag aan die Departementshoof in die tersaaklike provinsie, of ’n deeglik gemagtigde afgevaardigde, aansoek doen vir die goedkeuring vir die vergoeding van ’n staatsamptenaar vir addisionele werk wat onderneem is op instruksie van daardie beheerliggaam vir die voordeel van die skool.

(2) Alle aansoeke beoog in subregulasie (1) moet skriftelik en in die vorm van Vorm 1 wees, wat in Aanhangsel 1 voorsien word.

(3) Die beheerliggaam van die openbare skool moet ’n geskrewe kennisgewing deur die staatsamptenaar aan sy aansoek heg wat sy of haar gewilligheid om die addisionele werk te doen, bevestig.

(4) Die aansoek moet vergesel word deur die skool se artikel 38A beleid.

Goedkeuring en appèlle

5. (1) Die Departementshoof in die tersaaklike provinsie, kan nie die aansoek van die beheerliggaam van die openbare skool onredelik weier nie.

(2) Die Departementshoof in die tersaaklike provinsie moet, skriftelik, en binne drie (3) maande na die ontvangs van die aansoek, die aansoek goedkeur of afkeur en geskrewe redes voorsien indien die aansoek afgekeur is.

(3) In die geval waar die aansoek nie goedgekeur is nie, of geen rede voorsien is vir ’n besluit oor ’n aansoek nie, het die beheerliggaam van die openbare skool die reg om tot die Lid van die Uitvoerende Raad verantwoordelik vir onderrig in die provinsie, teen die besluit te appelleer.

(4) Die appèl moet skriftelik wees en moet al die besonderhede wat in sub-Regulasie (2) voorskryf is, en enige ander inligting wat van toepassing op die saak is bevat.

(5) Die Lid van die Uitvoerende Raad moet die appèl binne 14 dae na ontvangs van die appèl, oorweeg en sy of haar besluit aan die beheerliggaam van die openbare skool en die Departementshoof in die tersaaklike provinsie kommunikeer.

(6) Indien die appèl onsuksesvol is, moet die Lid van die Uitvoerende Raad geskrewe redes daarvoor voorsien.

Duur

6. Die beheerliggaam van ’n openbare skool kan nie ’n ooreenkoms met ’n staatsamptenaar vir ’n periode langer as ’n skool se boekjaar, betree nie.

Hou van rekord vir werk onderneem deur staatsamptenare

7. . (1) Die beheerliggaam van ’n openbare skool moet ’n akkurate rekord hou van die werklike tyd wat addisionele werk deur die staatsamptenaar gedoen is waarvoor die staatsamptenaar gemagtigde besoldiging vanaf die beheerliggaam sal ontvang as die staatsamptenaar uurliks vergoed word.

(2) Die beheerliggaam van ’n openbare skool moet ’n geskrewe rekord hou van die addisionele verantwoordelikhede waarvoor ’n staatsamptenaar gemagtigde besoldiging vanaf die beheerliggaam sal ontvang en elke staatsamptenaar moet ’n kwartaalverslag indien wat die besonderhede van die addisionele verantwoordelikhede aan die beheerliggaam uitlê.

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Besoldiging van staatsamptenaar

8. Die gemagtigde besoldiging wat die beheerliggaam aan die werknemer betaal vir die werklike tyd, addisionele werk of addisionele verantwoordelikhede, sal bepaal word deur die skool se Artikel 38A beleid en sal uiteengesit word in die ooreenkoms met die werknemer.

Ooreenkoms tussen die staatsamptenaar en beheerliggaam

9. Die beheerliggaam van ’n openbare skool moet ’n geskrewe ooreenkoms met elk van die staatsamptenare waarvoor toestemming ingevolge regulasie 5(2) gegun is, betree, wat voldoen aan die bepalings in artikel 38A van die Wet en hierdie Regulasies.

(2) ’n Afskrif van die getekende ooreenkoms moet aan die staatsamptenaar gegee word.

(3) Geskille rakende die ooreenkoms tussen die staatsamptenaar en die beheerliggaam moet na die werkgewer van die staatsamptenaar verwys word vir bemiddeling binne sewe (7) dae vanaf die geskil en die werkgewer moet binne 14 dae die geskil bemiddel. As die geskil nie binne 14 dae na verwysing vir bemiddeling opgeklaar is nie, moet die saak na die tersaaklike howe geneem word.

Verbod op sekere kategorieë van besoldiging

10. ’n Aansoek vir magtiging vir besoldiging van ’n staatsamptenaar vir addisionele werk kan nie besoldiging behandel nie rakende—

(a) enige diens wat reeds deur die Staat betaal is nie;

(b) enige goederevoordeel, tensy ’n geldelike waarde daaraan geheg is;

(c) die betaling van toelaes;

(d) die betaal van bonusse; en

(e) die vrywaring van die betaal van skoolgelde, behalwe ’n formele aansoek ingevolge die Regulasies vir die vrywaring van ouers om skoolgelde te betaal.

Bewys van addisionele werk gedoen deur 'n staatsamptenaar

11. (1) Die rekord beoog in Regulasie 7, moet beskikbaar gemaak word vir inspeksie aan die Departementshoof in die tersaaklike provinsie of sy of haar afgevaardigde.

(2) Die Departementshoof in die tersaaklike provinsie of ’n deeglike gemagtigde afgevaardigde kan, kwartaalliks, die addisionele werk gedoen soos beoog in hierdie Regulasies, naggaan.

Kort titel en Inwerkingtreding

12. Hierdie Regulasies word die Regulasies oor die Verbod op die Betaling van Ongemagtigde Besoldiging, of gee van Finansiële Voordeel of Goederevoordeel aan sekere werknemers en tree in werking op die datum van publikasie in die *Staatskoerant.*

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AANHANGSEL 1

VORM 1

DEEL A

AANSOEKVORM INGEVOLGE ARTIKEL 38A VAN DIE SUID-AFRIKAANSE SKOLEWET DEUR DIE SKOOLBEHEERLIGGAAM (SBL)

(moet deur die SBL voltooi word)

AKADEMIESE JAAR 01 JANUARIE ____ TOT 31 DESEMBER _____

1. Besonderhede van die skool

1.1	***Distrik***	
1.2	***Naam van skool***	
1.3	***Skool EMIS nommer***	

2. Besonderhede van die Staatsamptenaar

2.1 Van	
2.2 Volle name	
2.3. Persal nommer	
2.4 Rang	

3. Voorsien die aard van die diens/ aktiwiteit/ aktiwiteite wat deur die staatsamptenaar verrig sal word waarvoor die addisionele besoldiging of voordele betaal sal word:

(Vir tyd bestee meer as 1800 ure p.a. met skool buitemuurse aktiwiteite en/of addisionele verantwoordelikhede).

4. Die aard/ tipe van die voorgestelde besoldiging/voordeel:

5. Die voorgestelde getal wat betaal sal word of die aard van die voordeel:

6. Voorsien volle besonderhede van die omvang van sodanige betaling aan die staatsamptenaar. (heg enige inligting aan wat bystand sal bied om dit te bepaal)

7. Wanneer sal die besoldiging betaal word?

Maandeliks	□	***Kwartaalliks***	□	***Eenmalig***	□

8. Bevestiging dat skoolfondse, anders as die NNSSB gebruik sal word om die staatsamptenaar te vergoed.

Ja		***Nee***	

9. Bevestiging van nakoming ingevolge artikel 20(5) – (9) van SASA rakende addisionele personeel by die SBL indiensgeneem.

Ja		***Nee***	

10. Bevestiging dat die SBL vir hierdie artikel 38A uitgawe (met inbegrip van belasting) begroot het en die redelike geldelike waarde van enige voordeel bereken het.

Ja		***Nee***	

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ONDERNEMING DEUR SKOOLBEHEERLIGGAAM

Ons, die Skoolbeheerliggaam (SBL) van _____ verklaar hierby en onderneem om die bepalings van Artikel 38A van die Suid-Afrikaanse Skolewet No. 84 van 1996 (die Wet) na te kom.

1. Ons het aansoek gedoen om die dienste van _____ te kontrakteer vir addisionele pligte en verantwoordelikhede by die skool ingevolge die skool se beleid oor Artikel 38A van die Wet.

2. Ons bevestig dat artikel 38A aansoek voor die SBL voorgelê is en dat die SBL die aansoek vir die volgende boekjaar goedgekeur het.

3. Die addisionele pligte en verantwoordelikhede sal nie met die kontraktelike verpligtinge/pligte van die staatsamptenaar, soos vervat en voor voorsiening gemaak in die Wet op die Indiensneming van Opvoeders,1998 (Wet No. 76 van 1998) en/of die Staatsdienswet, 103 van 1994 (Proklamasie 103 van 1994) en Personeel Administrasie Maatreëls (PAM), met spesiale verwysing na sodanige pligte, werklas en verantwoordelikhede daarin vervat en van toepassing is op die betrokke staatsamptenaar, bots nie.

4. Ons is volledig vertroud met en het kennis geneem van die tersaaklike Wette en Regulasies (met inbegrip van wetgewing oor inkomstebelasting) wat ’n impak het op en nagevolge het vir die kontraktelike verhouding deur Artikel 38A van die Wet geskep.

5. Die Departement sal nie aanspreeklik gehou word, middellik of anders en te aansien van enige geskil wat van sodanige kontrak verhouding voortspruit soos beoog ingevolge artikel 38A van die Wet, nie.

6. Ons bevestig en onderneem om sodanige volledige besonderhede oor die aard en omvang van sodanige betalings soos deur Artikel 38A van die Wet benodig word, bekend te maak.

7. Ons het die bepalings van artikels 20(5) tot (9) van die Wet nagekom.

8. Die skool is finansieel in staat en gewillig om sodanige betalings te maak en te verklaar dat sy bates sy laste sal oorskry wanneer sodanige betalings betaal word en of enige goederevoordeel toegeken word.

9. Ons bevestig dat ons ten volle bewus is van, en die nagevolge van enige bedrieglike en korrupte praktyke wat sodanige betaling kan opper en moontlike vervolging van sodaninge persone waarvoor voorsiening gemaak is in artikel 4(1) van die Wet op die Voorkoming van Korrupsie van 2004 en die herstel van sodanige ongemagtigde betalings onder artikel 38A(9) van die Wet, verstaan.

_____ _____

Voorsitter: SBL ***Voorsitter: Finansieële Komitee***

Geteken te _____ ***op*** _____

10

DEEL B

AANSOEK VORM INGEVOLGE ARTIKEL 33 VAN DIE WET OP INDIENSNEMING VAN OPVOEDERS 76 VAN 1998 OF ARTIKEL30 VAN DIE STAATSDIENSWET 103 VAN 1994

MOET DEUR DIE STAATSAMPTENAAR VOLTOOI WORD

AKADEMIESE JAAR JANUARIE ____ TOT 31 DESEMBER _____

BESKRYWING VAN AKTIEWITEITE WAARVOOR AANSOEK GEDOEN IS

1. Aansoek vir (merk asseblief een van die volgende);

(a) Besoldiging	□	***(b) Ander finansiële voordeel***	□	***(c) Goederevoordeel***	□

2. Tipes aktitwiteite: (Merk asseblief tersaaklike aktiwiteit/e)

2.1

Sport verwante aktiwiteite	□	***Kurrikulumverwante aktiwiteite***	□	***Kuns en kultuur verwante aktiwiteite***	□	***Toere en uitstappie verwante aktiwiteite***	□	***Ander***	

2.2 Gee 'n kort beskrywing van die aktiwiteite hierbo gekies: (nie meer as 30 woorde nie):

Afrigting, werkswinkels, naweke en skoolvakansie aktiwiteite.

3. Tyd op aktiwiteit/e gespandeer

3.1

Na-ure	□	***Naweek***	□	***Skoolvakansies***	□	***Ander***	□

3.2 Indien ander, gee 'n kort beskrywing van die tyd gespandeer op die aktiwiteit/e:

(nie meer as 20 woorde nie):

……

……

……

4. Dui asseblief koste aan: (Merk)

Maandeliks	□	***Kwartaalliks***	□	***Eenmalig***	□	***Per uur***	□

LW: Sou u meer as een aktiwiteit merk, dui die koste van elke aktiwiteit apart aan.

4.1 Bedrag

- Maandeliks:
- Kwartaalliks:
- Eenmalig:
- Per uur:

4.2 Totale maksimum bedrag vir die jaar:

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Onderneming deur die Opvoeder/ Staatamptenaar

Ek, _____ (PERSAL nommer) _____ die ondergetekende, in diens van die _____ Departement van Onderwys en gevestig te _____

1. Bevestig dat ek die bepalings van Artikel 38A van die Suid-Afrikaanse Skolewet gelees en verstaan het sowel as die bepalings van my indiensnemingskontrak met die Departement, soos voor voorsiening gemaak ingevolge die Wet op die Indiensneming van Opvoeders 76 van 1998 en/of die Staatsdienswet 103 van 1994 (Proklamasie 103 van 1999), Personeel administratiewe Maatreëls (PAM), met spesiale verwysing na sodanige pligte, werklaste en verantwoordelikhede soos daarin vervat en van toepassing is op staatsamptenare.

2. Ek is volledig vertroud met en het kennis geneem van die tersaaklike Wette en Regulasies (met inbegrip van wetgewing rakende inkomstebelasting) wat ’n impak het op en nagevolge het vir die addisionele besoldiging vir addisionele werk gedoen ingevolge Artikel 38A.

3. Ek bevestig dat die Departement nie aanspreeklik gehou sal word rakende enige geskil wat van sodanige kontraktuele verhouding soos beoog in Artikel 38A, voorspruit nie.

4. Ek sal nie my kontraktelike verpligtinge aan my werkgewer verbreek of onderneem om sodanige addisionele verpligtinge wat ’n nadelige impak op my vermoë om my funksies as Opvoeder/ Administratiewe Ondersteuningspersoneel sal hê nie.

5. Ek bevestig dat ek ten volle bewus is van die nagevolge van enige bedrieglike en korrupte praktyke wat sodanige betaling kan opper en moontlike vervolging van sodaninge persone waarvoor voorsiening gemaak is in artikel 3(1) van die Wet op die Voorkoming van Korrupsie van 2004 en die herstel van sodanige ongemagtigde betalings onder artikel 38 (9) van die Suid-Afrikaanse Skolewet, verstaan.

_____ _____

HANDTEKENING VAN DIE WERKNEMER DATUM

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DEPARTMENT OF BASIC EDUCATION

SOUTH AFRICAN SCHOOLS ACT, 1996

N 6

NOTICE RELATING TO THE ELECTION OF MEMBERS OF GOVERNING BODIES, 2026

The Minister of Basic Education intends, in terms of sections 24(2) and 28 of the South African Schools Act, 1996 (Act No. 84 of 1996), to issue the Notice set out in the Schedule hereto.

Any person who wishes to submit written comments on the draft Notice is hereby invited to do so within a period of 30 days from the date of publication hereof by —

(a) posting such comments to the following address:
Private Bag X895
PRETORIA
0001;

(b) delivering such comments by hand at the following address:
The Department of Basic Education
222 Struben Street
Pretoria
0001;

(c) faxing such comments to the following number:
012 323 0601; or

(d) e-mailing such comments to the following address:
SGBElections@dbe.gov.za

Comments must be addressed to the Director: Legal Services and marked for the attention of Adv Zukile Ntshwanti. Comments received after the closing date will not be considered.

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SIVIWE GWARUBE, MP
MINISTER OF BASIC EDUCATION
DATE: 5 August 2026

SCHEDULE

Definitions

1. In this Notice, a word or expression to which a meaning has been assigned in the South African Schools Act, 1996 (Act No. 84 of 1996), bears the meaning so assigned and, unless the context indicates otherwise—

"**CNS system**" means the candidate nominations system, a secure electronic system compliant with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) to be used for the electronic submission of the information and documents contemplated in this Notice;

"**days**" means calendar days, including Saturdays, Sundays, public and school holidays;

"**district director**" means the official responsible for the management of an education district, or any official designated by the Head of Department to perform a function assigned to a district director in terms of this Notice;

"**district electoral officer**" means a senior official at a district office responsible to oversee and manage the governing body election processes in the district;

"e-election" means a governing body election in which electronic means are used in one or more stages of the election process, including nominations, voting, or counting of votes;

"**e-voting**" means the casting of a vote by electronic means, whether remotely or at a designated e-voting station;

"**e-voting station**" means a secure and accessible location, as determined by the school electoral officer, for conducting e-voting in an e-election;

"**e-voting system**" means the hardware, software and processes used to enable voting through electronic means;

"**member**" means a member of the governing body;

"**non-educator**" means any person employed at a public school to perform support services that are not provided by an educator, in terms of the Public Service Act, 1994 (Proclamation No. 103 of 1994) or the South African Schools Act, 1996 (Act No. 84 of 1996);

"**provincial elections coordinator**" means a provincial official designated by the Head of Department to oversee and manage the governing body election process in the province;

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"**representative council of learners**" means a representative council of learners contemplated in section 11 of the Act;

"**school electoral officer**" means a person appointed in terms of this Notice to manage the election process;

"**teacher liaison officer**" means an educator nominated by educators of the public school concerned responsible for liaising between the school staff and the representative council of learners; and

"**the Act**" means the South African Schools Act, 1996 (Act No. 84 of 1996).

Members of governing body for public school

2. (1) Subject to section 23 of the Act, a governing body must comprise the following members:

(a) Elected members;

(b) the principal by virtue of his or her official capacity; and

(c) co-opted members.

(2) The elected members of the governing body referred to in subparagraph (1)(a) as envisaged in section 23(2) of the Act must comprise the following category of members:

(a) Parents of learners at the public school;

(b) educators employed at the public school;

(c) non-educators employed at the public school; and

(d) learners from the representative council of learners, elected by the representative council of learners from among its own members;

(3) The determination of the number of members in each category listed in subparagraph (2) must comply with the criteria provided in Schedule "A" to this Notice.

(4) The composition is determined at the beginning of the governing body's three-year term of office, based on the public school's enrolment statistics as reflected on the 10th school day following the public school's reopening at the start of a school year.

(5) The term of office of a member of a *governing body* other than a *learner* may not exceed three years.

Membership of governing body of public school for learners with special education needs

3. (1) Unless indicated otherwise, this Notice applies, with the necessary adjustments to a governing body of a public school for learners with special education needs.

(2) The governing body of a public school for learners with special education needs must, subject to section 24 of the Act, be composed of members from the following categories —

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(a) parents of learners at the school, if reasonably practicable;
(b) educators employed at the school;
(c) non-educators employed at the school;
(d) learners attending Grade 8 or higher, if reasonably practicable;
(e) representative of sponsoring bodies, if applicable;
(f) representatives of organisations of parents of learners with special education needs, if applicable;
(g) representative of organisations of disabled persons, if applicable;
(h) disabled persons, if applicable;
(i) experts in appropriate fields of special needs education; and
(j) the principal in his or her official capacity.

(3) The chairperson of the governing body, in the case of a public school for learners with special education needs, must be a member of the governing body elected from the persons referred to in subparagraphs (2)(a), (e), (f), (g), (h) or (i).

(4) The number of parent members, educator members, non-educators and learner members of a governing body of a public school for learners with special education needs must comply with Schedule "B" of this Notice.

(5) Parents must elect the members referred to in subparagraph (2)(a) in accordance with paragraphs 14 to 17.

(6) Educators employed at the public school concerned must elect the members referred to in subparagraph (2)(b) in accordance with paragraph 18.

(7) Non-educators must elect the members referred to in subparagraph (2)(c) in accordance with paragraph 19.

(8) The representative council of learners must elect the members referred to in subparagraph (2)(d) in accordance with paragraph 20.

Appointment of additional members mentioned in paragraph 3

4.

(1) Where applicable and having regard to the needs of the school, not more than one member may be appointed from each of the categories referred to in paragraphs 3(2)(e), (f), (g), (h) and (i).

(2) Where the governing body of a public school for learners with special education needs determines that additional members in terms of subparagraph (1) are required, such determination must be duly motivated in writing, providing justification for the necessity of the additional appointments.

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(3) The principal of a public school for learners with special education needs must, at least 30 days before the commencement of the election period, issue a written invitation to the relevant organisations, bodies, or persons referred to in paragraphs 3(2)(e), (f), (g), (h) and (i) to nominate members for appointment to the governing body in the respective categories, and maintain such record of invitations and nominations for a period of three years for accountability and record purposes.

(4) The principal must submit, in writing, the nominations referred to in subparagraph (3) to the Head of Department no later than 14 days after the commencement of the election period.

(5) The Head of Department must, within 14 days after receipt of the nominations referred to in subparagraph (4) —

(a) appoint the required number of members, not exceeding one member per applicable category, having regard to the expertise, experience, qualifications and relevance of the nominated candidates to the needs of the school;

(b) notify each appointed member, in writing, of his or her appointment; and

(c) notify the principal concerned of his or her decision.

(6) The principal must inform the district director concerned in writing of the names and addresses of the elected and appointed members within 7 days of receiving notification from the Head of Department.

(7) The referral for appointment of the members in terms of paragraphs 3(2)(e), (f), (g), (h) and (i) must be finalised at least 24 hours before the election of the parent member component.

Eligibility for membership of school governing body

5. A person is not eligible to be elected, appointed or co-opted as a member of a governing body if that person —

(a) has been declared by a competent court to be legally incapacitated;

(b) is an unrehabilitated insolvent;

(c) has been convicted of an offence in the Republic or elsewhere and sentenced to imprisonment without the option of a fine for a period exceeding six months;

(d) has been declared unsuitable to work with children in terms of the Children's Act, 2005 (Act No. 38 of 2005), or is listed in the register of persons unsuitable to work with children in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007);

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(e) does not fall within the category of membership for which he or she is nominated, elected, appointed or co-opted;

(f) no longer falls within the category of membership in respect of which he or she was elected, appointed or co-opted; or

(g) has had his or her membership of a governing body terminated by the Head of Department in terms of the Act within the preceding five years.

Appointment and functions of provincial elections coordinator

6. (1) The Head of Department must, in writing, appoint a provincial elections coordinator at least 60 days before the start of the election period announced by the Minister.

(2) The functions of a provincial elections coordinator are to—

(a) ensure adequate advocacy concerning the election date by engaging with public schools, parents, learners, and communities through appropriate communication channels such as print and electronic media;

(b) support advocacy efforts within the resources made available by the provincial education department, ensuring effective outreach and participation;

(c) ensure compliance with this Notice;

(d) coordinate the resources required to conduct efficient and fair governing body elections, including vehicles, stationery and ballot papers, where applicable;

(e) ensure that the respective school electoral officers have the templates 1 to 15;

(f) monitor and evaluate the governing body election process in the province;

(g) compile periodic reports on compliance, identify irregularities, and recommend corrective measures, where necessary;

(h) consolidate a provincial database of the elected governing body members after the elections, which must comply with applicable data protection legislation, including the Protection of Personal Information Act, 2013 (Act No. 4 of 2013); and

(i) allow recognised governing body associations to assign one observer per public school to oversee the election process to ensure compliance with the Notice.

(3) The observers must not interfere with or influence proceedings, and must attend capacity-building training, adhere to the Code of Conduct for Electoral Officers set out in paragraph 9, and maintain impartiality at all times.

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Appointment and functions of district electoral officer

7. (1) The district director must, in writing, appoint a district electoral officer.

(2) The functions of a district electoral officer are to—

(a) coordinate the governing body election processes in the district;

(b) advise the district on the proposed strategy and implementation of the governing body elections in the district and ensure that the processes are conducted in alignment with this Notice;

(c) compile a management plan to implement this Notice;

(d) ensure that each public school has a school electoral officer in line with this Notice and that the school election teams are established;

(e) ensure that election officials are adequately trained on their role and responsibilities;

(f) ensure that school electoral officers receive this Notice and other related notices and documents 30 days before the elections;

(g) ensure that the election advocacy is conducted as planned;

(h) ensure that the governing body election process is monitored;

(i) ensure that the names and contact details of the persons elected to governing bodies are submitted to the provincial elections coordinator within seven days.;

(j) ensure that all persons elected to governing bodies receive the data form from the principal and submit it to the district within 14 days of the meeting at which the office bearers of a governing body are elected;

(k) resolve disputes related to the decisions which could not be resolved at school level within 14 days and, if a dispute remains unresolved, the matter must be escalated to the provincial elections coordinator for further intervention;

(l) develop a database of newly elected governing bodies and submit it to the provincial elections coordinator; and

(m) compile a written district report on elections, including an overview of challenges, successes, and recommendations for future elections, and submit it to the provincial elections coordinator within 14 days after the end of the election period announced by the Minister.

Appointment and functions of school electoral officer

8.

(1) The district director or delegated official must, in writing, appoint the principal of another public school as the school electoral officer for a public school.

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(2) In exceptional circumstances, the district director may appoint a trained departmental official as school electoral officer.

(3) A person appointed as school electoral officer must have no personal or professional conflict of interest in relation to the public school concerned.

(4) The principal appointed in terms of subparagraph (1) may not delegate his or her functions as school electoral officer to the deputy principal, except under unavoidable situations with the prior approval of the district director.

(5) The functions of a school electoral officer are to—

(a) prepare a notice giving details of the date, time and venue of the nomination and election method for the elections;

(b) ensure that there is a suitable venue for the nomination or election process, taking into account accessibility for persons with disabilities, sufficient capacity for participants and the availability of necessary resources, including seating, electronic voting equipment, if applicable, and security;

(c) ensure that the school election team is adequately trained on the electoral process, relevant legislation and compliance requirements;

(d) intervene in and resolve disputes arising during the nomination or election process: Provided that any decision taken by the school electoral officer during the process is final only for purposes of allowing the nomination or election process to proceed, and does not prevent a person from referring a dispute in terms of paragraph 21; and

(e) submit election results to the district office, within 14 days of the election.

Code of Conduct for school electoral officer and district electoral officer

9. An electoral officer must—

(a) act honestly, impartially and with dignity;

(b) ensure the integrity of and public trust in the governing body election process;

(c) be familiar with this Notice and the applicable provisions of the Act;

(d) conduct the election process in accordance with this Notice;

(e) co-operate with the public school and relevant education officials;

(f) manage the voting process in a fair, transparent and orderly manner;

(g) deal with difficulties that may arise with courtesy and diligence; and

(h) act within the scope of the functions assigned to him or her by this Notice.

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Requirements for eligible voters and the voters' roll

10. (1) Only those persons appearing in the admissions register as parents, or who provide proof that they are parents as defined in the Act, are eligible to vote.

(2) Only two parents per learner are eligible to vote and no duplication of names is permitted.

(3) A voters' roll for each of the categories containing the names of all eligible parents, educators, non-educators and learners must be available and must comply with the following requirements:

(a) the parental information must be updated and made available for viewing at least seven days before the printing of the voters' roll.

(b) the voters' roll must close seven days before the election day;

(c) the voters' roll for educators must consist of all educators employed at the public school, whether employed by the provincial education department in terms of the Employment of Educators Act, 1998 (Act No. 76 of 1998) or by the governing body in terms of section 20(4) of the Act;

(d) the voters' roll for non-educators must consist of all other members of staff employed at the public school, whether employed by the relevant provincial education department in terms of the Public Service Act, 1994, or by the governing body in terms of section 20(5) of the Act; and

(e) the voters' roll for learners must consist of all members of the representative council of learners.

(4) Where the head of a youth care centre is the designated caregiver for multiple learners enrolled at the same public school, their name must appear on the voters' roll only once, and they must be entitled to a single vote at that public school, regardless of the number of children placed in their care or protection.

(5) A person who undertakes to fulfil the obligations of the biological or adoptive parent or legal guardian of the learner or the person legally entitled to custody of a learner, must provide the school electoral officer with a letter from the relevant biological or adoptive parent or legal guardian or person entitled to custody of a learner, confirming that they undertake their obligations towards the learner's education with the consent of such a person.

(6) The school electoral officer must, at least 14 days before the closing of the voters' roll, inform parents of the voters' roll as published by the public school.

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(7) The school electoral officer must follow the principle of inclusion, transparency and democracy and must ensure that—

(a) no eligible voter is unfairly excluded;

(b) the voters' roll is easily accessible for verification; and

(c) personal information is protected in compliance with the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), which includes securing it from unauthorised access and limiting the use of information for election purposes only.

(8) The principal of the public school is required to provide support and assistance to the school electoral officer in the performance of their functions as outlined in this Notice.

Voting rights

11. (1) The nominee, proposer and seconder must be persons who appear on the voters' roll for their respective constituency of representation in the governing body.

(2) Every parent of a learner officially enrolled at a public school is entitled to vote for parent members of the governing body and has one vote in respect of each nominee with a maximum number of votes equal to the number of parent members to be elected.

(3) Every educator, including the principal, employed at a public school, whether by the Provincial Department of Education or the governing body, is entitled to vote for educator members and has one vote in respect of each nominee with a maximum number of votes equal to the number of educator members to be elected.

(4) Non-educators and educators qualify for one vote each when voting for their respective representative on the governing body. If the public school has only one nominee in the educator or non-educator category, that member is automatically elected.

(5) Every member of the representative council of learners is entitled to vote for learner members and has one vote in respect of each nominee with a maximum number of votes equal to the number of learner members to be elected.

(6) Proxy votes are not allowed.

Election methods

12. (1) Subject to subparagraph (3), the following election methods are available:

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(a) Meeting method, which refers to an in-person method where governing body elections occur during a single meeting. This method requires the physical presence of voters at a designated venue on the election day;

(b) day method, which refers to a manual election method in which voters physically come to the designated venue to cast their votes at any time during the day polling period within the specified polling hours, but not shorter than 12 hours; and

(c) an e-election method, in which voters cast their votes electronically, either remotely or at designated e-voting stations, at any time during the day polling period within the specified polling hours.

(2) The governing body must decide on the election method that the public school intends to undertake, and notify the Head of Department, in writing, not less than 30 days before the date of election.

(3) When deciding on the election method contemplated in subparagraph (1), the governing body must consider whether—

(a) the election method will promote the best interests of the school community and will allow for maximum participation of voters in the voting process;

(b) the election method will not discriminate unfairly against any potential voter or group of voters;

(c) sufficient provision is made for the nomination process; and

(d) sufficient resources are available for the preferred method.

(4) The principal must communicate the election method to the school electoral officer to prepare and sign notices to parents accordingly.

(5) After careful consideration, the Head of Department may advise the public school on an alternative method of election that will satisfy the factors outlined in subparagraphs (3)(a) to (d): Provided that the advice must be provided, in writing, and include reasons for the recommendation.

(6) The school electoral officer must inform the district electoral officer of the election method chosen and submit a management plan at least 14 days before the elections.

(7) The management plan referred to in subparagraph (6) must reflect the following information:

(a) Proposed date for the election method;

(b) time for opening and closure of the voting stations;

(c) time for counting of votes and announcement of results; and

(d) schedules for school elections team members to monitor the voting stations to ensure that there are enough officials available for the process to continue.

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Nomination procedures and requirements for election methods

13.(1) The nomination processes for the election methods referred to in paragraph 12(1) are as follows:

(a) For the meeting method in paragraph 12(1)(a)—
- (i) nominations must be submitted in writing before the election meeting;
- (ii) there must be a proposer and seconder for each nomination;
- (iii) the nominee must accept the nomination in writing;
- (iv) the school electoral officer must verify all nominations before the election day;
- (v) nominations may also be accepted from the floor during the election meeting, provided the nominee is present or has given prior written consent;
- (vi) the final list of candidates is announced before voting commences; and
- (vii) this method is the only one that must not be used in conjunction with the other two methods.

(b) For a day method in paragraph 12(1)(b) —
- (i) nominations must be submitted, in writing, within the stipulated nomination period before the election day;
- (ii) there must be a proposer and seconder for each nomination;
- (iii) the nominee must accept the nomination in writing;
- (iv) the school electoral officer must verify all nominations before finalising the candidate list;
- (v) the final list of candidates with their profiles must be communicated to the school community before the election date; and
- (vi) no nominations will be accepted on the election day.

(c) For e-election method in paragraph 12(1)(c)—
- (i) nominations are submitted electronically through a designated platform within the stipulated nomination period;
- (ii) there must be a proposer and seconder for each nomination;
- (iii) the nominee must provide consent to accept the nomination;
- (iv) the school electoral officer must verify all nominations and compile a list of candidates; and
- (v) the final list of candidates with their profiles must be published electronically before the election date.

(2) The requirements, procedure and timeframes for nomination notices are as follows:

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(a) The school electoral officer must prepare a written notice inviting nominations for parent members at least 14 days before the nomination closing date;

(b) public schools must use reliable communication methods, including electronic platforms such as email, SMS, school apps, official notices on school websites and printed notices, where necessary, to ensure all parents receive the information as set out in subparagraph (2)(c); and

(c) the notice contemplated in subparagraph (2)(a) must contain the following information:

(i) The number of parent positions available on the governing body;

(ii) the nomination criteria and eligibility requirements;

(iii) the deadline for submission of nominations;

(iv) the date, time, and process for the election; and

(v) the procedure for submitting nomination forms.

(3) Parents are only eligible to nominate and be nominated if the following requirements are met:

(a) Only parents of learners officially enrolled at the public school are eligible to nominate, second, or be nominated as candidates;

(b) a nominee, proposer, and seconder must all appear on the voters' roll;

(c) The nomination form must be completed in full and signed by the nominee, proposer, and seconder;

(d) parents have to submit their completed nomination forms to the school electoral officer before the election date; and

(e) any nomination form that does not comply with subparagraph 3(a)-(d) is invalid and may not be considered.

(4) The school electoral officer must verify all nominations to ensure that—

(a) the nominee, proposer, and seconder appear on the voters' roll; and

(b) the nomination form is correctly completed and signed;

(5) Completed nomination forms may be submitted physically or electronically via email, school apps, or any other secure digital platform specified by the public school.

(6) The school electoral officer must reject incomplete, invalid, or ineligible nominations and communicate such rejection to the affected parties, in writing, within 48 hours of receipt of the nomination form, stating the reasons for the rejection.

(7) Any dispute regarding the rejection of a nomination must be resolved in terms of the dispute resolution process set out in paragraph 21.

(8) The final list of valid nominations must be made available to the school community at least five days before the election date.

(9) Notwithstanding the provisions of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013), candidate profiles, including names, photographs, brief backgrounds and a

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short statement on their vision for the public school, must be shared electronically with parents via the public school's official communication platforms.

(10) Candidates are responsible for their own campaigns and cannot use any formal communication channels created by the public school.

(11) Insufficient nominations must be handled in the following manner:

(a) If the total number of valid nominations is equal to the required number of parent members after the lapsing of the nomination time, those persons nominated are declared to be duly elected, and the school electoral officer must sign a declaration indicating that members were not elected by secret ballot, and that the school electoral officer has provided enough time for more nominations;

(b) if the number of nominations is fewer than the required number of parent members, the school electoral officer must extend the nomination period by up to seven days and the information must be communicated, in writing, to the school community; and

(c) if the number of nominated candidates is more than the required number of expected parent members, an election must be conducted as per the chosen election method.

(12) The school electoral officer must keep a complete record of all nominations, including accepted and rejected forms, for a minimum period of the term of office of the elected governing body.

Election and voting process for parent members in case of meeting method

14. (1) The school electoral officer must prepare notices of nomination and election in the provided form, which indicates the date, time, duration, and place of the election. The election of members must be in line with the election method that the public school has adopted in terms of paragraph 12.

(2) For the meeting method, the election takes place in a single session where the nominees introduce themselves before voting commences. All candidates must be afforded the same time allocation to introduce themselves.

(3) The school electoral officer must ensure that the notices regarding the elections are handed to the principal and are thereafter distributed and displayed in prominent places at the public school and in the community at least 14 days before the election.

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(4) The voting process during the election meeting must be as follows:

(a) The school electoral officer must allow each nominated candidate to introduce themselves before voting begins and provide—

(i) their full names;

(ii) the name and grade of their child or children at the public school;

(iii) their occupation, knowledge, skills, and experience that may benefit the governing body; and

(iv) their vision for the public school.

(b) The school electoral officer must distribute ballot papers to all eligible parents present, ensuring that—

(i) each parent on the voters' roll receives a ballot paper;

(ii) the ballot papers are stamped with the school stamp or another distinguishing security feature to prevent tampering; and

(iii) each parent votes in secret, selecting a maximum number of candidates as specified in Schedule A or B.

(5) The marked ballot paper must be folded and placed in a ballot box or other closed container provided for this purpose.

(6) Any illiterate voter, or a voter who is unable to vote due to a physical challenge, may request assistance from the school electoral officer, and the officer must assist the voter in the presence of an independent witness, selected by the voter.

(7) The school electoral officer must count the votes in the following manner:

(a) Open and count the votes in the presence of observers, and candidates who wish to be present;

(b) reject a ballot paper if—

(i) it is without the school stamp or distinguishing feature;

(ii) it has been marked for more candidates than the number of available positions; or

(iii) it is marked in such a way that the voter's intention is unclear;

(c) a ballot paper with fewer votes than the maximum allowed is still valid;

(d) after rejecting any spoilt ballot papers in accordance with subparagraph (7)(b), the school electoral officer must—

(i) count the votes in the presence of observers, and nominees;

(ii) announce to the monitors the name of each nominee and the number of votes cast for each;

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(iii) complete the counted ballot papers form by listing the candidates in the order from the most votes to the least votes; and

(iv) declare the elected candidates in line with the number of available positions in the governing body.

(8) (a) Once voting has been completed, the school electoral officer must count the total number of parents who voted and compare it to the total number of eligible parents that attended;

(b) Where the number of votes recorded for two or more nominees is equal and affects the outcome of the poll, the school electoral officer must, openly, in the presence of identified observers as indicated in subparagraph (8)(a), draw lots to determine the elected parent member.

Election and voting process for parent members in case of day election method

15. (1) The school electoral officer must conduct the verification of eligible voters on the voters' roll by handing out the stamped ballot papers, listing all nominated candidates in alphabetical order.

(2) Nomination must take place before the election day in accordance with paragraph 13; and

(3) Candidates' profiles must be displayed at the public school at least three days before the election day and may, with the permission of the candidates, be distributed electronically to all parents.

(4) The voting process must be as follows throughout the designated voting hours on election day:

(a) The voter must mark the ballot paper in secret, with each voter selecting up to the maximum number of candidates as specified in Schedule A or B; and

(b) place the folded ballot paper in a sealed ballot box or other secure container provided for this purpose.

(5) Any illiterate voter, or a voter who is unable to vote due to a physical challenge, may request assistance from the school electoral officer, and the officer must assist the voter in the presence of an independent witness, selected by the voter.

(6) The school electoral officer must conduct the counting of votes in the following manner:

(a) Open and count the votes in the presence of observers, and candidates who wish to be present;

(b) reject a ballot paper if—

(i) it is without the school stamp or distinguishing feature;

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(ii) it has been marked for more candidates than the number of available positions; or

(iii) the marking is unclear or ambiguous, making it impossible to determine the voter's intention;

(c) a ballot paper with fewer selections than the maximum allowed is still valid;

(d) after rejecting any spoilt ballot papers in accordance with subparagraph (6)(b), the school electoral officer must—

(i) count the votes in the presence of monitors, observers, and candidates;

(ii) announce the total votes received by each candidate;

(iii) record the vote count in the official election report; and

(iv) declare the elected candidates, listing them in the order of votes received; and

(e) if two or more candidates receive an equal number of votes, and this tie affects the election outcome, the school electoral officer must conduct a lot-drawing process in the presence of the candidates to determine the elected parent member.

Requirements for e-voting

16. (1) In selecting the e-election method, the public school must—

(a) conduct a readiness assessment to determine its capacity for e-elections, which assessment must include an evaluation of available resources, the accessibility of technology and data for parents, and the security of the chosen electronic platform. The readiness assessment must be documented and submitted to the district office for record-keeping;

(b) decide on the election platform and service provider that will be used for the e-election, but the governing body has the authority to select the platform and service provider if it ensures that the platform meets the technical and security requirements outlined in this Notice;

(c) inform parents about the platform that the public school will use for the e-elections, including its security features, reliability and steps taken to ensure the confidentiality of votes, which information must be provided at least 14 days before the election day;

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(d) provide clear guidance to parents on how to use the election application (APP) through multiple formats, such as written instructions, video tutorials, or in-person or virtual training sessions; and

(e) provide an IT specialist to offer technical support to parents and the school electoral officer before, during, and immediately after the election process, including during the nomination stage.

(2) The e-election system must comply with the following technical requirements:

(a) the service provider must provide a fully managed and maintained system, including regular scheduled backups and necessary updates;

(b) the system must run on various platforms such as Microsoft, Oracle, etc.; and

(c) the solution must be user-friendly and compatible with devices, such as laptops, tablets and smartphones.

(3) The Minister must establish a task team responsible for identifying, vetting, and maintaining a list of approved service providers and e-voting programs that meet the requirements set out in this Notice.

(4) The Department of Basic Education, through the task team established in terms of subparagraph (3), must compile and update the list of approved service providers to ensure compliance, quality, security, and reliability.

(5) Information collected during e-elections may not be used for any purpose other than the election process as stipulated in the agreement between the governing body and the service provider.

(6) The e-voting system must be able to generate reports and include the relevant functions to—

(a) import the voters' roll from a spreadsheet format, which includes, but is not limited to listing the number, full names and identity numbers of the candidates;

(b) post pictures of candidates, with the inclusion of a setting that would provide for the option to enable or disable their pictures;

(c) allow multiple votes per voter, if necessary, due to multiple positions;

(d) provide real-time results;

(e) provide an administrative panel for the school electoral officer to monitor proceedings;

(f) authenticate parents on the voters' roll;

(g) set election start and end times;

(h) incorporate a user log;

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(i) enable cross-checking and verification to prevent multiple votes by the same voter;
(j) ensure all counted votes are authentic and verifiable;
(k) indicate the outcome in the case of a tied vote; and
(l) provide an audit trail for transparency.

Election and voting process for parent members in case of e-election method

17. (1) The school electoral officer must prepare notices for nomination and election in the e-election method in a provided form, indicating the date, time, duration, and details of the e-election platform, which notices must be issued at least 14 days before election day.

(2) The nomination process follows the procedures outlined in paragraph 13.

(3) Candidates' profiles must be displayed at least three days before the election and may be distributed electronically to all parents with the candidates' permission and the profiles must be available on the e-voting system.

(4) The voting process for parent members in an e-election must be conducted as follows:
(a) Parents must receive log-in details and a unique one-time PIN ("PIN") to participate in the e-election;
(b) the system must be able to verify the credentials of parents as they log in, using the provided PIN and authenticate them against the voters' roll before allowing them to vote;
(c) the school electoral officer must explain the election process to parents who have logged on the approved platform;
(d) an online ballot paper must be provided, allowing parents to vote for the required number of parent members; and
(e) parents must log off after casting their vote.

(5) The verification of the e-election results must be conducted as follows:
(a) The e-voting system must be able to calculate and provide the results automatically once the election time has lapsed;
(b) the school electoral officer must verify the results before signing them off; and
(c) if two or more candidates receive an equal number of votes, and this tie affects the election outcome, the school electoral officer must conduct a lot-drawing process

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in the presence of available candidates and observers to determine the elected parent member and must record the process and outcome in writing.

Process for nomination and election of educator members

18.

(1) The school electoral officer must decide on a date, time and place for the nomination and election for educator members. The principal must inform the school electoral officer about all educators at the public school, which may serve as the voters' roll.

(2) The school electoral officer must ensure that each educator at the public school receives a copy of the notice of the nomination and election in terms of Template 10, attached to this Notice, at least 14 days before the date of the election.

(3) An educator may only be nominated and seconded by another educator employed at the public school as referred to in Template 6, attached to this Notice.

(4) The completed nomination forms must be lodged with the school electoral officer not more than seven days and not less than 24 hours before the commencement of the election meeting.

(5) Each nomination form must be properly completed and handed in to the school electoral officer within the time that the school electoral officer specifies in the notice.

(6) If the total number of valid nominations is equal to the required number of educator members, those nominated are declared to be duly elected, and the school electoral officer must sign a declaration indicating that members were not elected by secret ballot, and that he or she allowed sufficient opportunity for further nominations.

(7) The school electoral officer and the principal must use all reasonable means to ensure that the nomination process is successful at the first attempt.

(8) If the nominations are more than the required number of educators, elections must be conducted by secret ballot, in terms of Template 7, using the same procedure as outlined.

Process for nomination and election meeting of non-educator members

19. (1) Where there is only one non-educator, that person is regarded as duly elected to the governing body;

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(2) In cases where there are two or more non-educators at a public school, a democratic election must be held to determine who must be elected to the governing body;

(3) If there are two non-educators on the public school's staff establishment, the school electoral officer may, with the approval of the non-educators, draw lots as an alternative method to elect a non-educator member.

(4) A person who performs support services at the public school falls within the non-educator category only if that person is employed at the public school by the provincial education department or by the governing body.

(5) In cases where there are no non-educators at the public school, the position will be left unfilled.

Process for nomination and election of learner members

20. (1) The representative council of learners must elect from its ranks learners who are members of the governing body.

(2) The procedure for the nomination and election of learner members shall be as specified for educator members, with the assistance of the teacher liaison officer.

(3) The number of learners elected to the governing body must be in line with the formula for the calculation of members of the governing body as per category as indicated in Schedule "A".

(4) The learners must be made aware of section 32 of the Act, which outlines the status of minors on the governing body.

Handling of nomination and election disputes

21. (1) The school electoral officer must decide on all matters concerned with the nomination and election processes.

(2) Any dispute regarding the nomination process must be reported to the school electoral officer before the election commences.

(3) Any dispute relating to the election process must be reported to the school electoral officer during the election process.

(4) The school electoral officer must take reasonable steps to resolve any dispute referred to in subparagraph (2) or (3). A decision of the school electoral officer during the nomination or election process is final for purposes of allowing the nomination or election process to

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proceed but does not prevent a dispute from being referred to the district electoral officer in terms of this paragraph.

(5) (a) If the school electoral officer is unable to resolve a dispute, the election must be completed, and the school electoral officer must, within seven days after the election day, refer the dispute to the district electoral officer.

(b) The district electoral officer must, within 14 days of receipt of the referral, inform the complainant, in writing, of the district electoral officer's decision and the reasons for it.

(6) If knowledge of any alleged irregularity only became available after completion of the election process, a dispute may be referred to the district electoral officer within seven days after the election day.

(7) Where the district electoral officer is unable to resolve the dispute referred to in subparagraph (6), the district electoral officer must escalate the dispute to the provincial elections coordinator in writing, who must resolve the dispute.

(8) If a person is not satisfied with the decision taken by the district electoral officer or the provincial elections coordinator, as the case may be, that person may, within seven days after receiving the decision, lodge an appeal, in writing, with the Head of Department.

(9) The Head of Department must inform the complainant, in writing, within 30 days of receipt of the appeal, of the outcome of the appeal and the reasons therefor.

Procedure after election of governing body

22. (1) After the election of a governing body, the school electoral officer must—

(a) place all documents, including ballot papers, used at such election, in an envelope and seal the envelopes;

(b) keep those envelopes in safe custody for a duration of the term of office of the governing body concerned;

(c) notify each elected member individually, in writing, that he or she has been elected;

(d) notify the principal of the public school, in writing, of the names of the persons elected as members and require the principal to inform the school community of the election results through the communication platforms available to the school.

(e) ensure that the district director is informed in writing of the names and addresses of the persons elected as governing members as prescribed; and

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(f) submit the election declaration form, including details of any disputes, to the district director.

(2) The principal must ensure that a data form is completed by every member of the newly elected governing body, which form must be submitted to the district office within 14 days after notification of the results of the election.

(3) The principal must inform the provincial department of education of any changes in membership of the governing body, within 14 days of those changes being effected, to ensure that the database is up to date.

(4) The newly elected governing body must assume its responsibilities when the governing body elections are declared free and fair, which declaration must be made on the same day as the election.

(5) Disputes can still be lodged within seven days after the election has been declared free and fair.

First meeting of governing body and election of office-bearers

23. (1) The principal must convene the first meeting of the governing body within 14 days after having been notified of the names and addresses of all the members of the governing body.

(2) At the first meeting of the governing body, the principal must inform the members of the governing body of their responsibilities and the need to ensure that office-bearers are as representative of the gender and racial diversity of the school as possible.

(3) At the first meeting of the governing body, the school electoral officer must preside over the meeting and the election of office-bearers.

(4) Members must elect office-bearers from amongst themselves, including at least a chairperson, a treasurer, and a secretary.

(5) Once elected, the office-bearers must assume their respective roles, with the elected chairperson presiding over subsequent meetings.

Vacancy of office-bearers

24. If for any reason the position of an office-bearer becomes vacant, the governing body must, at the first meeting after that vacancy has occurred, elect one of its members to fill that vacancy for the remaining period of office of his or her predecessor.

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Filling of a vacancy on the governing body

25. (1) The chairperson of the governing body, in consultation with the principal, must inform the district director of any vacancies that may arise during the term of a governing body

(2) The district director must appoint a school electoral officer in accordance with paragraph 8.

(3) An election must be held as and when there is a vacancy in the governing body.

(4) A vacancy occurs in a governing body if a member—

(a) resigns;

(b) dies;

(c) is removed from office in accordance with the provisions contained in this Notice; or

(d) no longer falls within the category of members that he or she represented at the time of the election.

(5) Whenever a vacancy occurs as contemplated in subparagraph (4), a by-election must be held within 90 calendar days of the occurrence of such vacancy.

(6) A by-election must be held in terms of paragraphs 12 to 20, as applicable to the relevant category of membership.

(7) A member elected in terms of this Notice remains in office for the remaining period of office of the member being replaced, if he or she is still eligible.

Removal of member of governing body

26. (1) A written complaint regarding the conduct of a governing body member must be submitted to the chairperson of the governing body or, if the complaint is against the chairperson, to the principal.

(2) The governing body may, in writing, recommend to the Head of Department that a member be removed from office for sufficient reason, including a breach of the code of conduct contemplated in section 18A of the Act, and must submit all supporting documentation with such recommendation.

(3) The Head of Department must provide the affected member with a written notice of the recommendation for removal, including the reasons therefor, and afford the affected member an opportunity to make representations within 14 days after the date of the notice.

(4) The Head of Department must consider all representations before making a final decision on the removal of the affected member and must, within 14 days after receiving the

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representations made by the affected member, communicate the final decision, in writing, to the affected member and the governing body.

(5) The Head of Department may remove the affected member only if he or she is satisfied, after considering the recommendation, supporting documentation and any representations made by the affected member, that there is sufficient reason for removal.

(6) The affected member may appeal to the Member of the Executive Council within 14 days of receiving the decision of the Head of Department.

(7) The Member of the Executive Council must decide the appeal within 14 days after receiving the appeal and provide written reasons to the affected member for the decision.

(8) Pending the outcome of an appeal contemplated in subparagraph (6), the affected member may not participate in governing body activities.

Dissolution of governing body

27. (1) Any person alleging that the governing body has ceased to perform all its functions in terms of the Act or any provincial law may submit a complaint, in writing, to the Head of Department.

(2) The Head of Department must investigate the complaint and, if there is objective evidence that the governing body has ceased to perform all its functions in terms of the Act or any provincial law, the Head of Department must issue a formal notice of intent to dissolve the governing body, which notice must invite the governing body to make written representations within 14 days and must provide sufficient details regarding—

(a) the cessation by the governing body of the performance of all its functions in terms of the Act or any provincial law;

(b) the reasons for such cessation;

(c) why he or she considers it necessary in the circumstances to dissolve the governing body and ensure the election of a new governing body; and

(d) the suitably qualified persons he or she intends to appoint to perform the functions of the governing body in terms of section 25(2) of the Act.

(3) The Head of Department must consider all representations before making and informing the governing body of the decision, in writing, within 14 calendar days.

(4) If the Head of Department takes a decision to dissolve a governing body and informs that governing body of such decision in writing in terms of section 25(5) of the Act, he or she must advise that governing body of the sufficiently qualified persons appointed to perform the functions of the governing body during the period within which the governing body

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remains dissolved and provide reasons for such decision that are rationally linked to the following:

(a) any established cessation by that governing body to perform all its functions in terms of the Act or any provincial law;

(b) any objective evidence of the reasons for such cessation; and

(c) reasons why it is necessary, in the circumstances, to dissolve the governing body and ensure the election of a new governing body.

(5) In terms of section 25(5) of the Act, the Head of Department must not dissolve a governing body if he or she is unable to ensure the immediate and continued appointment of sufficiently qualified persons to perform the functions of the governing body for the period within which the governing body remains dissolved.

(6) When deciding whether a person is sufficiently qualified to perform the functions of a governing body, the Head of Department must consider the relevance of the person's qualifications, skills and work experience to the proper performance of the governing body's functions.

(7) A decision to dissolve a governing body must not be taken where that governing body has demonstrated that it is willing to perform and is immediately capable of performing all its functions in terms of the Act and any provincial law.

(8) Where a decision by a Head of Department is aimed only at intervening in or withdrawing the functions of a governing body to determine, apply and review its admission policy, the Head of Department must first follow and exhaust the relevant provisions of section 5 of the Act and then, if required, follow and exhaust the provisions of section 22 of the Act. Section 25 of the Act is not applicable in these circumstances.

(9) Where a decision by a Head of Department is aimed only at intervening in or withdrawing the functions of a governing body to determine, apply or review its language policy, the Head of Department must first follow and exhaust the relevant provisions of section 6 of the Act and then, if required, follow and exhaust the provisions of section 22 of the Act. Section 25 of the Act is not applicable in these circumstances.

(10) Before the Head of Department decides to extend the period during which the governing body is dissolved in terms of section 25(3) of the Act, he or she must first—

(a) notify the parents of the public school, in writing, of his or her intention to extend such period and the reasons for such intention;

(b) grant the parents of the public school a reasonable opportunity of not less than 14 days to make representations to him or her regarding the proposed extension;

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(c) give due consideration to any representations made by the parents of the public school; and

(d) notify the parents of the public school, in writing, of his or her final decision;

(11) Any decision by the Head of Department to extend the period during which the governing body is dissolved must be rationally connected to the relevant circumstances relating to, and all relevant representations made by the parents of, the public school, including, without limitation, progress made in ensuring the timeous election of a new governing body in terms of the Act.

(12) The dissolved governing body or its members may, within 14 calendar days of the Head of Department's decision, appeal to the Member of the Executive Council.

(13) The Member of the Executive Council must decide on the outcome of the appeal, within 14 days after taking into account at least all relevant factors that should have been taken into account by the Head of Department and provide written reasons for the decision.

(14) Pending the outcome of the appeal contemplated in subparagraph (12), the functions of the governing body must be performed by the sufficiently qualified persons appointed by the Head of Department to ensure the continued governance of the public school.

(15) The Member of the Executive Council, Head of Department and governing body must, when giving effect to section 25 of the Act, always engage with each other in good faith, act in the best interests of all affected learners and take all reasonable steps available to avoid litigation in relation to the governance of public schools.

Procedure to handover to newly elected governing body

28. (1) The principal, as a member of the outgoing and the newly elected governing body, must manage the handover process by—

(a) officially handing over all governing body files, which must at least contain the documents (electronic or physical) listed in Template 10, to the newly elected governing body under the safekeeping of the principal;

(b) conducting an induction session for the newly elected members; and

(c) answering any questions that the newly elected governing body may have.

(2) As part of the handover process, the outgoing governing body must ensure the timely transition of bank signatories to the newly elected governing body, including that—

(a) the outgoing governing body must adopt a formal resolution authorising the removal of outgoing signatories and the appointment of new signatories, as determined by the incoming governing body;

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(b) the principal must ensure that the resolution, along with any necessary supporting documentation, such as minutes of the first meeting, confirming the appointment of new signatories, is submitted to the relevant financial institution; and

(c) the change in bank signatories must be completed within 30 days from the date of the first meeting of the newly elected governing body.

Delegation of power

29. (1) The Head of Department, subject to such conditions as he or she may determine, may delegate any power conferred upon him or her under this Notice to a duly authorised official.

(2) A delegation in terms of subparagraph (1) does not divest the Head of Department of the responsibility for the exercise of the delegated power or the right to exercise such power him or herself.

(3) Any delegation made in terms of this Notice must be in writing and specify the scope of the delegated powers.

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30. Templates

Number	Template notation
A	Composition of governing body of public schools by type and learner
1	Notification of All Members Elected to the Governing Body
2	Governing Body Data Form
3	Parents Voters' Roll
4	Voters' Roll
5	Notice of Nomination and Election Meeting
6	Nomination Form
7	Ballot Paper
8	Counted Ballot Papers and Declaration of Number of Voters
9	Election Declaration Form
10	Handover Documents
11	Election Monitoring Instrument (Election Day)
12	Pre-election monitoring
13	Governing Body Election Schedule
14	Public school readiness monitoring instrument
15	District readiness monitoring instrument

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Schedule "A"

COMPOSITION OF MEMBERS OF GOVERNING BODIES OF PUBLIC SCHOOLS BY TYPE AND LEARNER ENROLMENT

(1) The numbers of elected members of a governing body of a public school (excluding a public school for learners with special education needs) are set out for each category of membership in the table below.

(2) The number of members in a category will vary according to the type of public school and learner enrolment, as set out in columns 1 and 2, respectively.

(3) In a public school that does not have a non-educator, the number of non-educators set out in column 6 shall be reduced by one and the total number of members set out in column 8 shall be reduced by one.

TYPE OF SCHOOL	NUMBER OF LEARNERS ENROLLED AT SCHOOL	PRINCIPAL	NUMBER OF EDUCATOR MEMBERS	NUMBER OF PARENT MEMBERS	NUMBER OF NON-EDUCATOR MEMBERS	NUMBER OF LEARNER MEMBERS	TOTAL NUMBER OF MEMBERS EXCLUDING CO-OPTED MEMBERS
Primary School	1 to 159	1	1	4	1	0	7
Primary School	160 to 700	1	2	5	1	0	9
Primary School	701 and more	1	3	6	1	0	11
Secondary School	1 to 649	1	2	7	1	2	13
Secondary School	650 and more	1	3	9	1	3	17
Combined School	1 to 499	1	2	7	1	2	13
Combined School	500 and	1	3	9	1	3	17

Schedule " B "

COMPOSITION OF MEMBERS OF GOVERNING BODIES OF PUBLIC SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS BY TYPE AND LEARNER ENROLMENT

(1) The numbers of elected members of a governing body of a public school for learners with special education needs are set out for each category of membership in the table below.

(2) The number of members in a category will vary according to the type of public school for learners with special education needs and learner enrolment, as set out in columns 1 and 2, respectively.

(3) In a public school for learners with special education needs that does not have a non-educator, the number of non-educators set out in column 6 shall be reduced by one and the total number of members set out in column 8 shall be reduced by one.

(4) The table does not have the numbers for categories of members who are for appointment.

TYPE OF SCHOOL	NUMBER OF LEARNERS ENROLLED AT SCHOOL	PRINCIPAL	NUMBER OF EDUCATOR MEMBERS	NUMBER OF PARENT MEMBERS If reasonably practicable	NUMBER OF NON-EDUCATOR MEMBERS	NUMBER OF LEARNER MEMBERS If reasonably practical	Total number of members excluding co-opted members
Primary School	1 to 149	1	2	5	1	0	9
Primary School	150 and more	1	3	6	1	0	11
Secondary School	1 to 149	1	2	6	1	1	11
Secondary School	150 and more	1	3	8	1	2	15
Combined School	1 to 149	1	2	7	1	2	13
Combined School	150 and more	1	3	8	1	2	15

Template 1

NOTIFICATION OF ALL MEMBERS ELECTED TO THE GOVERNING BODY:

DISTRICT: _

ELECTION DATE: _ _

SURNAME	NAMES	TEL / CELL NUMBER	EMAIL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
1.			
2			
3.			
1.			
1.			
2.			
3.			

FULL NAME OF SCHOOL ELECTORAL OFFICER: ……

SIGNATURE: …… DATE: ……/……/……

Template 2

GOVERNING BODY DATA FORM

PROVINCE:……SCHOOL NAME:…… EMIS NO: ……

	Gender		Race				Disability		Education level				Pre-vious SGB experience in years	Previous SGB training		SGB portfolio
Surname and initials	F	M	A	W	C	I	Yes	No	Primary	Secondary	Tertiary	None		Yes	No	
Principal																
Parents																
1.																Chairperson
2.																
3.																
4.																
5.																
6.																
7																
8																
9																
Educators																
1.																
2.																
3.																
Non-educator members																
1.																
Learners																
1.																
2.																
Appointed members (LSEN schools)																
1.																
2.																

Template 3

VOTERS' ROLL FOR ELECTION OF PARENT MEMBERS OF THE SCHOOL

GOVERNING BODY SCHOOL:_____DISTRICT:

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

No	SURNAME	NAME(S)	NAME OF THE CHILD	GRADE OF THE CHILD
1				
2				
3				

Template 4

VOTERS' ROLL

SCHOOL: DISTRICT: _____

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

Educators		Non-educator member		Learners	

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

Template 5

NOTICE OF NOMINATION AND ELECTION

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

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

Parents		Educators		Non-educator member		Learners	

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

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

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

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

NB: It is the responsibility of the nominee and the voter to ensure that their names are on the school's voters' roll, which can be viewed at the school.

……
NAME OF SCHOOL ELECTORAL OFFICER

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

Template 6

NOMINATION FORM

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

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

Parents		Educators		Non-educator member		Learners	

PROPOSER:

I,.....(full name) being (a parent of a learner/ an educator / a non-educator member / a member of the Representative council of learners of the above-mentioned school), hereby propose:

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

SIGNATURE OF PROPOSER..... DATE.....

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

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

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

DECLARATION BY NOMINEE:

I, the nominee .....(Full names) accept the nomination and declare that I am eligible to be elected, appointed or co-opted as a member of the governing body and:

(a) I am not / have not been declared by a competent court to be legally incapacitated;
(b) I am not / have not been an unrehabilitated insolvent;
(c) I am not / have not been convicted of an offence in the Republic or elsewhere and sentenced to imprisonment without the option of a fine for a period exceeding six months;
(d) I am not / have not been declared unsuitable to work with children in terms of the Children's Act, 2005 (Act No. 38 of 2005), or listed in the register of persons unsuitable to work with children in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No. 32 of 2007); and
(e) I have not had my membership of a governing body terminated by the Head of Department in terms of the South African Schools Act, 1996 (Act No. 84 of 1996) within the preceding five years.

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

Template 7

BALLOT PAPER

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

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

Parents		Educators		Non-educator member		Learners	

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

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

Template 8

COUNTED BALLOT PAPERS AND DECLARATION OF NUMBER OF VOTES

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

COMPONENT: ..... **DATE OF ELECTIONS:** .....

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

NUMBER OF ELIGIBLE VOTERS: _____

NUMBER OF ACTUAL VOTES: _____

NUMBER OF SPOILT BALLOTS: _____

NAME OF SCHOOL ELECTORAL OFFICER:_____**SIGNATURE:** _____

DATE:_____/_____/_____

-

Template 9
ELECTION DECLARATION FORM

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

COMPONENT(S) OF ELECTIONS: ..... DATE OF ELECTION(S): …….

PLEASE COMPLETE THE RELEVANT SECTION

SECTION A: Undisputed Elections

As the school electoral officer for the above-mentioned elections, I declare that the elections of all components were undisputed.

Signature: …… **Date: …….....**

SECTION B Disputed Elections

As the school electoral officer for the above-mentioned school, I declare that the following component(s) of the election was/ were disputed
……
……
……

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

……

……

NAME OF SCHOOL ELECTORAL OFFICER: .....

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

Tel: .....

Template 10

DOCUMENTS FROM OUTGOING GOVERNING BODY CHAIRPERSON TO NEWLY ELECTED GOVERNING BODY CHAIRPERSON

(These documents are the property of the school and must be kept safely by the School Principal.)

SCHOOL:_____ **EMIS NO:**_____ **DISTRICT:**_____

I,_____(full names), the newly elected chairperson of the School Governing Body of _____ (school's name) hereby certify that the following documents/e-copies have been handed over to the incoming SGB by the outgoing chairperson and to be held in safekeeping at the school:

1.

1. LEGISLATION

ITEM	Mark with an X		ITEM
	YES	NO	
1.1 The South African School Act No.84 of 1996 as amended (SASA)			
1.2 Provincial Education Act			
1.3 Provincial regulations related to the school governing bodies of public schools			
1.4 National norms and standards for school funding (General Notice 869 of 2006)			
1.5 Provincial Notice Regarding the misconduct of learners at public schools and disciplinary proceedings			
1.6 National Regulation for Exemption of parents from the payment of school fees (General Notice 1149 of 2006)			

2. POLICIES

ITEM	Mark with an X		ITEM
	YES	NO	
2.1 Admission policy			
2.2 Policy regarding school sport and cultural activities			
2.3 Policy regarding use of school buildings and facilities by non-school community members			
2.4 Policy on occupational health and safety			
2.5 Religious observances policy			
2.6 Language policy			

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

3. FINANCIAL RESOURCES

Copies must cover the SGB term of office.

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

4. LEARNER PERFORMANCE

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

Outgoing SGB chairperson:

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

Newly Elected SGB Chairperson:

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

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

Template 11

ELECTION MONITORING INSTRUMENT (ELECTION DAY)

1. General Information

Items	Names	Contact details
1.1 Name and type of school		
1.2 Province		
1.3 District office		
1.4 Provincial official (name and designation)		
1.5 District official (name and designation)		
1.6 school electoral officer (name and designation)		

2. Preparations

2.1 How long before the nominations and elections were notices sent out?	
2.2 Election dates:	Learners..... Educators..... Non-educator member..... Parents.....
2.3 Comment on the suitability of the venue (e.g. space, furniture, lighting.).	
2.4 Were the voters checked against the voters' roll?	
2.5 Total number of learners at the school	
2.6 Number of parents on the voters' roll	
2.7 Number of parents who signed the voters' roll	
2.8 What is the expected quorum (15% of the parents on the voters' roll)	
2.9 Demographics of learners at the school (e.g. 60%African, 20% White, 10% Indian and 10% Coloured)	

3. Nomination process

3.1 Was the quorum of 10% met? If not, when is the next election date?	

3.2 Did the school electoral officer clearly explain the nomination process?	
3.3 Did the school electoral officer invite further nominations?	
3.4 Were nominations conducted as per the Notice Relating to the Election of Members of Governing Bodies, 2026?	
3.5 Were the nominees' profiles available?	

4. Election process

4.1 What method was used to ensure that a voter was given one ballot?	
4.2 Did the school electoral officer clearly explain the election process?	
4.3 Was a ballot box(es) used?	
4.4 Did the election officer verify that the ballot boxes were empty prior to voting?	
4.5 Did the voting booths allow for secret voting?	
4.6 Was the counting process observed by the monitor?	
4.7 Were the election results announced to the monitor?	
4.8 Were any irregularities noted in the elections? State if any.	
4.9 Were there any grievances lodged? Provide a brief description of the grievance and how it was resolved.	
4.10 Did the school electoral officer have the the Notice Relating to the Election of Members of Governing Bodies, 2026 readily available and conduct the elections as prescribed?	
4.11 What is the total number of parents elected: • Gender (e.g. 4 men and 6 women) • Racial breakdown • People with disabilities	

Additional Comments/information/concerns

……..

……..

school electoral officer: ……. Signature: ……..…….Date: ...../...../……..

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

Office of Monitor: .....…….....

Template 12

PROVINCIAL PRE-ELECTION MONITORING INSTRUMENT

1. General information

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

2. Advocacy

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

3. Election budget

3.1 Election budget	
3.2 Source of budget	

4. List of documents

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

Are the following in place?

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

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

5. Election teams

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

5.1 Has a provincial election task team (including all stake-holders) been established?	
5.2 Have the district electoral officers been officially appointed in writing?	
5.3 Are district election teams established?	
5.4 Are school election teams established?	
5.5 Have all schools been paired?	
5.6 Have all election teams been trained on the Notice Relating to the Election of Members of Governing Bodies, 2026?	
5.7 Have all election teams been trained on COVID-19 Notice?	

6. Monitoring and evaluation

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

7. Physical resources

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

Comments/additional information

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Provincial Electoral Officer: ..... **Signature:** ....

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

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

Template 13

GOVERNING BODY ELECTION SCHEDULE

Province: ..... District: ..... Circuit: .....

Year of election: .....

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

Template 14

SCHOOL READINESS MONITORING INSTRUMENT

1. Name and type of school	
2. Province	
3. District office	
4. Provincial/ District official (name and designation)	
5. Total number of learners in the school	
6. Demographics of learners in the school (e.g. 60% African, 20% White, 10% Indian and 10% Coloured)	
7. School electoral officer	Name:
	Designation:
	Twinned school:
8. Election dates:	Educators:
	Non-educator members:
	Learners:
	Parents:
9. Availability of the Notice Relating to the Election of Members of Governing Bodies, 2026, SGB elections circular(s) Newsletters to parents, COVID-19 Notice.	
10. Election method(Meeting/ One Day? E-Election)?	
11. Readiness of voters' roll	
12. Election proceedings to be followed were sent to voters 30 days before the election day?	Date sent out:
13. Election notices (invites) sent to Parents 14 days in advance?	Date sent out:
14. Were nominee profiles sent to parents at the regulated time and posted at suitable places?	Date sent out:
15. School Electoral Team appointed and trained on COVID-19_SGB Elections?	Date trained:
16. Suitable venue identified? (furniture, lighting and COVID-19 Notice).	

17. Voting material prepared? (ballot box, projector or flip chart, election templates, pens, signposts, tokens, PPEs, etc.)	
18. Does the school have duplicating equipment for the instant production of ballot papers?	
19. Which methods of advocacy did the school use? (Evidence required)	
20. What measures are in place to ensure that there will be maximum participation by voters?	
21. Which election method has the school planned for?	
22. Did the school budget for PPEs and put measures in place to procure such?	
23. Visible social distancing demarcation signs inside and outside voting room?	

SCHOOL READINESS MONITORING INSTRUMENT (SGB ELECTIONS)

NB. If the school's principal has been appointed as a school electoral officer, please complete a similar instrument for the school for which the principal has been appointed as the school electoral officer.

Additional information/ Comments/Concerns

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

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

Office of Monitor: .....…….....

Template 15

DISTRICT READINESS MONITORING INSTRUMENT

1. Province	
2. District office	
3. District director	Name:
	Contact details:
4. District electoral officer	Name:
	Designation:
5. Does the district have: the Notice Relating to the Election of Members of Governing Bodies, 2026, SGB elections circular(s), COVID-19 protocols?	
6. Has the district electoral officer been appointed in writing?	
7. Has the District Electoral Team received training? Date?	
8. Has the district appointed school electoral officers in writing?	
9. Has the District trained all school electoral officers? (Evidence and date required).	
10. Are all schools paired?	
11. Have all schools set two election dates?	
12. Has the district compiled a district schedule of elections per SGB component?	
13. District monitoring schedule and strategy are in place?	
14. What strategies have been put in place to ensure that all schools advocate for the elections and keep parents informed regularly?	
15. Do all schools have voters' rolls ready?	
16. Which methods of advocacy did the district employ? If none, what is to be done to remedy the situation?	
17. Has the district established a District Dispute Resolution Team?	
18. What systems will the district employ in recording and reporting on election information e.g. SASAMS	
19. What measures has the district put in place to support schools that may not have resources to conduct the elections? Include COVID-19 Notice.	
20. Is there a dedicated budget for the district to conduct elections?	
21. How many schools will conduct the elections electronically?	
22. Has the district prepared letters of recognition for the outgoing governors?	

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

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Additional comments: .....

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.....

District Electoral Officer: …….. Signature: Date:

...../...../……...

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

Office of Monitor: .....…….....

All officials must adhere to the protection of personal information at all steps of the election processes.

DEPARTEMENT VAN BASIESE ONDERWYS

NO. 7797 **6 August 2026**

SUID-AFRIKAANSE SKOLEWET, 1996

KENNISGEWING VERWANT AAN DIE VERKIESING VAN BEHEERLIGGAAMLEDE, 2026

Die Minister van Basiese Onderwys, beoog om ingevolge artikels 24(2) en 28 van die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996), die kennisgewing in die Bylae hierby uiteengesit, uit te vaardig.

Enige persoon wat geskrewe kommentaar op die konsep Kennisgewing wil indien, word hierby uitgenooi om dit binne 'n tydperk van 30 dae vanaf die publikasie van hierdie kennisgewing in te dien—

(a) deur sodanige kommentaar aan die volgende adres te pos:
Privaatsak X895
PRETORIA
0001;

(b) deur sodanige kommentaar per hand by die volgende adres af te lewer:
Die Departement van Basiese Onderwys
222 Struben Straat
Pretoria

(c) deur sodanige kommentaar na die volgende adres te e-pos: Ntshwanti.Z@dbe.gov.za.

Kommentaar moet aan die Direkteur: Regsdienste gerig word, en vir die aandag van Adv. Zukile Ntshwanti gemerk word. Kommentaar wat na die sluitingsdatum ontvang is sal nie oorweeg word nie.

SIVIWE GWARUBE, LP

MINISTER VAN BASIESE ONDERWYS

DATUM: 05/08/2026

Woordomskrywings

1. In hierdie kennisgewing word 'n woord of uitdrukking waaraan 'n betekenis in die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996), toegewys is, die betekenis daaraan toegewys en tensy die samehang anders aandui —

"**CNS stelsel**" beteken die kandidaat nominering stelsel, 'n veilige elektroniese stelsel wat die Wet op Beskerming van persoonlike Inligting, 2013" (Wet No. 4 van 2013) nakom, om gebruik te word vir elektroniese indiening van die inligting en dokumente beoog in hierdie kennisgewing.

"**dae**" beteken kalenderdae met inbegrip van Saterdae, Sondae, openbare en skool vakansiedae;

“**Distriksdirekteur**” die beampte verantwoordelik vir die bestuur van ’n onderwysdistrik, of enige beampte deur die Departementshoof aangewys om die werksaamhede aangewys aan ’n distriksdirekteur ingevolge hierdie Kennisgewing uit te voer;

"**distrik verkiesingsbeampte**" beteken 'n senior beampte by 'n distrikskantoor verantwoordelik om oor die beheerliggaam verkiesingsproses in die distrik toesig te hou en te bestuur;

"**e-verkiesing**" beteken 'n beheerliggaam verkiesing wat elektroniese wyses gebruik in een of meer stadia van die verkiesingsproses, met inbegrip van nominasies, stem, of tel van stemme;

"**e-stem**" beteken om te stem deur gebruik van elektroniese wyses, of afgeleë, of by 'n aangewese e-stemstasie;

"**e-stemstasie**" beteken 'n veilige en toeganklike lokaal, soos deur die skoolverkiesingsbeampte bepaal, vir die afneem van e-stem in 'n e-verkiesing;

"**e-stem stelsel**" beteken die hardeware, sagteware en prosesse gebruik om stemming deur elektroniese wyse moontlik te maak;

"**lid**" beteken 'n lid van die beheerliggaam;

"**nie-opvoeder** " beteken 'n persoon wat by 'n skool in diens geneem is om ondersteuningsdienste uit te voer wat nie deur 'n onderwyser voorsien word nie ooreenkomstig die Staatsdienswet, 1994 (Proklamasie No. 103 van 1994) of die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996);

"**provinsiale verkiesingskoördineerder**" 'n provinsiale beampte deur die departementshoof aangewys om oor die beheerliggaamverkiesingsproses in die provinsie toesig te hou en dit te bestuur;

"**verteenwoordigende raad van leerders**" 'n verteenwoordigende raad van leerders beoog in artikel 11 van die Wet;

"**skoolverkiesingsbeampte**" ’n persoon aangestel ingevolge hierdie Kennisgewing, om die verkiesingsproses te bestuur.

"**onderwyser skakelbeampte**" 'n opvoeder wat deur opvoeders van die betrokke openbare skool benoem is vir die skakeling tussen die skool personeel en die verteenwoordigende raad van leerders; en

"**die Wet**" die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996).

Lede van beheerliggaam vir openbare skole

2. (1) Behoudens artikel 23 van die Wet moet ’n beheerliggaam uit die volgende lede saamgestel word:

(a) Verkose lede;

(b) die skoolhoof uit hoofde van sy of haar amptelike hoedanigheid; en

(c) gekoöpteerde lede.

(2) Die verkose lede van die beheerliggaam bedoel in sub-paragraaf 1(a) word soos beoog in artikel 23(2) van die Wet moet uit die volgende kategorieë lede saamgestel word:

(a) Ouers van leerders by die openbare skool;

(b) opvoeders in diens geneem by die openbare skool;

(c) nie-opvoeders in diens geneem by die openbare skool; en

(d) leerders van die verteenwoordigende raad van leerders, verkies deur die verteenwoordigende raad van leerders vanuit sy geledere.

(3) Die bepaling van die getal van lede in elke kategorie in sub-paragraaf (2) vermeld moet, die kriteria voorsien in Bylae “A” tot hierdie kennisgewing nakom.

(4) Die samestelling word bepaal aan die begin van die beheerliggaam se drie-jaar ampstermyn, gebasseer op die openbare skool se inskrywingsstatestieke soos weerspieël op die 10de skooldag na die openbare skool se heropening aan die begin van 'n skooljaar.

(5) Die ampstermyn van ’n lid van ’n *beheerliggaam* anders as ’n *leerder* mag nie drie jaar oorskry nie.

Lidmaatskap van beheerliggaam van openbare skool vir leerders met spesiale onderwysbehoeftes

3. (1) Tensy anders vermeld, sal hierdie kennisgewing met die nodige veranderinge van toepassing wees op ’n beheerliggaam van ’n openbare skool vir leerders met spesiale onderwysbehoeftes.

(2) Die beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoeftes moet, behoudens artikel 24 van die Wet, saamgestel word uit lede vanuit die volgende kategorieë:

(a) ouers van leerders by die skool, indien redelik uitvoerbaar;

(b) opvoeders in diens geneem by die skool;

(c) nie-opvoeders in diens geneem by die skool.

(d) leerders wat Graad 8 of hoër bywoon, indien redelik uitvoerbaar;

(e) verteenwoordiger van borgliggame, indien van toepassing;

(f) verteenwoordigers van organisasies van ouers of leerders met spesiale onderwysbehoeftes, indien van toepassing;

(g) verteenwoordiger van organisasies van gestremde persone, indien van toepassing;
(h) gestremde persone indien van toepassing;
(i) kundiges in geskikte velde van spesiale behoefte onderwys; en
(j) die skoolhoof in sy of haar amptelike hoedanigheid.

(3) Die Voorsitter van die beheerliggaam in die geval van 'n openbare skool vir leerders met spesiale onderwysbehoeftes, moet 'n lid van die beheerliggaam wees wat verkies vanuit die persone bedoel in sub-paragrawe (2)(a), (e), (f), (g), (h) of (i) is.

(4) Die getal van ouerlede, opvoederlede, nie-opvoeder en leerderlede van 'n beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoeftes moet, Bylae “B” van hierdie Kennisgewing nakom.

(5) Ouers moet die lede bedoel in sub-paragraaf (2)(a) ooreenkomstig paragrawe 14 tot 17 verkies.

(6) Opvoeders in diens geneem by die betrokke openbare skool moet die lede bedoel in sub-paragraaf (2)(b) ooreenkomstig paragraaf 18 verkies.

(7) Nie-opvoeders moet die lede bedoel in subparagraaf (2)(c) ooreenkomstig paragraaf 19 verkies.

(8) Die verteenwoordigende raad van leerders moet die lede bedoel in sub-paragraaf (2)(d) ooreenkomstig paragraaf 20 verkies.

Aanstelling van addisionele lede bedoel in paragraaf 3

4. (1) Waar van toepassing en met inagname van die skool se behoeftes, kan nie meer as een lid van elk van die kategorieë aangestel word ingevolge paragrawe 3(2)(e), (f), (g), (h) en (i) nie.

(2)Waar die beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoeftes bepaal dat addisionele lede ingevolge sub-paragraaf (1) benodig word, moet sodanige bepaling met deeglike skriftelike motivering die noodsaaklikheid van die addisionele aanstellings verantwoord.

(3)Die skoolhoof van ’n openbare skool vir leerders met spesiale onderwysbehoeftes, moet ten minste 30 dae voor die aanvang van die verkiesingstydperk, 'n geskrewe uitnodiging na die tersaaklike organisasies, liggame, of persone bedoel in paragrawe 3(2)(e), (f), (g), (h) en (i) om lede te nomineer vir aanstelling tot die beheerliggaam in die onderskeie kategorieë, uitreik en sodanig 'n rekord van uitnodigings en nominasies behou vir ’n tydperk van drie jaar vir rekenpligtige en rekord doeleindes.

(4)Die skoolhoof moet skriftelik die nominasies bedoel in sub-paragraaf (3) nie later as 14 dae na die aanvang van die verkiesingstydperk aan die departementshoof indien nie.

(5) Die departementshoof moet, binne 14 dae na die ontvangs van die nominasies bedoel in sub-paragraaf (4):

(a) die getal lede per kategorie wat vereis word, wat nie een lid per toepaslike kategorie oorskry nie, aanstel met inagname van die kundigheid, ondervinding, kwalifikasies, en tersaaklikheid van die benoemde kandidate tot die skool se behoeftes;
(b) elke aangestelde lid, skriftelik, van sy of haar aanstelling in kennis stel; en
(c) die betrokke skoolhoof van sy of haar besluit in kennis stel.

(6) Die skoolhoof moet, binne 7 dae na die ontvangs van die kennisgewing vanaf die departementshoof, die betrokke distriksdirekteur skriftelik in kennis stel van die name en adresse van die verkose en aangestelde lede.
(7) Die verwysing vir aanstelling van die lede ingevolge paragrawe 3(2)(e), (f), (g), (h) en (i), moet ten minste 24 uur voor die verkiesing van die ouerlede komponent gefinaliseer word.

Aanmerklikheid vir lidmaatskap van skoolbeheerliggaam

5. 'n Persoon is nie aanmerklik om as 'n lid van die beheerliggaam verkies, aangestel of gekoöpteer te word as daardie persoon–

(a) deur 'n bevoegde hof wetlik ongeskik verklaar is.
(b) ’n ongerehabiliteerde insolvent is;
(c) aan ’n misdryf in die Republiek of elders skuldig bevind is en tot gevangenisstraf , sonder die opsie van 'n boete, vir 'n tydperk wat nie ses maande oorskry nie, gevonnis is;
(d) as ongepas om met kinders te werk, verklaar is ingevolge die "Children's Act, 2005" (Wet No. 38 van 2005); of gelys is in die register van persone wat ongeskik is om met kinders te werk, ingevolge die Strafreg (Seksuele Misdrywe en Verwante Aangeleenthede) Wysigingswet 32 van 2007 (Wet No. 32 van 2007);
(e) wat nie binne die kategorie van lidmaatskap val waarvoor hy of sy genomineer, verkies, aangestel of gekoöpteer is nie;
(f) nie meer binne die kategorie van lidmaatskap te aansien van wat hy of sy verkies, aangestel of gekoöpteer is nie; of
(g) sy of haar lidmaatskap van ’n beheerliggaam binne die vorige vyf jaar, deur die departementshoof ingevolge die Wet, beïndig is.

Aanstelling en werksaamhede van provinsiale verkiessingkoördineerder

6. (1) Die departementshoof moet skriftelik 'n provinsiale verkiesingskoördineerder ten minste 60 dae viir due begin van die verkiesingstydperk wat deur die Minister aangekondig is, aanstel.

(2) Die werksaamhede van 'n provinsiale verkiesingskoördineerder is om te–

(a) verseker dat voldoende voorspraak rakende die verkiessingsdatum deur met openbare skole, ouers, leerders en gemeenskappe deur gepaste kommunikasiekanale soos druk en elektroniese media saam te werk.

(b) voorspraak te ondersteun binne die hulpbronne wat deur die provinsiale onderwys departement beskikbaar gemaak is en effektiewe uitreiking en deelname te verseker.

(c) nakoming van hierdie kennisgewing te verseker;

(d) koördinering van die hulpbronne wat benodig word om effektiewe en regverdige beheerliggaam verkiesings uit te voer, met inbegrip van voertuie, skryfbehoeftes en stembriewe, waar nodig;

(e) verseker dat die onderskeie skoolverkiesingsbeamptes die template 1 tot 15 het;

(f) die beheerliggaamverkiesingsproses in die provinsie moniteer en evalueer

(g) samestelling van periodieke verslae oor nakoming, identifiseering van onreëlmatighede, en die voorstel van korrektiewe maatreëls waar nodig;

(h) konsolidering van 'n provinsiale databasis van die verkose beheerliggaam lede na die verkiesingswat die toepaslike data beskermingswetgewing moet nakom, met inbegrip van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013); en

(i) erkende beheerliggaam assossiasies toelaat om een waarnemer per openbare skool toe te wys om die verkiesingsproses te kontrolleer om nakoming aan hierdie Kennisgewing te verseker.

(j) Die waarnemers mag nie verrigtinge belemmer of beïnvloed nie en hul moet kapasiteitsbou opleiding bywoon, die gedragskode vir verkiesingsbeamptes in paragraaf 9 uiteengesit, nakom, en onpartydigheid ten alle tye onderhou.

Aanstelling en werksaamhede van die distriksverkiesingsbeampte

7. (1) Die distriksdirekteur moet skriftelik 'n distriksverkiesingsbeampte aanstel.

(2) Die werksaamhede van 'n distriksverkiesingsbeampte is -

(1) koördinering van die beheerliggaamverkiesingsproses in die distrik;

(2) die distrik aanraai oor die voorgestelde strategie en implementering van die beheerliggaam verkiesings in die distrik en verseker dat die prosesse belyn met hierdie kennisgewing uitgevoer word;

(3) 'n bestuurplan saamstel om hierdie kennisgewing te implementeer;

(4) verseker dat elke openbare skool 'n skoolverkiesingsbeamte het in ooreenstemming met hierdie kennisgewing en dat die skool verkiesingspanne gestig word;

(5) verseker dat verkiesingsbeamptesvoldoende opgelei is oor hul rol en verantwoordelikhede;

(6) verseker dat skoolverkiesingsbeamptes hierdie kennisgewing en ander tersaaklike kennisgewings en dokumente 30 dae voor die verkiesings ontvang;

(7) verseker dat die verkiesingsvoorspraak soos beplan uitgevoer word;

(8) verseker dat die beheerliggaamverkiesingsproses gemoniteer is;

(9) verseker dat die name en kontakbesonderhede van die persone verkies tot beheerliggame binne 7 dae ingedien is;

(10) verseker dat alle persone tot beheerliggame verkies die data vorm vanaf die skoolhoof ontvang en dit binne 14 dae vanaf die vergadering waar die ampsbekleërs van ’n beheerliggaam verkies is aan die distrik ingedien word;

(11) geskille verwant aan die besluite wat nie op skool-vlak opgelos kon word nie, binne 14 dae oplos en as 'n geskil onopgelos bly, moet die saak na die provinsiale verkiesingskoördineerder vir verdere ingryping geeskaleer word ;

(12) ontwikkel 'n databasis van nuut verkose beheerliggame en dien dit by die provinsiale verkiesingskoördineerder in; en

(13) stel 'n geskrewe distriksverslag oor verkiesing saam, met inbegrip van 'n oorsig van uitdagings, suksesse, en aanbevelings vir verdere verkiesings, en dit aan die provinsiale verkiesingskoördineerder indien binne 14 dae na die einde van die verkiesingstydperk wat deur die Minister aangekondig is.

Aanstelling en werksaamhede van skoolverkiesingsbeampte

8. (1) Die distriksdirekteur of afgevaardigde amptenaar moet skriftelik 'n skoolhoof van 'n ander openbare skool aanstel as die skoolverkiesingsbeampte van ’n openbare skool

(2) In buitengewone omstandighede, kan die distriksdirekteur ’n opgeleide departementele amptenaar as skoolverkiesingsbeampte aanstel.

(3) ’n Persoon aangestel as skoolverkiesingsbeampte moet geem persoonlike of professionele botsing van belange rakende die betrokke openbare skool hê nie.

(4) Die skoolhoof wat ingevolge sub-paragraaf (1) aangestel is mag nie sy of haar werksaamhede as skoolverkiesingsbeampte aan die onderhoof afvaardig nie, behalwe in onvermydelike omstandighede met voorafgaande goedkeuring van die distriksdirekteur.

(5) Die werksaamhede van 'n skoolverkiesingsbeamte is–

(a) voorbereiding van 'n kennisgewing wat die besonderhede van die datum, tyd en plek van die nominasie en die verkiesingsmetode verskaf;

(b) verseker dat daar 'n geskikte plek is vir die nominasie of verkiesingsproses, met inagname vantoeganklikheid vir persone met gestremdhede is, voldoende kapasiteit vir deelnemers en die beskikbaarheid van nodige hulpbronne insluitende sitplek, elektroniese stemtoerusting, indien van toepassing, en sekuriteit;

(c) verseker dat die skool verkiesingspan voldoende opgelei is oor die verkiesingsproses, tersaaklike wetgewing en nakomingsvereistes;

(d) ingryp en geskille wat op die dag van nominasies of verkiesing voorkom, oplos. Proses: Met dien verstande dat enige besluit wat deur die skoolverkiesingsbeampte tydens die proses geneem is finaal is slegs vir doeleindes om die nominasie of verskiesingsproses voort te sit en voorkom nie ’n persoon om ’n geskil ingevolge paragraaf 21 te verwys nie; en

(e) die verkiesingsuitslae aan die distrikskantoor binne 14 dae na die verkiessing, indien.

Gedragskode vir skoolverkiesingsbeampte en distriksverkiesingsbeampte

9. 'n Verkiesingsbeamte moet-

(a) Eerlik, onpartydig en met waardigheid optree

(b) die integriteit van en die openbare vertroue in die beheerliggaamverkiesingsproses verseker;

(c) bekend wees met hierdie Kennisgewingen die toepaslike bepalings van die Wet;

(d) die beheerliggaamverkiesing ingevolge hierdie Kennisgewing uitvoer;

(e) met openbare skool en tersaaklike onderrig beapmtes saamwerk;

(f) die stemproses op 'n regverdige, deursigtige en ordelike wyse bestuur;

(g) probleme met beleefdheid en ywer oplos, soos dit opkom

(h) binne die omvang van die werksaamhede wat aan hom of haar in hierdie Kennisgewing toegewys is, op te tree.

Vereistes vir aanmerklike kiesers en die kieserslys

10. (1) Slegs daardie persone wat op die toelatingsregister as ouers verskyn, of wat bewys het dat hul ouers is, soos omskryf in die Wet, is geregtig om te stem.

(2) Slegs twee ouers per leerder is geregtig om te stem en geen duplisering van name word toegelaat nie.

(3) 'n Kieserslys vir elk van die kategorieë wat die name van alle aanmerklike ouers, opvoeders, nie-opvoeders en leerders bevat moet beskikbaar wees en moet die volgende vereistes nakom:

(a) die ouer-inligting moet opgedateer word en ten minste sewe dae voor die druk van die kieserslys beskikbaar gemaak word vir besigtiging;

(b) die kieserslys moet sewe dae voor die verkiessing gesluit word;

(c) die kieserslys vir opvoeders moet uit alle opvoeders wat by die openbare skool in diens geneem is, aangestel deur óf die provinsiale departement van onderwys ingevolge die Wet op die Indiensneming van Opvoeders ,1998 (Wet No. 76 van 1998) óf deur die beheerliggaam ingevolge artikel 20(4) van die Wet, bestaan;

(d) die kieserslys vir nie-opvoeders moet uit alle ander personeellede wat by die openbare skool in diens geneem is, aangestel deur óf die tersaaklike provinsiale departement van onderwys ingevolge die Staatsdienswet, 1994 óf deur die beheerliggam ingevolge artikel 20(5) van die Wet, bestaan; en

(e) die kieserslys vir leerders moet bestaan uit alle lede van die verteenwoordigende raad van leerders.

(4) Waar die hoof van 'n jeugsentrum die aangewese versorger vir veelvuldige leerders by dieselfde openbare skool ingeskryf is, moet hul naam slegs een keer op die kieserslys verskyn, en hul moet geregtig wees tot een stem by daardie openbare skool, ongeag die getal leerders wat in hul sorg of beskerming geplaas is.

(5) 'n Persoon wat onderneem om die pligte van die biologiese of aangenomeouer, of wettiglike voog of die persoon wat geregtig is tot die wettiglike sorg van ’n leerder moet aan die skoolverkiesingsbeampte 'n brief voorsien vanaf die tersaaklike biologiese of aangenome ouer of wettiglike voog of persoon geregtig tot die wettiglike sorg van ’n leerder, wat bevestig dat hul onderneem om hul verpligtinge aan die leerder se onderrig te onderneem met die toestemming van sodanige persoon.

(6) Die skoolverkiesingsbeampte moet , ten minste 14 dae voor die sluiting van die kieserslys ouers van die kieserslys soos gepubliseer deur die openbare skool, in kennis stel.

(7) skoolverkiesingsbeampte moet die beginsel van inklusiwiteit, deursigtigheid en demokrasie volg en hul moet verseker dat—

(a) geen aanmerklike kieser onregverdig uitgesluit word nie;

(b) die kieserslys maklik toeganklik is vir kontrole ; en

(c) persoonlike inligting is beskerm ter nakoming van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013) wat insluit om dit van ongemagtigde toegang te beskerm en die gebruik van inligting slegs vir verkiesingsdoeleindes te beperk.

(8) Die skoolhoof van die openbare skool word vereis om ondersteuning en bystand aan die skoolverkiesingsbeampte in die uitvoer van hul werksaamhede soos in hierdie kennisgewing uitgelê, te bied.

Stemregte

11. (1) Die benoemde, benoemer en sekondant moet persone wees wat op die kieserslys van hul onderskeie kiesafdeling van verteenwoordiging in die beheerliggaam, verskyn.

(2) Elke ouer van 'n leerder wat amptelik by die openbare skool ingeskryf is, is geregtig tot 'n stem vir ouerlede van die beheerliggaam en het een stem ten opsigte van elke benoemde met 'n maksimum getal stemme gelyk aan die getal van ouerlede wat verkies moet word.

(3) Elke opvoeder, met inbegrip van die skoolhoof, by 'n openbare skool in diens geneem, aangestel deur of die Provinsiale Departement van Onderwys of die beheerliggaam, is geregtig om te stem vir opvoeder lede en het een stem ten opsigte van elke benoemde met 'n maksimum getal van stemme gelyk aan die getal van opvoeder lede wat verkies moet word.

(4) Nie-opvoeders en opvoeders kwalifiseer vir een stem elk waneer vir hul stem vir hul onderskeie verteenwoordiger op die beheerliggaam. Indien die openbare skool slegs een benoemde in die opvoeder of nie-opvoeder kategorie het, is daardie lid outomaties verkies.

(5) Elke lid van die verteenwoordigende raad van leerders is geregtig om te stem vir leerder lede en het een stem ten opsigte van elke benoemde met 'n maksimum getal van stemme gelyk aan die getal van leerder lede wat verkies moet word.

(6) plaasvervanger stemme word nie toegelaat nie.

Verkiesingsmetodes

12. (1) Behoudens sub-paragraaf (3), is die volgende verkiesingsmetodesbeskikbaar:

(a) **Vergaderingmetode, wat verwys na** 'n in-persoon metode waar beheerliggaamverkiesings tydens 'n enkele vergadering plaasvind. Hierdie metode vereis die fisiese teenwoordigheid van kiesers by 'n aangewese lokaal op die verkiesingsdag;

(b) **Dag metode wat verwys na** 'n handmatige verkiessingsmetode waarin kiesers fisies na die aangewese lokaal kom om te stem ter eniger tyd tydens die dag van die stemperiode, binne die aangeduide stemtye, maar nie korter as 12 ure nie; en

(c) 'n e-verkiessingsmetode waarin kiesers hul stemme elektronies maak, óf afgeleë óf by die aangewese e-stemstasies, ter eniger tyd tydens die dag van die stemperiode binne die aangeduide stemtye.

(2) Die beheerliggaam moet op ’n verkiesingsmetode besluit wat die openbare skool beoog om te gebruik en nie minder as 30 dae voor die verkiesingsdag nie, die departementshoof skriftelik daarvan , in kennis stel.

(3) Wanneer daar op die verkiesingsmetodebeoog in sub-paragraaf (1), besluit word, moet die beheerliggaam oorweeg of-

(a) die verkiesingsmetode die beste belange van die skoolgemeenskap sal bevorder en die maksimum deelname van kiesers in die stemproses sal toelaat;

(b) die verkiesingsmetode sal nie teen enige voornemende kieser of groep van kiesers onregverdig diskrimineer nie;

(c) voldoende bepalings is gemaak vir die nominasieproses; en

(d) voldoende hulpbronne is beskikbaar vir die voorkeurmetode.

(4) Die skoolhoof moet die verkiesingsmetode aan die skoolverkiesingsbeampte kommunikeer om die kennisgewings aan ouers gevolglik voor te berei en te onderteken.

(5) Na oorweging, mag die departementshoof die openbare skool aanraai om 'n alternatiewe stem metode te gebruik, wat die faktore uitgelê in sub-paragrawe (3)(a) en (d) sal nakom: Met dien verstande dat die raad skriftelik, met redes vir die aanbeveling, voorsien moet word.

(6) Die skoolverkiesingsbeampte moet die distrik verkiesingsbeampte van die gekose verkiesingsmetode in kennis stel en 'n bestuurplan ten minste 14 dae voor die verkiesings indien.

(7) Die bestuurplan bedoel in sub-paragraaf (6) moet die volgende inligting weerspieël:

(a) Voorgestelde datum vir die verkiesingsmetode;

(b) openingstyd en sluitingstyd van die stemstasies;

(c) tyd van die tel van stemme en die aankondiging van uitslae; en

(d) skedules vir skool verkiesingspanlede om die stemstasies te moniteer om te verseker dat daar genoeg beamptes beskikbaar is vir die proses om voort te gaan.

Nominasieprosedures en vereistes vir verkiesingsmetodes

13. (1) Die nominasieprosesse vir die verkiesingsmetodes bedoel in paragraaf 12(1)

(a) Vir die vergaderingsmetode in paragraaf 12(1)(a)

(i) nominasies moet skriftelik voor die verkiesingsvergadering ingedien word.

(ii) daar moet 'n benoemer en 'n sekondant vir elke nominasie wees.

(iii) die benoemde moet die nominasie skriftelik aanvaar.

(iv) die skoolverkiesingsbeampte moet alle nominasies voor die dag nagaan.

(v) nominasies mag ook van die vloer af aanvaar word tydens die verkiesingsvergadering, met dien verstande dat die benoemde teenwoordig is of vroeër geskrewe toestemming gegee het.

(vi) die finale lys van kandidate word aangekondig voor daar begin word om te stem.

(vii) Hierdie metode is die enigste metode wat nie in verbinding met die ander twee metodes gebruik kan word nie.

(b) Vir ’n voldag verkiesingsmetode in paragraaf 12(1)(b)—

(i) nominasies moet skriftelik binne die bepaalde nominasie tydperk voor die verkiesingsdag ingedien word.

(ii) daar moet 'n benoemer en 'n sekondant vir elke nominasie wees.

(iii) die benoemde moet die nominasie skriftelik aanvaar.

(iv) die skoolverkiesingsbeampte moet alle nominasies nagaan voor die kandidaatlys gefinaliseer word.

(v) die finale kandidaatlys, met hul profiele, moet voor die verkiesingsdatum aan die skoolgemeenskap gekommunikeer word; en

(vi) geen nominasies sal op die verkiesingsdag aanvaar word nie.

(c) Vir e-verkiesingsmetode in paragraaf 12(1)(c) —

(i) nominasies word elektronies deur 'n aangewese platvorm binne die bepaalde tydperk ingedien.

(ii) daar moet 'n benoemer en 'n sekondant vir elke nominasie wees.

(iii) die benoemde moet toestem om die nominasie te aanvaar.

(iv) die skoolverkiesingsbeampte moet alle nominasies nagaan en 'n kandidaatlys opstel.

(v) die finale kandidaatlys, met hul profiele, moet elektronies voor die verkiesingsdatum uitgegee word.

(2) Die vereistes, prosedure en tydraamwerke vir Nominasie Kennisgewings is as volg:

(a) Die skoolverkiesingsbeampte moet 'n geskrewe kennisgewing voorberei wat ten minste 14 dae voor die nominasie sluitingsdatum nominasies vir ouer lede uitnooi.

(b) openbare skole moet betroubare kommunikasiewyses gebruik, met inbegrip van elektroniese platvorms soos e-pos, SMS, skool apps, amtelike kennisgewings op skool webtuistes en gedrukte kennisgewings, waar nodig, om te verseker dat alle ouers die inligting, uiteengesit in sub-paragraaf 13(2)(c), ontvang; en

(c) die kennisgewing beoog in sub-paragraaf 2(a) moet die volgende inligting bevat:

(i) Die getal ouer posisies beskikbaar op die beheerliggaam;

(ii) die nominasiekriteria en aanmerklikheidsvereistes;

(iii) die spertyd vir indien van nominasies;

(iv) die datum, tyd, en verkiesingsproses; en

(v) die prosedure om nominasie vorms in te dien.

(3) Ouers is slegs aanmerklik om benoem te word en om te benoem indien die volgende vereistes gehaal word:

(a) Slegs ouers van leerders wat amptelik by die openbare skool ingeskryf is, is aanmerklik om te nomineer, sekondeer of om as kandidaat benoem te word.

(b) 'n Benoemde, benoemer, en sekondant moet op die kieserslys verskyn.

(c) Die nominasievorm moet volledig voltooi word en deur die benoemde, benoemer, en sekondant onderteken wees.

(d) ouers moet voor die verkiesingsdatum hul voltooide nominasievorm aan die skoolverkiesingsbeampte in dien.

(e) Enige nominasievorm wat nie aan sub-paragraaf 3(a)-(d) voldoen nie is ongeldig en mag nie oorweeg word nie.

(4) Die skoolverkiesingsbeampte moet alle nominasies nagaan om te verseker dat–

(a) die benoemde, benoemer, en sekondant op die kieserslys verskyn; en

(b) die nominasievorm korrek voltooi en onderteken is.

(5) Voltooide nominasievorms mag fisies of elektronies via e-pos, skool apps, of enige ander digitale platvorm deur die openbare skool aangewys, ingedien word.

(6) Die skoolverkiesingsbeampte moet onvoltooide, ongeldige of onleesbare nominasies binne 48 uur vanaf die nominasie gemaak is of beswaar teen die nominasie ontvang is, afkeur en sodanige afkeuring aan die geaffekteerde partye skriftelik na die ontvangs van die nominasievorm kommunikeer, en redes stel vir die afkeur daarvan.

(7) Enige geskil rakende die afkeur van 'n nominasie moet ingevolge die geskil resolusieproses uiteengesit in paragraaf 21, opgeklaar word.

(8) Die finale lys van geldige nominasies moet ten minste vyf dae voor die verkiesingsdatum aan die skoolgemeenskap beskikbaar gemaak word.

(9) Ondanks die bepaling van die Wet op Beskerming van Persoonlike Inligting, 2013 (Wet No. 4 van 2013), moet kandidaat profiele, met inbegrip van name, foto's, kort agtergrond, en 'n kort stelling van hul visie vir die openbare skool, elektronies met ouers via die openbare skool se amptelike kommunikasie platvorms gedeel word.

(10) Kandidate is verantwoordelik vir hul eie veldtog en kan nie enige formele kommunikasiekanale deur die openbare skool geskep gebruik nie.

(11) Onvoldoende nominasies moet in die volgende wyse hanteer word:

(a) Indien die totale getal van geldige nominasies gelyk is aan die vereiste getal van ouer lede na die nominasie tydperk verstryk het, word daardie persone as verkies verklaar, en die skoolverkiesingsbeampte moet 'n verklaring onderteken wat aandui dat lede nie verkies is deur geheime stembriewe nie, en dat die skoolverkiesingsbeamptevoldoende tyd vir meer nominasies voorsien het.

(b) indien die getal van nominasies minder as die vereiste getal van ouer lede is, moet die skoolverkiesingsbeampte die nominasie tydperk tot sewe dae verleng en die inligting moet skriftelik aan die skoolgemeenskap gekommunikeer word; en

(c) indien die getal van benoemde kandidate meer as die vereiste getal van verwagte ouer lede is, moet 'n verkiesing per die gekose verkiesingsmetode uitgevoer word.

(12) Die skoolverkiesingsbeampte moet vir 'n minimum tydperk van die ampstermyn van die verkose beheerliggaam, 'n volledige rekord van alle nominasies hou, met inbegrip van aanvaarde en afgekeurde vorms.

Verkiesing- en stemsproses vir ouer lede in die geval van ’n vergaderingsmetode

14. (1) Die skoolverkiesingsbeampte moet kennisgewings van nominasie en verkiesing in die voorgeskrewe vorm voorberei wat die datum, tyd en plek van die verkiesing aandui. Die verkiesing van lede moet belyn wees met die verkiesingsmetode wat die openbare skool ingevolge paragraaf 12 aangeneem het.

(2) Vir die vergaderingsmetode, vind die verkiesing plaas in 'n enkele sessie waar die benoemdes hulself voorstel voor daar begin word om te stem. Alle kandidate moet van dieselfde tyd voorsien word om hulself voor te stel.

(3) Die skoolverkiesingsbeamte moet verseker dat die kennisgewings rakende die verkiesings aan die skoolhoof oorhandig word en daarna versprei en ten minste 14 dae voor die verkiesing in prominente plekke by die openbare skool en in die gemeenskap uitgestal word.

(4) Die stemproses tydens die verkiesingsvergadering moet as volg wees:

(a) Die skoolverkiesingsbeampte moet:

(i) elke kandidaat toelaat om hulself voor te stel voor daar begin word om te stem en voorsien:hul volle name;

(ii) die naam en graad van hul kind of kinders by die openbare skool;

(iii) hul beroep, kennis, vaardighede, en ondervinding wat voordelig vir die beheerliggaam kan wees; en

(iv) hul visie vir die openbare skool.

(b) Die skoolverkiesingsbeampte moet stembriewe aan alle aanmerklike ouers teenwoordig uitdeel, en verseker dat–

(i) elke ouers op die kieserslys 'n stembrief ontvang;

(ii) die stembrief moet met die skoolstempel of ander kenmerkende sekuriteitskenmerk bestempel word om te voorkom dat daarmee gepeuter word; en

(iii) elke ouer stem in geheim, en kies 'n maksimum getal van kandidate soos aangedui in Bylae “A” of “B”.

(5) Die gemerkte stembrief moet gevou word en in 'n stemboks of ander geslote houer geplaas word wat vir hierdie doel voorsien is.

(6) Enige ongeletterde kiesser of 'n kiesser wat weens 'n fisieke uitdaging nie kan stem nie, kan bystand van die skoolverkiesingsbeampte versoek endie beampte moet in die teenwoordigheid van 'n onafhanklike getuie, deur die kieser gekies, bystand bied.

(7) Die skoolverkiesingsbeampte moet die stemme op die volgende wyse tel:

(a) die stemme in die teenwoordigheid van waarnemers en kandidate wat teenwoordig wil wees oopmaak;

(b) 'n stembrief afkeur as–

(i) dit sonder die skoolstempel of kenmerkende eienskap is;

(ii) dit gemerk is vir meer kandidate as die getal van beskikbare posisies; of

(iii) in so 'n wyse gemerk is dat die kieser se voorneme onduidelik is.

(c) 'n stembrief met minder stemme as die maksimum toegelaat, is steeds geldig.

(d) na die afkeur van enige slegte stembrief, ooreenkomstig sub-paragraaf (7)(b), moet die skoolverkiesingsbeampte–

(i) die stemme tel in die teenwoordigheid van waarnemers en benoemdes;

(ii) aan die monitors die naam van elke benoemde en die getal stemme vir elk gemaak, aankondig;

(iii) die getelde stembriewe vorm voltooi wat kandidate lys van meeste stemme tot minste stemme; en

(iv) die verkose kandidate verklaar in ooreenstemming met die getal beskikbare posisies in die beheerliggaam.

(8) (a) Nadat stemming voltooi is, moet die skoolverkiesingsbeampte die totale getal van ouers wat gestem het tel en dit met die totale getal van aanmerklike ouers wat bygewoon het vergelyk.

(b) Waar die getal stemme opgeneem vir twee of meer benoemdes gelyk is en die uitkoms van die peiling affekteer, moet die skoolverkiesingsbeampte openlik, in die teenwoordigheid van geïdentifiseerde waarnemers soos aangedui in sub-paragraaf (8)(a), lootjies trek om die verkose ouer lid te bepaal.

Verkiessing- en stemproses vir Ouer lede in die geval van dagverkiesingsmetode

15. (1) Die skoolverkiesingsbeampte moet die kontrolering van aanmerklike kiesers op die kieserslys uitvoer deur die bestempelde stembriewe wat al die genomineerde kandidate in alfabetiese volgorde gelys bevat, uitdeel.

(2) Nominasie moet plaas vind voor die verkiesingsdag ooreenkomstig paragraaf 13; en

Kandidate se profiele moet ten minste 3 dae voor die verkiesing by die openbare skool uitgestal word en kan, met die toestemming van die kandidate elektronies aan alle ouers versprei word.

(3) Die stemproses moet as volg wees regdeur die aangewese stem ure op verkiesingsdag:

(a) Die kieser moet die stembrief in geheim merk, met elke kieser wat tot die maksimum getal van kandidate soos aangedui in Bylae A of B kies; en

(b) plaas die gevoude stembrief in 'n verseëlde stemboks of ander veilige houer voorsien vir hierdie doeleinde.

(4) Enige ongeletterde kieser, of 'n kieser wat weens ’n fisiese uitdaging nie kan stem nie kan bystand van die skoolverkiesingsbeampte versoek, en die beampte moet die kierser in die teenwoordigheid van 'n onafhanklike getuie deur die kieser gekies, moet bystaan.

(5) Die skoolverkiesingsbeampte moet die stemme in die wyse tel:

(a)Die stemme oop maak en in die teenwoordigheid van waarnemers en kandidate wat teenwoordig wil wees tel;

(2) 'n stembrief afgekeur as–

(i) Dit sonder die skoolstempel of kenmerkende eienskap is,

(ii) dit gemerk is vir meer kandidate as die getal van beskikbare posisies; of

(iii) die merk onduidelik of dubbelsinnig is, wat dit onmoontlik maak om die kieser se voorneme te bepaal.

(3) 'n stembrief met minder keuses as die maksimum toelaatbaar is steeds geldig;

(4) na die afkeur van enige ongeldige stembriewe ooreenkomstig aub-paragraaf (6)(b), moet die skoolverkiesingsbeampte–

(i) die stemme in die teenwoordigheid van monitors, waarnemers en kandidate, tel;

(ii) die totale stemme deur elke kandidaat ontvang, aankondig;

(iii) die stemtelling in die amptelike verkiesingsverslag opneem; en

(iv) die verkose kandidate verklaar deur hul te lys in die orde van stemme ontvang; en

(5) as twee of meer kandidate 'n gelyke aantal stemme ontvang, en die gelykop die verkiesingsuitsle affekteer, moet die skoolverkiesingsbeampte 'n lootjie trek proses uitvoer in die teenwoordigheid van die kandidate om die verkose ouer lid te bepaal.

16. (1) Met die kies van die e-verkiesingsmetode, moet die openbare skool–

(a) 'n gereedheidsassessering uitvoer om sy kapasiteit vir e-verkiesings te bepaalwelke assessering moet 'n evaluasie van beskikbare hulpbronne, die toeganklikheid van tegnologie en data vir ouers, en die veiligheid van die gekose elektroniese platvorm, insluit. Die gereedheidsassessering moet gedokumenteer en vir rekordhouding ingedien word by die distrikskantoor.

(b) besluit op die elektroniese platvorm en diensverskaffer wat vir die e-verkiesing gebruik sal word maar die beheerliggaam het die gesag om die platvorm en diensverskaffer te kies indien dit verseker dat die platform die tegniese en veiligheidsvereistes in hierdie Kennisgewing uitgelê nakom;

(c) ouers inlig oor die platvorm wat die openbare skool sal gebruik vir die e-verkiesings, met inbegrip van die veiligheidseienskappe, betroubaarheid en stappe geneem om die vertroulikheid van stemme te verseker welke inligting moet ten minste 14 dae voor die verkiesingsdag voorsien word;

(d) duidelike riglyne aan ouers voorsien oor hoe om die verkiesingstoepassing (APP) te gebruik deur verskeie formate soos geskrewe instruksies, video tutoriale, of in-persoon of virtuele opleidingsessies; en

(e) 'n IT spesialis voorsien om tegniese ondersteuning aan ouers en die skoolverkiesingsbeampte te bied voor, tydens en onmiddelik na die verkiesingsproses, met inbegrip van die nomineringstadium.

(2) Die e-verkiesingstelsel moet die volgende tegniese vereistes nakom:

(a) die diensverskaffer moet 'n volledig bestuurde en onderhoude stelsel voorsien, met inbegrip van gereelde geskeduleerde rugsteune en nodige opdaterings;

(b) die stelsel moet op verskeie platvorms kan harloop (soos Microsoft, Oracle, ens.); en

(c) die oplossing moet gebruiker-vriendelik wees en versoenbaar wees met toestelle soos skootrekenaars, tablette en slimfone.

(3) Die Minister moet 'n taakspan stig wat verantwoordelik is om 'n lys van goedgekeurde diensverskaffes en e-verkiesingsprogramme wat die vereistes, in hierdie Kennisgewing uiteengesit, nakom te identifiseer, keur, en te onderhou.

(4) Die departement van basiese onderwys, deur die taakspan, gestig ingevolge sub-paragraaf (3), moet die lys van goedgekeurde diensverskaffers opstel en opdateer om nakoming, gehalte, veiligheid en betroubaarheid te verseker.

(5) Inligting versamel tydens e-verkiesings mag nie gebruik word vir enige doeleinde anders as die verkiesingsproses soos bepaal in die ooreenkoms tussen die beheerliggaam en die diensverskaffer nie.

(6) Die e-stem stelsel moet verslae kan oplewer en die tersaaklike funksies insluit om—

(a) die kieserslys vanaf 'n sigblad formaat invoer wat inlsuit maarwat nie beperk is nie tot lys van die nommer volle name, en identiteitsnommers van kandidate;

(b) foto's van kandidate plaas insluitende ’n stelling wat hul fotot’s kan aktiveer of deaktiveer;

(c) veelvuldige stemme per kieser toe te laat, indien nodig, weens veelvuldige posisies;

(d) voorsien intydse uitslae;

(e) 'n administratiewe paneel vir die skoolverkiesingsbeampte voorsien om verrigtinge te moniteer;

(f) ouers op die kieserslys waarmerk;

(g) verkiesing begin en eindtye stel;

(h) 'n gebruikerslog inkorporeer;

(i) kruiskontrolering en kontrole aktiveer om meermalige stemme deur dieselfe kiesser te voorkom;

(j) verseker dat alle getelde stemme waar en nagaanbaar is;

(k) die uitkomste, in die geval waar stemme gelykop is, aandui; en

(l) 'n ouditspoor vir deursigtigheid voorsien.

17. (1) Die skoolverkiesingsbeampte moet kennisgewings vir die nominasie en verkiesing in die e-verkiesingsmetode in ’n vorm wat voorsien is voorberei wat die datum, tyd, duur, en besonderhede van die e-verkiesingsplatvorm voorsien welke kennisgewings moet ten mindste 14 dae voor verkiesingsdag uitgevaardig word.

(2) Die nominasieproses volg die prosedures in paragraaf 13 uitgelê.

(3) Kandidate se profiele moet ten minste drie dae voor die verkiesingsdag uitgestal word en mag elektronies aan alle ouers versprei word met die kandidate se toestemming en die profiele moet op die stem stelsel beskikbaar wees.

(4) Die stemproses vir ouer lede in ’n e-verkiesing moet as volg uitgevoer word:

(a) Ouers moet van inteken besonderhede en 'n eenmalige PIN (“PIN”) voorsien word om in die e-verkiesings deel te neem.

(b) die stelsel moet die geloofwaardigheid van ouers kan nagaan as hul inteken met die PIN wat voorsienis en hul teen die kieserslys waarmerk voor hul toegelaat word om te stem;

(c) die skoolverkiesingsbeamte moet die verkiesingsproses aan ouers wat op die goedgekeurde platvorm ingeteken het, verduidelik.

(d) 'n aanlyn stembrief moet voorsien word wat ouers toelaat om vir die vereiste getal van ouer lede te stem; en

(e) ouers moet afteken nadat hul gestem het.

(5)Die kontrolering van die e-verkiesing uitslae moet as volg uitgevoer word:

(a) Die e-verkiesing stelsel moet die uitslae outomaties bereken en voorsien na die verkiesingstyd verstryk het;
(b) die skoolverkiesingsbeampte moet die uitslae nagaan voor dit afgeteken word; en
(c) waar daar gelyke stemme is, moet die skoolverkiesingsbeampte die geaffekteerde kandidate laat lootjies trek. indien twee of meer kandidate ’n gelyke getal stemme ontvang, en dit die verkiesings uitkoms affekteer, moet die skoolverkiesingsbeampte ’n lootjietrek proses in die teenwoordigheid van beskikbare kandidate en waarnemers uitvoer om die verkose ouer-lid te bepaal en die proses en uitkoms skriftelik opneem.

Proses vannominasie en verkiesing van opvoederlede

18. (1) Die skoolverkiesingsbeampte moet op 'n datum, tyd en plek vir die nominasie en verkiesing vir opvoederlede besluit. Die skoolhoof moet die skoolverkiesingsbeampte in kennis stel oor alle opvoeders by die openbare skool wat as die kierserslys kan dien.

(2) Die skoolverkiesingsbeampte moet verseker dat elke opvoeder by die openbare skool ten minste 14 dae voor die verkiesingsdag 'n afskrif van die kennisgewing van die nominasie en verkiesing ingevolge Templaat 10, aan hierdie Kennisgewing geheg, moet ontvang.

(3) 'n Opvoeder mag slegs benoem en gesekondeer word deur 'n ander opvoeder wat by die openbare skool in diens geneem is soos bedoel in Templaat 6, aan hierdie Kennisgewing geheg.

(4) Die voltooide nominasievorms moet nie meer as sewe dae en minder as 24 uur voor die aanvang van die verkiesingsvergadering, by die skoolverkiesingsbeampte ingedien word nie.

(5) Elke nominasievorm moet behoorlik voltooi wees en by die skoolverkiesingsbeampte ingehandig word binne die tydperk wat die skoolverkiesingsbeampte in die kennisgewing aandui.

(6) Indien die totale getal van geldige nominasies gelyk is aan die benodigde getal van opvoeder lede, word dié wat benoem is verklaar as verkies te wees, en die skoolverkiesingsbeampte moet 'n verklaring onderteken wat aandui dat lede nie deur geheime stembrief verkies is nie en dat hy of sy voldoende geleentheid vir verdere nominasies gegun het.

(7) Die skoolverkiesingsbeampte en die skoolhoof moet alle redelike wyses gebruik om te verseker dat die nominasieproses die eerste maal suksesvol is.

(8) Indien die nominasies meer as die vereiste getal van opvoeders is, moet verkiesings deur geheime stembrief ingevolge Templaat 7 uitgevoer word, deur gebruik te maak van dieselfde prosedurewat uitgelê is..

Proses vir nominasie en verkiesingsvergadering van nie-opvoeders

19. (1) waar daar een nie-opvoeder is, word daardie persoon geag as tot die beheerliggaam verkies te wees;

(2) In gevalle waar daar twee of meer nie-opvoeders by die openbare skool is moet 'n demokratiese verkiesing gehou word om te bepaal wie tot die beheerliggaam verkies moet word; en

(3) As daar twee of meer nie-opvoeders op die openbare skool se personeel is mag die skoolverkiesingsbeampte met die goedkeuring van die nie-opvoeders, lootjies trek as 'n alternatiewe wyse om 'n nie-opvoeder te verkies.

(4) ’n Persoon wat ondersteuningsdienste by die openbare skool uitvoer, val slegs binne die nie-opvoeder kategorie as daardie persoon by die openbare skool in diens geneem is deur die provinsiale onderwys departement of deur die beheerliggaam.

(5) In gevalle waar daar geen nie-opvoeders by die openbare skool is nie, bly die posisie ongevul.

Proses vir nominasie en verkiesing van leerder lede

20. (1) Die verteenwoordigende raad van leerders moet vanuit sy geledere leerders kies wat lede van die beheerliggaam is.

(2) Die prosedure vir die nominasie en verkiesing van leerder lede sal soos aangedui vir opvoeder lede, met die bystand van die onderwyser skakelbeampte plaasvind.

(3) Die getal van leerders verkies tot die beheerliggaam moet in ooreenstemming wees met die formule vir die berekening van lede van die beheerliggaam soos per kategorie soos aangedui in Bylae “A”.

(4) Die leerders moet bewus gemaak word van artikel 32 van die Wet, wat die status van minderjariges op die beheerliggaam uitlê.

Hantering van nominasie en verkiesing geskille

21. (1) Die skoolverkiesingsbeampte moet besluit op alle aangeleenthede met die nominasie en verkiesingsproses.

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(2) Enige geskil rakende die nominasieproses moet aan die skoolverkiesingsbeampte gerapporteer word voor die verkiesing begin.

(3) Enige geskil rakende die verkiesingsproses moet aan die skoolverkiesingsbeampte tydens die verkiesingsproses gerapporteer word.

(4) Die skoolverkiesingsbeampte moet redelike stappe neem om enige geskil bedoel in sub-paragraaf (2) of (3) op te los. ’n Besluit van die skoolverkiesingsbeampte tydens die nominasie of verkiesingsproses is finaal vir doeleides om toe te laat dat die nominasie of verkiesingsproses voort kan gaan maar voorkom nie ’n geskil na die distriksverkiesingsbeampte ingevolge hierdie paragraaf te verwys nie.

(5) (a) Indien die skoolverkiesingsbeampte nie 'n geskil kan oplos nie, moet die verkiesing voltooi word, en die skoolverkiesingsbeampte moet binne sewe dae na die verkiesingsdag die geskil na die distriksverkiesingsbeampte verwys .

(b) Die distriksverkiesingsbeampte moet die klaer binne 14 dae na ontvangs van die verwysing, skriftelik van die distriksverkiesingsbeampte se besluit in kennis stel met die redes daarvoor.

(6) Indien kennis van enige beweerde onreëlmatighede slegs beskikbaar word na die verkiesingsproses voltooi is, mag 'n geskil binne sewe dae na die verkiesingsdag na die distriksverkiesingsbeampte verwys word.

(7) Waar die distriksverkiesingsbeampte nie die geskil bedoel in sub-paragraaf (6) kan oplos nie, moet die distriksverkiesingsbeampte skriftelik die geskil eskaleer na die provinsiale verkiesingskoördineerder wat die geskil moet oplos

(8) 'n persoon wat nie bevredig is met die besluit wat deur die distriksverkiesingsbeampte of die provinsiale verkiesingskoördineerder, na gelang van die geval, gemaak is nie mag daardie persoon binne sewe dae na ontvangs van die besluit, ’n appèl skriftelik by die departementshoof indien.

(9) Die departementshoof moet, binne 30 dae na ontvangs van die appèl, die klaer skriftelik in kennis stel van die uitkoms van die appèl en die rede daarvoor.

Prosedure na verkiesing van beheerliggaam

22. (1) Na die verkiesing van 'n beheerliggaam, moet die skoolverkiesingsbeampte–

(a) alle dokumente, met inbegrip van stembriewe, in sodanige verkiesing gebruik in ’n koevert plaas en die koeverte seël;

(b) daardie koeverte in veilige bewaring vir 'n tydsduur van die ampstermyn van die beheerliggaam hou.

(c) elke lid wat verkies is individueel, skriftelik in kennis stel dat hy of sy verkies is;

(d) die skoolhoof van die openbare skool skriftelik van die name van die persone wat as lede verkies is en vereis dat die skoolhoof die skoolgemeenskap in kennis stel van die verkiesingsuitslae deur die kommunikasie platvorms aan die skool beskikbaar.

(e) verseker dat die distriksdirekteur skriftelik ingelig is van die name en adresse van die persone wat as beheerliggaam lede verkies is soos voorgeskryf; en

(f) die verkiesingsverklaringsvorm, met inbegrip van besonderhedevan enige geskille, aan die distriksdirekteur indien.

(2) Die skoolhoof moet verseker dat 'n datavorm voltooi is deur elke lid van die nuut verkose beheerliggaam welkevorm moet binne 14 dae na kennisgewing van die uitslae van die verkiesing aan die distrikskantoor ingedien word.

(3) Die skoolhoof moet die provinsiale departement van onderwys van enige veranderinge in lidmaatskap van die beheerliggaam binne 14 dae na daardie veranderinge ingestel is, in lig om te verseker dat die databasis op datum is.

(4) Die nuut verkose beheerliggaam moet sy verantwoordelikhede aanneem wanneer die beheerliggaam verkiesings as vry en regverdig aangekondig is, welke aankondiging moet op dieselfde dag as die verkiesing gemaak word.

(5) Geskille kan steeds binne sewe dae na die verkiesing vry en regverdig verklaar is, ingedien word.

Eerste vergadering van beheerliggaam en verkiesing ampsbekleërs

23. (1) Die skoolhoof moet die eerste vergadering van die beheerliggaam binne 14 dae na kennisgewing van die name en adresse van al die lede van die beheerliggaam, saamroep.

(2) By die eerste vergadering van die beheerliggaam, moet die skoolhoof die lede van die beheerliggaam inlig oor hul verantwoordelikhede en die behoefte om te verseker dat ampsbekleërs so verteenwoordigend as moontlik van die skool se geslag- en rasdiversiteit is.

(3) By die eerste vergadering van die beheerliggaam, moet die skoolverkiesingsbeampte die vergadering en die verkiesing van ampsbekleërs lei.

(4) Lede moet ampsbekleërs uit hul geledere verkies, met inbegrip van ten minste 'n voorstitter, 'n tesourier en sekretaris.

(5) Sodra hul verkies is, moet die ampsbekleërs hul onderskeie rolle aanneem, met die voorsitter wat verkies is wat die daaropvolgende vergaderings lei.

Vakante poste van ampsbekleërs

24. Indien die posisie van ’n ampsbekleërs vir enige rede vakant raak, moet die beheerliggaam by die eerste vergadering na daardie posisie vakant geraak het, een van sy lede verkies om daardie vakante pos te vul vir die oorblywende ampstermyn van sy of haar voorganger.

Vul van vakante poste in die beheerliggaam

25. (1) Die voorsitter van die beheerliggaam in oorleg met die skoolhoof, moet die distriksdirekteur van enige vakkante poste wat tydens die ampstermyn van die beheerliggaam voorkom

(2) Die distriksdirekteur moet 'n skoolverkiesingsbeampte ooreenkomstig paragraaf (8) aanstel.

(3) 'n verkiesing moet gehou word soos en wanneer daar 'n vakkante pos in die beheerliggaam is.

(4) 'n Vakkante pos kom in 'n beheerliggaam voor as 'n lid–

i. bedank.

ii. sterf.

iii. van die amp verwyder word ooreenkomstig die bepalings vervat in hierdie kennisgewing; of

iv. nie meer binne die kategorie van lede val wat hy of sy verteenwoordig het teen die tyd van die verkiesing nie.

(5) Wanneer daar 'n pos vakkant raak, soos beoog in sub-paragraaf (4), moet 'n tussenverkiesing binne 90 kalender dae vanaf daardie pos vakkant geraak het, gehou word.

(6) 'n Tusenverkiesing moet ingevolgeparagrawe 12 tot 20 gehou word, soos van toepassing tot die tersaaklike kategorie van lidmaatskap.

(7) 'n Lid wat verkies is ingevolge hierdie Kennisgewing bly in die amp aan vir die oorblywende ampstermyn van die lid wat vervang word, as hy of sy steeds aanmerklik is.

Verwydering van lid van beheerliggaam

26. (1) 'n geskrewe klagte rakende die gedrag van 'n lid van die beheerliggaam moet aan die voorsitter van die beheerliggaam ingedien word of, as die klagte teen die voorsitter is, aan die skoolhoof.

(2) Die beheerliggaam mag skriftelik aan die departementshoof aanbeveel dat ’n lid van sy amp verwyder word vir ’n geldige rede, met inbegrip van verbreking van die gedragskode

beoog in artikel 18A van die Wet, en moet alle ondersteunende dokumentasie saam met sodanige aanbeveling indien.

(3) Die departementshoof moet die geaffekteerde lid voorsien van 'n geskrewe kennisgewing van die aanbeveling vir verwydering, met inbegrip van redes daarvoor, en die geaffekteerde lid 'n geleentheid gun om binne 14 dae na die datum van die kennisgewing, vertoë te lewer.

(4) Die departementshoof moet alle vertoë oorweeg voor 'n finale besluit oor die verwydering van die geaffekteerde lid gemaak word, binne 14 dae na die ontvangs van vertoë gelewer deur die geaffekteerde lid, die finale besluit skriftelik aan die geaffekteerde lid en die beheerliggaam kommunikeer.

(5) Die departementshoof mag die geaffekteerde lid verwyder as hy of sy oortuig is, na oorweging van die aanbeveling, ondersteunende dokumentasie en enige vertoë deur die geaffekteerde lid gemaak, dat daar voldoende rede is vir die verwydering.

(6) die geaffekteerde lid mag tot die lid van die uitvoerende raad binne 14 dae vanaf ontvangs van die besluit deur die departementshoof, appèl aanteken.

(7) Die Lid van die Uitvoerende Raad moet binne 14 dae na ontvangs van die appèl, 'n besluit neem en gekrewe redes aan die geaffekteerde lid vir die besluit voorsien.

(8) In afwagting van die uitkoms van ‘n appèl beoog in sub-paragraaf (6), mag die geaffekteerde lid nie in beheerliggaam aktiwiteite deelneem nie.

Nietigverklaring van beheerliggaam

27. (1) Enige persoon wat beweer dat die beheerliggaam opgehou het om al sy werksaamhede ingevolge die Wet of enige provinsiale wetgewing uit te voer, mag ’n klagte skriftelik aan die departementshoof indien.

(2) Die depertementshoof moet die klagte ondersoek en, indien daar objektiewe getuienis is dat die beheerliggaam gestaak het om al sy werksaamhede ingevolge die Wet of enige provinsiale wetgewing uit te voer, moet die departementshoof 'n formele kennisgewing van voorneme om die beheerliggaam te ontbind uitgevaardig, welke kennisgewing moet die beheerliggaam nooi om binne 14 dae geskrewe vertoë te maak en moet voldoende besonderhede voorsien rakende—

(a) die staking van die prestasie van al sy werksaamhede van die beheerliggaam ingevolge die Wet of enige provinsiale wetgewing;

(b) die redes vir sodanige staking;

(c) hoekom hy of sy dit nodig ag in die omstandighede om die beheerliggaam te ontbind en die verkiesing van 'n nuwe beheerliggaam verseker; en

(d) die geskikte gekwalifiseerde persone wat hy of sy beoog om aan te stel om die funksies van die beheerliggaam ingevolge artikel 25(2) van die Wet uit te voer.

(3) Die departementshoof moet binne 14 kalender dae alle vertoë oorweeg voor 'n besluit geneem word en die beheerliggaam daarvan skriftelik in kennis gestel word.

(4) Indien die departementshoof 'n besluit neem om die beheerliggaam te ontbind en die beheerliggaam van sodanige besluit skriftelik in kennis stel ingevolge artikel 25(5) van die Wet, moet hy of sy die beheerliggaam aanraai oor die voldoende gekwalifiseerde persone aangestel om die funksies van die beheerliggaam uit te voer tydens die tydperk waarin die beheerliggaam ontbind bly en redes voorsien van sodanige besluit wat rasioneel aan die volgende verbind is:

(a) enige gestigte staking deur daardie beheerliggaam om sy funksies uit te voer ingevolge die Wet of provinsiale wetgewing;

(b) enige objektiewe getuienis van die redes vir sodanige staking; en

(c) redes hoekom dit nodig is, in die omstandighede, om die beheerliaggaam te ontbind en om die verkiesing van 'n nuwe beheerliggaam te verseker.

(5) Ingevolge artikel 25(5) van die Wet, moet die departementshoof nie 'n beheerliggaam ontbind as hy of sy nie die onmiddelike en ononderbroke aanstel van voldoende gekwalifiseerde persone om die funksies van die beheerliggaam uit te voer, vir die tydperk waarin die beheerliggaam ontbind bly, kan verseker nie.

(6) Wanneer daar besluit word of 'n persoon voldoende gekwalifiseerd is om die funksies van die beheerliggaam uit te voer, moet die departementshoof die tersaaklikheid van die persoon se kwalifikasies, vaardighede en werksondervinding om die prestasie van die berheerliggaam se funksies deeglik uit te voer, oorweeg.

(7) 'n Besluit om 'n beheerliggaam te ontbind moet nie geneem word waar daardie beheerliggaam gedemostreer het dat dit gewillig en onmiddelik bevoeg is om al sy funksies ingevolge die Wet en enige provinisiale wetgewing uit te voer.

(8) Waar 'n besluit deur 'n departementshoof gemik is om in te gryp of die werksaamhede van 'n beheerliggaam te onttrek om sy toelatingsbeleid te bepaal, aan te pas en/of te hersien, moet die departementshoof eers alle tersaaklike bepalings van artikel 5 van die Wet volg en uitput dan, indien nodig, die bepalings van artikel 22 van die Wet volg en uitput. Artikel 25 van die Wet is nie van toepassing in hierdie omstandighede nie.

(9) Waar 'n besluit deur 'n Depatementshoof gemik is om slegs in te gryp in of die werksaamhede van 'n beheerliggaam te onttrek om 'n taalbeleid te bepaal, toe te pas en/of te hersien, moet die departementshoof eers die tersaaklike bepalings van artikel 6 van die

Wet volg en uitput, en dan indien nodig, die bepalings van artikel 22 van die Wet volg en uitput. Artikel 25 van die Wet is nie van toepassing in hierdie omstandighede nie.

(10) Voor die departementshoof besluit om die tydperk te verleng waarin die beheerliggaam ontbind is ingevolge artikel 25(3) van die Wet, moet hy of sy eers:

(a) die ouers van die openbare skool, skriftelik in kennis stel van sy of haar voorneme om sodanige tydperk te verleng en die redes daarvoor;

(b) die ouers van die openbare skool 'n redelike geleentheid, nie minder as 14 dae, gun om vertoë verwant aan sodanige voorneme, aan hom of haar te lewer;

(c) enige vertoë deur die ouers van die openbare skool deeglik oorweeg; en

(d) die ouers van die openbare skool skriftelik van sy of haar finale besluit skriftelik in kennis stel.

(11) Enige besluit deur die departementshoof om die tydperk waartydens die beheerliggaam ontbind is te verleng, moet rasioneel verbind wees aan die tersaaklike omstandighede verwant aan, en alle tersaaklike vertoë gemaak deur die ouers van die openbare skool, met inbegrip, sonder beperking, vordering gemaak om betyds 'n nuwe beheerligaaam ingevolge die Wet te verkies.

(12) Die ontbinde beheerliggaam of sy lede mag binne 14 kalender dae appèl oor die departementshoof se besluit tot die Lid van die Uitvoerende Raad aanteken.

(13) Die Lid van die Uitvoerende Raad moet ’n besluit neem oor die uitkoms van die appèl, binne 14 dae nadat ten minste al die tersaaklike faktore wat deur die departementshoof in ag geneem moes word, en geskrewe redes vir die besluit voorsien.

(14) Afhangende van die uitkoms van die appèl beoog in sub-paragraaf (12), moet die werksaamhede van die beheerliggaam deur die voldoende gekwalifieerde persone wat deur die departementshoof aangestel is uitgevoer word om te verseker dat die openbare skool nog bestuur word.

(15) Die Lid van die Uitvoerende Raad, departementshoof en beheerliggaam moet, wanneer artikel 25 van die Wet bewerkstellig word, ter goeder trou met mekaar saamwerk om in die beste belang van alle geaffekteerde leerders op te tree en alle redelike stappe beskikbaar neem om gedingvoering verwant aan die beheerliggaame van openbare skole te vermy.

Prosedure vir die oorhandiging aan nuwe beheerliggaam

28. (1) Die skoolhoof, as lid van die uittredende en nuut verkose beheerliggaam, moet die oorhandigingsproses bestuur deur–

(a) amptelik alle beheerliggaam lêers,wat ten minste die dokumente (elektronies of fisies) vermeld in Templaat 10 bevat, wat deur die skoolhoof bewaar word, aan die nuut verkose beheerliggaam te oorhandig;
(b) 'n inleidings sessie vir die nuut verkose lede te lei; en
(c) enige vrae wat die nuut verkose beheerliggaam mag hê, beantwoord.

(2) As deel van die oorhandigingsproses, moet die uittredende beheerliggaam verseker dat die bank ondertekenaars betyds na die nuut verkose beheerliggaam oorgedra word, met inbegrip van—

(a) die uittredende beheerliggaam moet 'n formele resolusie aanneem wat die verwydering van uittredende ondertekenaars en die aanstel van nuwe ondertekenaars soos deur die nuwe beheerliggaam bepaal magtig.
(b) die skoolhoof moet verseker dat die resolusie, saam met enige nodige ondersteunende dokumentasie, soos notules van die eerste vergadering wat die aanstel van die nuwe ondertekenaars bevestig, aan die tersaaklike finansiële instansie ingedien is; en
(c) die verandering in bank ondertekenaars moet binne 30 dae vanaf die datum van die eerste vergadering van die nuut verkose beheerliggaam voltooi wees.

Afvaardiging van bevoegdhede

29. (1) Die departementshoof, onderhewig aan sodanige bepalings soos hy of sy mag bepaal, mag enige bevoegdhede aan hom of haar toegeken onder hierdie kennisgewings aan 'n gemagtigde beampte afvaardig.

(2) ‘n Afvaardiging ingevolge sub-paragraaf (1) ontdoen nie die Departement van sy verantwoordlikheid vir die uitoefen van die afgevaardigde bevoegdheid of die reg om die sodanige bevoegdheid hom of haarself uit te oefen nie.

(3) Enige afvaardiging gemaak ingevolge hierdie Kennisgewing moet skriftelik wees en die trefwydte van die afgevaardigde bevoegdhede vermeld.

30. Template

Nommer	Templaat notasie
A	Samestelling van beheerliggaam van openbare skole by tipe en leerder
1	Kennisgewing van alle lede verkies tot die beheerliggaam
2	Beheerliggaam data vorm
3	Ouers se kieserslys
4	Kieserslys
5	Kennisgewing van nominasies en verkiesingsvergadering
6	Nominasievorm
7	Stembrief
8	Getelde stembriewe en verklaring van getal van kiesers
9	Verkiesing verklaringsvorm
10	Oorhandigingsdokumente
11	Verkiesingsmoniteringsinstrument (Dag van verkiesing)
12	Voor-verkiesingsmonitering
13	Beheerliggaam verkiesingskedule
14	Openbare skoolgereedheidsmoniteringinstrument
15	Distrikgereedheidsmoniteringinstrument

Bylae "A"

SAMESTELLING VAN BEHEERLIGGAAM VAN OPENBARE SKOLE BY TIPE EN LEERDER INSKRYWINGS

(1) Die getal van verkose lede van 'n beheerliggaam van 'n openbare skool (behalwe 'n openbare skool vir leerders met spesiale onderwysbehoeftes) word vir elke kategorie van lidmaatskap in die tabel hieronder, uiteen gesit.

(2) Die getal van lede in 'n kategorie sal verskil volgens die tipe openbare skool en leerder inskrywings soos in kolomme 1 en 2 onderskeidelik uiteengesit is.

(3) In 'n openbare skool wat nie 'n nie-opvoeder het nie, sal die getal van Nie-opvoeders wat in kolom 6 uiteengesit is, verminder word met een en die totale getal van lede in kolom 8 uiteengesit, sal met een verminder.

SKOOL TIPE	GETAL LEERDERS BY SKOOL INGESKRYF	SKOOLHOOF	GETAL VAN OPVOEDER LEDE	GETAL VAN OUER LEDE	GETAL VAN NIE-OPVOEDERS	GETAL VAN LEERDER LEDE	TOTALE GETAL VAN VERKOSE LEDE UITSLUITEND GEKOÖPTEERDE LEDE
Laerskool	1 tot 159	1	1	4	1	0	7
Laerskool	160 tot 700	1	2	5	1	0	9
Laerskool	701 en meer	1	3	6	1	0	11
Sekondêre skool	1 tot 649	1	2	7	1	2	13
Sekondêre skool	650 en meer	1	3	9	1	3	17
Gekombineerde skool	1 tot 499	1	2	7	1	2	13
Gekombineerde skool	500 en meer	1	3	9	1	3	17

Bylae "B"

SAMESTELLING VAN LEDE VAN BEHEERLIGGAME VAN OPENBARE SKOLE VIR LEERDERS MET SPESIALE ONDERWYSBEHOEFTES BY TIPE EN LEERDERINSKRYWINGS

(1) Die getal van verkose lede van 'n beheerliggaam van 'n openbare skool vir leerders met spesiale onderwysbehoeftes word in elk van die kategorieë in die tabel hieronder uiteengesit.

(2) Die getal van lede in 'n kategorie sal verskil volgens die tipe openbare skool vir leerders met spesiale onderwysbehoeftes en leerder inskrywings soos in kolomme 1 en 2 onderskeidelik uiteengesit is.

(3) In 'n openbare skool vir leerders met spesiale onderwysbehoeftes wat nie 'n nie-opvoeder het nie, sal die getal van Nie-opvoeders, wat in kolom 6 uiteengesit is, verminder word met een en die totale getal van lede in kolom 8 uiteengesit, sal met een verminder.

(4) Die tabel het nie die getalle vir kategorieë van lede vir aanstelling nie.

SKOOL TIPE	GETAL LEERDERS BY SKOOL INGESKRYF	SKOOLHOOF	GETAL VAN OPVOEDER LEDE	GETAL VAN OUER LEDE indien redelik uitvoerbaar	GETAL VAN NIE-OPVOEDERS	GETAL VAN LEERDER LEDE indien redelik uitvoerbaar	Totale getal van verkose lede uitsluitend gekoöpteerde lede
Laerskool	1 tot 149	1	2	5	1	0	9
Laerskool	150 en meer	1	3	6	1	0	11
Sekondêre skool	1 tot 149	1	2	6	1	1	11
Sekondêre skool	150 en meer	1	3	8	1	2	15
Gekombineerde skool	1 tot 149	1	2	7	1	2	13
Gekombineerde skool	150 en meer	1	3	8	1	2	14 (15)

Templaat 1

KENNISGEWING VAN ALLE LEDE VERKIES TOT DIE BEHEERLIGGAAM DISTRIK:

VERKIESING DATUM:

VAN	NAME	TEL./ SELNOMMER	E-POS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
1.			
2			
3.			
1.			
1.			
2.			
3.			

VOLLE NAME VAN SKOOLVERKIESINGSBEAMPTE: .....

HANDTEKENING: ..... DATUM: ...../...../.....

Templaat 2

BEHEERLIGGAAM DATA VORM

PROVINSIE: ……SKOOL NAAM: …… EMIS NO: ……..

	Geslag		Ras				Gestremdheid		Onderrig vlak				Vorige SBL Ondervinding in jare	Vorige SBL opleiding		SBL portefeulje
Van en voorletters	V	M	S	W	B	I	Ja	Nee	Laer	Sekondêre	Tersiêre	Geen		Ja	Nee	
Skoolhoof																
Ouers																
1.																Voorsitter
2.																
3.																
4.																
5.																
6.																
7																
8																
9																
Opvoeders																
1.																
2.																
3.																
Nie-opvoeders																
1.																
Leerders																
1.																
2.																
Aangestelde lede (LSOB skole)																
1.																
2.																

Templaat 3

KIESERSLYS VIR VERKIESING VAN OUER LEDE VAN DIE

SKOOLBEHEERLIGGAAM:_____DISTRIK:___

LW: Slegs een kind per familie moet op die kieserslys verskyn

No.	VAN	NAAM/NAME	NAAM VAN KIND	GRAAD VAN DIE KIND
1				
2				
3				

Templaat 4

KIESERSLYS

SKOOL: DISTRIK: _____

KOMPONENT: Plaas 'n kruis (X) langs die korrekte komponent.

Opvoeders		Nie-opvoeders		Leerders	

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

Templaat 5

KENNISGEWING VAN NOMINASIES EN VERKIESINGS

NAAM VAN SKOOL:_____ **DISTRIK:**_____ -

KOMPONENT: Plaas 'n kruis (X) langs die korrekte komponent.

Ouers		Opvoeders		Nie-opvoeders		Leerders	

Kennis word hierby gegee dat nominasies en verkiesings vir bogenoemde kategorie lede van die beheerliggaam van die bogenoemde skool, gehou sal word op

…….. (datum) te …… (tyd) te.....(plek)

Vir ouer nominasies, moet die benoemer en die sekondant ouers van leerders by die skool wees. Benoemdes moet ouers wat nie by die skool in diens geneem is nie, wees. Vir elke kategorie: moet die benoemde, die benoemer, en die sekondant van lidmaatskap van daardie kategorie hê.

Vir die ouers se verkiesing, moet die nominasievorm ten minste sewe dae voor die verkiesings uitgevoer word aan die skool terugbesorg word. Profiele van benoemdes sal 3 dae voor die verkiesing aan die kategorie lede beskikbaar gemaak word. Vir ander kategorieë is die tydperk 24 ure.

Let wel: Dit is die verantwoordelikheid van die benoemde en die kieser om seker te maak dat hul name op die skool se kieserslys, wat by die skool besigtig kan word, is.

……
NAAM VAN SKOOLVERKIESINGSBEAMPTE

……
HANDTEKENING VAN SKOOLVERKIESINGSBEAMPTE **DATUM: ...../...../..... Tel:**

Templaat 6

NOMINASIEVORM

NAAM VAN SKOOL: .....**DISTRIK**.....

KOMPONENT: Plaas 'n kruis (X) langs die korrekte komponent.

Ouers		Opvoeders		Nie-opvoeders		Leerders	

BENOEMER:

Ek,.....(volle name) wat ('n ouer van 'n leerder/ 'n opvoeder/ 'n nie-opvoeder lid/ 'n lid van die verteenwoordigende raad van leerders van die bogenoemde skool is), benoem hierby:

….....(volle name van benoemde) as 'n lid van die beheerliggaam van die bogenoemde skool.

HANDTEKENING VAN BENOEMER ..... DATUM.....

Ek,..... (volle name) wat ('n ouer van 'n leerder/ 'n opvoeder/ 'n nie-opvoeder lid/ 'n lid van die verteenwoordigende raad van leerders van die bogenoemde skool is), sekondeer hierby die nominasie:

….....(volle name van benoemde) as 'n lid van die beheerliggaam van die bogenoemde skool.

HANDTEKENING VAN SEKONDANT ..... DATUM.....

VERKLARING DEUR BENOEMDE:

Ek, die benoemde .....(volle name) aanvaar die nominasie en verklaar dat ek aanmerklik is om verkies, aangestel of gekoöpteer te word as lid van die beheerliggaam en:

(a) Ek is / was nie deur 'n bevoegde hof as wettiglik onvanpas verklaar nie;
(b) Ek is/ was nie 'n ongerehabiliteerde insolvent nie:
(c) Ek is/ was nie aan 'n misdryf in die Republiek of elders skuldig bevind en tot gevangenisstraf sonder die opsie van 'n boete vir 'n tydperk nie langer as ses maande gevonnis nie;
(d) Ek is/ was nie as ongepas om met kinders te werk, verklaar soos ingevolge die "Children's Act, 2005" (Wet No. 38 van 2005); of vermeld op enige misdryfregister van persone wat ongeskik is om met kinders te werk nie ingevolge die Strafreg (Seksuele Misdrywe en Verwante Aangeleenthede) Wysigingswet 32 van 2007 (Wet No. 32 van 2007); en
(f) my lidmaatskap van 'n beheerliggaam is nie binne die vorige vyf jaar deur die departementshoof ingevolge die Suid-Afrikaanse Skolewet, 1996 (Wet No. 84 van 1996) beïndig nie.

HANDTEKENING VAN BENOEMDE..... DATUM.....

Templaat 7

STEMBRIEF

NAAM VAN SKOOL: ……**DISTRIK**……

KOMPONENT: Plaas 'n kruis (X) langs die tersaklike komponent.

Ouers		**Opvoeders**		**Nie-opvoeders**		**Leerders**	

STEM DEUR 'N KRUIS IN DIE BOKS LANGS DIE BENOEMDE(S) VAN U KEUSE TE MAAK bv. X

	Naam:	Stem met 'n "X"
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

Templaat 8

GETELDE STEMBRIEWE EN VERKLARING VAN GETAL STEMME

NAAM VAN SKOOL: ……**DISTRIK**…… **SKOOL TIPE:** ……

KOMPONENT: ..... **DATUM VAN VERKIESINGS:** ……..

Nommer	Name van benoemdes (van meeste tot minste stemme)	Getal stemme
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

GETAL VAN AANMERKLIKE KIESERS: _____

GETAL VAN WERKLIKE STEMME: _____

GETAL VAN ONGELDIGE STEMBRIEWE: _____

NAAM VAN SKOOLVERKIESINGSBEAMPTE:_____**HANDTEKENING:** _____

DATUM:____/____/____

Templaat 9
VERKIESING VERKLARINGSVORM

NAAM VAN SKOOL: .....DISTRIK .....

KOMPONENT(E) VAN VERKIESINGS: ..... DATUM VAN VERKIESING(S): .....

VOLTOOI ASSEBLIEF DIE TERSAAKLIKE AFDELING

AFDELING A: Onbetwiste Verkiesings

As die skoolverkiesingsbeampte vir die bogenoemde verkiesings, verklaar ek dat die verkiesings van alle komponente onbetwis was.

Handtekening: ……. **Datum: .....**

AFDELING B: Betwiste Verkiesings

As die skoolverkiesingsbeampte vir die bogenoemde skool, verklaar ek dat die volgende komponent(e) van die verkiesing betwis is/ was
……
.....
……

en hierby word die besonderhede van sogenaamde betwis(te) voorsien.

……

……

NAAM VAN SKOOLVERKIESINGSBEAMPTE: .....

HANDTEKENING VAN SKOOLVERKIESINGSBEAMPTE: ..... DATUM: ...../...../.....

Tel: .....

Templaat 10

DOKUMENTE VANAF UITTRENDENDE BEHEERLIGGAAM VOORSITTER NA NUUT VERKOSE BEHEERLIGGAAM VOORSITTER

(Hierdie dokumente is die eiendom van die skool en moet deur die skoolhoof bewaar word.)

SKOOL: _____ **EMIS NO:** _____ **DISTRIK:** _____

Ek, _____ (volle name), die nuut verkose voorsitter van die Skool Beheerliggaam van _____ (skool se naam) sertifiseer hierby dat die volgende dokumente/ e-afskrifte aan die inkomende SBL oorhandig is deur die uittredende voorsitter en moet in die bewaring van die skool bly:

[1]

1. **WETGEWING**

ITEM	Merk met 'n X		ITEM
	JA	NEE	
1.1 Die Suid-Afrikaanse Skolewet No. 84 van 1996 soos gewysig (SASW)			
1.2 Provinsiale Onderwyswet			
1.3 Provinsiale regulasies verwant aan die skool beheerliggame van openbare skole			
1.4 Nasionale Norme en Standaarde vir Skoolbefondsing (Kennisgewing 869 van 2006)			
1.5 Provinsiale kennisgewing rakende die wangedrag van leerders by openbare skole en disiplinêre verrigtinge			
1.6 Nasionale regulasies vir die vrystelling van ouers om skoolgelde te betaal (Kennisgewing 1149 van 2006)			

2. BELEIDE

ITEM	Merk met 'n X		ITEM
	JA	NEE	
2.1 Toelatingsbeleid			
2.2 Beleid rakende skool sport en kultuur aktiwiteite			
2.3. Beleid rakende die gebruik van skoolgeboue en fasiliteite deur nie-skool gemeenskapslede			
2.4 Beleid oor beroepsgesondheid en -veiligheid			
2.5 Godsdienstige warneemingsbeleid			
2.6 Taalbeleid			

2.7 HIV en VIGS beleid			
2.8 Skoolgesondheids, -veiligheid en -sekuriteitbeleid			
2.9 Gedragskode vir leerders			
2.10 Skool se beleid rakende die betaal van skoolgelde en die skool se glyskaal vir hoe om vrystelling van skoolgelde te bepaal (waar toepaslik).			
2.11 Die Grondwet van die Skool Beheerligaaam			
2.12 Provinsiale gedragskode vir SBLe			
2.13 Die visie en doelstelling van die skool			
2.14 Die Gedragskode vir die Skool Beheerliaggaam			

3. FINANSIËLE HULPBRONNE

Eksemplare moet die SBL te ampstermyn dek.

ITEM	**Merk met 'n X**		**KOMMENTAAR**
	JA	**NEE**	
3.1 Notuleboek (vir Finansiëlekomitee)			
3.2 Afskrif van bateregister van skool			
3.3 Kontantboek			
3.4 Kwitansieboek (huidige) (Reeksnommer:)			
3.5 Kwitansieboek/e (voltooid) (Reeksnommers:)			
3.6 Kleinkas (Bedrag:)			
3.7 Bankstate vir tydperk 1 Januarie tot 30 Maart van die huidige boekjaar.			
3.8 Dokumentêre bewys van beleggings na die bv. LUR se goedkeuring			
3.9 Lys van NROe/vennote goedgekeur deur die distrik en wat in skole werksaam is			
3.10 Afskrif van 10de skooldag statistieke			
3.11 Afskrifte van kontrakte van alle personeel deur die openbare skool in diens geneem 3.12 Geouditeerde finansiële state vir tydperk 1 Januarie tot 31 Desember van vorige jaar			
3.13 Skool se finansiëlebeleid			
3.14 Goedgekeurde skoolbegroting vir huidige boekjaar			
3.15 Resolusie om skoolgelde te hef- indien van toepassing			

4. LEERDER PRESTASIE

ITEM	Merk met 'n X		KOMMENTAAR
	JA	NEE	
4.1 Afskrifte van analise van uitslae van vorige drie jare (alle grade)			
4.2 Strategie om leerder prestasie te verbeter			
4.3 Die Skoolontwikkelingsplan- huidige jaar			

Uitgaande SBL voorsitter:

Naam: _____Handtekening:_____Datum:___/_____/_____

Nuut verkose SBL Voorsitter:

Naam: _____Handtekening: _____Datum:___/_____/_____

LW. Alle SBL verwante dokumente moet hul ampstermyn (3 jaar) dek.

Templaat 11

VERKIESINGSMONITERINGSINSTRUMENT (DAG VAN VERKIESING)

1. Algemene inligting

Items	Name	Kontakbesonderhede
1.1 Naam en tipe van skool		
1.2 Provinsie		
1.3 Distrikskantoor		
1.4 Provinsialebeampte (naam en hoedanigheid)		
1.5 Distriksbeampte (naam en hoedanigheid)		
1.6 skoolverkiesingsbeampte (naam en hoedanigheid)		

2. Voorbereidings

2.1 Hoe lank voor die nominasie en verkiesingskennisgewings uitgestuur is?	
2.2 Verkiesing datums:	• Leerders…… • Opvoeders…… • Nie-opvoeders…… • Ouers……
2.3. Kommentaar oor die geskiktheid van die lokaal (bv. spasie, meubels, beligting.).	
2.4 Is die kiesers gekontroleer teen die kieserslys?	
2.5 Total getal van leerders in die skool	
2.6 Getal van ouers op die kieserslys	
2.7 Getal van ouers wat die kieserslys geteken het	
2.8 Wat is die verwagte kworum (15% van die ouers op die kieserslys)	
2.9 Demografie van leerders by die skool (bv. 60% Swart, 20% Wit, 10% Indiër en 10% Bruin)	

3. Nominasieproses

3.1 Was die kworum van 10% gehaal? Indien nie, wanneer is die volgende verkiesing datum?	

3.2 Het die skoolverkiesingsbeampte duidelik die nominasieproses verduidelik?	
3.3 Het die skoolverkiesingsbeampte verdere nominasies uitgenooi?	
3.4 Is nominasies soos per Provinsiale SBL kennisgewing uitgevoer?	
3.5 Is die benoemdes se profiele beskikbaar	

4. Verkiesingsproses

4.1 Watter wyse is gebruik om te verseker dat 'n kieser een stembrief gegee is?	
4.2 Het die skoolverkiesingsbeampte die verkiesingsproses duidelik verduidelik?	
4.3 Was 'n stemboks of bokse gebruik?	
4.4 Het die verkiesingsbeampte bevestig dat die stembokse leeg was voor daar begin is om te stem?	
4.6 Het die stemhokkies toegelaat vir geheime stemme?	
4.7 Is die telproses deur die monitor waargeneem?	
4.8 Was die verkiesingsuitslae aan die monitor aangekondig?	
4.9 Was daar enige onreëlmatighede in die verkiesing? Stel indien enige.	
4.10 Is daar enige klagtes ingedien? Voorsien 'n kort beskrywing van die klagte en hoe dit opgelos is.	
4.11 Het die skoolverkiesingsbeampte die Provinsiale SBL verkiesingskennisgewing geredelik beskikbaar gehad en die verkiesing soos voorgeskryf uitgevoer?	
4.12 Wat is die totale getal van ouers verkies: • Geslag (bv. 4 mans en 6 vroue) • Rasse uitsplitsing • Mense met gestremdhede	

Addisionele kommentaar/inligting/kommer

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Skool verkiesingsbeampte ……. Handtekening: ……Datum: ……../……../……..

Naam van Monitor: ……..…….. Handtekening:…..……Datum: ……../……../..……...

Kantoor van Monitor: .....…….....

Templaat 12

PROVINSIALE VOOR-VERKIESINGSMONITERINGSINSTRUMENT

1. Algemene inligting

1.1 Provinsie	
1.2 Tydperk van verkiesing	
1.3 Provinsiale verkiesingsbeampte	Naam: Sel: E-pos:

2. Voorspraak

2.1. Radio stasies wat die provinsie beplan om te gebruik?	
2.2 Hoe lank sal die boodskappe uitgesaai word?	
2.3 Wat is die sleutelboodskappe?	
2.4 Koerante wat die Provinsie beplan om te gebruik?	
2.5 Wat is die sleutelboodskappe?	
2.6 Is daar plakkate en strooibiljette in plek?	
2.7 Wat is die hoof boodskappe van die plakkate en strooibiljette?	
2.8 Watter ander vorms van voorspraak is in plek (bv. padskoue)?	
2.9 Wat was die mees effektiewe metode van voorspraak in die vorige verkiesings? Motiveer	
2.10 ***Hoe*** en ***wanneer*** gaan die LUR die verkiesings begin?	

3. Verkiesingsbegroting

3.1 Verkiesingsbegroting	
3.2 Bron van begroting	

4. Lys van dokumente

LW: indien sommige van die volgende dokumente nie beskikbaar is nie, dui asseblief aan wanneer hul ontwikkel sal word:

Is die volgende in plek?

4.1 Provinsiale kennisgewing vir SBL verkiesings	
4.2 Gedragskode vir SBL lede	
4.3 Voorbeelde van alle template wat in die verkiesings gebruik gaan word	
4.4 Dokumente vir die opleiding van verkiesingsbeamptes	

4.5 SBL verkiesing bestuursplan	
4.6 Omsendbriewe aan die distrikte oor SBL verkiesings aangeleenthede	
4.7 SBL verkiesing skedules van skole	
4.8 Provinsiale moniteringsgereedskap verwant aan verkiesings	
4.9 COVID-19 kennisgewing	

5. Verkiesingspanne

LW: Indien van die take nog nie uitgevoer is nie, dui asseblief aan wanneer dit gaan klaar wees:

5.1 Is 'n provinsiale Verkiesingstaakspan (met inbegrip van belanghebbendes) gestig?	
5.2 Is die distrik verkiesingsbeamptes amptelik in skrif aangestel?	
5.3 Is distrik verkiesingspanne gestig?	
5.4 Is skool verkiesingspanne gestig?	
5.5 Is alle skole gepaar?	
5.6 Is alle verkiesingspanne opgelei oor die Provinsiale SBL Verkiesingskennisgewing?	
5.7 Is alle verkiesingspanne op die COVID-19 kennisgewing opgelei	

6. Monitering en evaluasie

6.1 Is daar 'n plan in plek om die verkiesings te moniteer?	
6.2 Hoe sal daar verseker word dat monitering van die verkiesings plaasvind?	
6.3 Hoe sal daar verseker word dat data oor nuut verkose beheerliggame vasgelê word?	
6.4 Wie is verantwoordelik vir die ontwikkeling van die verkiesingsverslag?	
6.5 Sal 'n eksterne evaluering van die verkiesingsproses uitgevoer word? Indien so, deur wie?	

7. Fisiese hulpbronne

7.1 Watter type lokale gaan gebruik word vir die beheerliggaam verkiesings (bv. skoolsaal)?	
7.2 Het alle skole geskikte lokale vir die doeleinde (ingevolge spasie, meubels, ventilasie, PPE, ens.)?	
7.3 Is enige planne in plek vir beskikbaarheid van hulpbronne in skole (bv. voorbereiding van stembokse en stemhokkies)?	
7.4 Sal sommige fisiese hulpbronne uitgekontrakteer word? Vermeld asseblief.	
7.5 As hulpbronne uitgekontrakteer word, wie is potensiële voorsieners?	

Kommentaar/ addisionele inligting

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Provinsiale verkiesingsbeampte: ..... **Handtekening:** .....

Datum: ...../...../.....

Departement van Basiese Onderwys beampte: ..... **Handtekening:** ..... **Datum:** ...../...../.....

Templaat 13

BEHEERLIGGAAM VERKIESINGSKEDULE

Provinsie: …… **Distrik:** ..... **Kring**: .....

Jaar van verkiesing: .....

Naam van skool	Skool fisiese adres	Dorp/ Stad	Naam van skoolhoof	Kontak-nommer van skoolhoof	Naam van skool verkiesings-beampte	Kontak-nommer van skool verkiessings-beampte	Verkiesing datum	Tweede verkiesing datum (indien van toepassing)	Datum van vergadering om SBL ampsbekleërs te verkies	Datum van oorhandiging vanaf uittredende na verkose Voorsitter

Templaat 14

Skoolgereedheidsmoniteringinstrument

1. Naam en tipe van skool	
2. Provinsie	
3. Distrikskantoor	
4. Provinsiale/ Distriksbeampte (naam en hoedanigheid)	
5. Totale getal van leerders in die skool	
6. Demografie van leerders by die skool (bv. 60% Swart, 20% Wit, 10% Indiër en 10% Bruin)	
7. Skoolverkiessingsbeampte	Naam:
	Hoedanigheid:
	Tweeling skool:
8. Verkiesing datums:	Opvoeders:
	Nie-opvoeders:
	Leerders:
	Ouers:
9. Beskikbaarheid van Provinsiale SBL verkiesingskennisgewing, SBL verkiesing omsendbriewe aan ouers, COVID-19 kennisgewing.	
10. Verkiesingsmetode(/Vergadering/ Een dag? e-Verkiesing)?	
11. Gereedheid van kieserslys	
12. Was verkiesing verrigtinge wat gevolg moet word 30 dae voor die verkiesing aan kiesers gestuur?	Datum versend:
13. Verkiesingkennisgewings (uitnodigings) 14 dae voor die tyd aan Ouers versend?	Datum versend:
14. Was benoemdes se profiele aan ouers gestuur teen die gereguleerde tyd en op gepaste plekke geplaas?	Datum versend:
15. Skool verkiesingspan aangestel en opgelei oor COVID-19_SBL Verkiesings?	Datum opgelei:
16. Geskikte lokaal geïdentifiseer? (meubels, beligting en COVID-19 kennisgewing).	

17. Stem materiaal voorberei? (stemboks, projektor of blaaikaart, verkiesing template, penne, kennisgewingborde, tokens, PPE, ens.)	
18. het die skool dupliseringstoerusting vir die onmiddelike produksie van stembriewe?	
19. Watter metodes van voorspraak het die skool gebruik? (Getuienis word benodig)	
20. Watter maatreëls is in plek om te verseker dat daar maksimum deename deur kiesers is?	
21. Watter verkiesingmetode het die skool voor beplan?	
22. Het die skool vir PPE begroot en maatreëls in plek gestel om sodanig te verkry?	
23. Sigbare sosiale afstand afmetingstekens binne en buite die stemlokaal?	

SKOOLGEREEDHEIDSMONITERINGINSTRUMENT (SBL VERKIESINGS)

LW. Indien die skoolhoof as 'n skoolverkiesingsbeampte aangestel is, vul asseblief 'n soortgelyke instrument rakende die skool waarvoor sodanige lid as 'n skoolverkiesingsbeampte aangestel is, in.

Addisionele inligting/ Kommentaar/ Kommer

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Skoolhoof/ SMT Lid: …….. Handtekening:……Datum: ...../...../……..

Naam van Monitor: ……..…….. Handtekening:……Datum: ...../...../……..

Kantoor van Monitor: .....…….....

Templaat 15

DISTRIKSGEREEDHEIDSMONITERINGINSTRUMENT

1. Provinsie	
2. Distrikskantoor	
3. Distriksdirekteur	Naam:
	Kontakbesonderhede:
4. Distriksverkiesingsbeampte	Naam:
	Hoedanigheid:
5. Het die distrik: Provinsiale SBL Verkiesingkennisgewing, SBL verkiesings omsendbriewe, COVID-19 protokolle?	
6. Is die distriksverkiesingsbeampte skriftelik aangestel?	
7. Het die Distriksverkiesingspan opleiding ontvang? Datum?	
8. Het die distrik 'n skoolverkiesingsbeampte skriftelik aangestel?	
9. Het die Distrik alle skoolverkiesingsbeamptes opgelei? (Getuienis en datum word benodig).	
10. Is skole voorbereid?	
11. Het alle skole twee verkiesingsdatums?	
12. Het die distrik 'n distrik skedule vir verkiesings per SBL komponent nagekom?	
13. Is 'n distrik moniteringskedule en strategie in plek?	
14. Watter strategieë is in plek gestel om te verseker dat alle skole voorspraak maak vir die verkiesings en ouers gereeld ingelig hou?	
15. Het alle skole kieserslyse gereed?	
16. Watter metodes van voorspraak het die distrik gebruik? Indien geen, wat word gedoen om die situasie reg te stel?	
17. Het die distrik 'n Distrik Geskil Oplossingspan gestig?	
18. Watter stelsel sal die distik gebruik om verkiesingsinligting bv. SASAMS op te neem en verslag te lewer	
19. Watter maatreëls het die distrik in plek gestel om skole te ondersteun wat dalk nie hulpbronne het om die verkiesings uit te voer nie? Sluit COVID-19 kennisgewing in.	
20. Is daar 'n toegewyde begroting vir die distrik om verkiesings uit te voer?	
21. Hoeveel skole sal die verkiesings elektronies uitvoer?	
22. Het die distrik briewe van erkenning vir die uittredende beheerliggaam voorberei?	

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Wat is die 3 hoof risiko's van die distrik se SBL verkiesings? Watter strategieë is in plek gestel om die risiko's te bestuur?

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Bykomende kommentaar:

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Distriksverkiesingsbeamte: …… Handtekening: .....Datum: ...../...../……...

Naam van Monitor: ……..…….... Handtekening:……Datum: ...../...../..……..

Kantoor van Monitor: .....…….....

Alle beamptes moet die beskerming van persoonlike inligting ten alle stappe van die verkiesingsproses nakom.

DEPARTMENT OF BASIC EDUCATION

NO. 7798 **6 August 2026**

SOUTH AFRICAN SCHOOLS ACT, 1996

REGULATIONS ON THE MINIMUM NORMS AND STANDARDS FOR PROVINCIAL TEACHER DEVELOPMENT INSTITUTES AND DISTRICT TEACHER DEVELOPMENT CENTRES, 2026

The Minister of Basic Education intends, in terms of section 61(1)*(aD)* of the South African Schools Act, 1996 (Act No. 84 of 1996), to make the Regulations set out in the Schedule hereto.

Any person who wishes to submit written comments or representation on the draft Regulations is invited to do so within 30 days from the date of publication of this Regulations—

(a) posting such comments to the following address:
Private Bag X895
PRETORIA
0001;

(b) delivering such comments by hand at the following address:
The Department of Basic Education
222 Struben Street
Pretoria
0001;

(c) e-mailing such comments to the following address:
TeacherDevelopment@dbe.gov.za

Comments must be addressed to the Director: Legal Services and marked for the attention of Adv Zukile Ntshwanti. Comments received after the closing date will not be considered.



SIVIWE GWARUBE, MP

MINISTER OF BASIC EDUCATION

DATE: 5 August 2026

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SCHEDULE

Definitions

1. In these Regulations, a word or expression to which a meaning has been assigned in the Act bears the meaning so assigned and, unless the context indicates otherwise–

"Act" means the South African Schools Act, 1996 (Act No. 84 of 1996);

"administration spaces'' means the administrative spaces contemplated in regulation 9;

"Centre" means a District Teacher Development Centre contemplated in regulation 4(4);

"Continuing Professional Teacher Development" means a planned, continuous and lifelong process whereby teachers develop their personal and professional qualities, and improve their knowledge, skills and practice;

"Institute" means a Provincial Teacher Development Institute contemplated in regulation 4(1);

"teacher'' means an educator as defined in section 1(1) of the Act;

"South African Council for Educators" means the council contemplated in section 4 of the South African Council for Educators Act, 2000 (Act No. 31 of 2000);

"supporting spaces'' means areas or facilities within an Institute or Centre that do not serve the core function directly but provide essential support to make the main activities performed in the Institute or Centre effective and sustainable;

"training spaces'' means training spaces contemplated in regulation 8; and

"**Universal Design**" means the design of products, environments, programmes and services usable by all people, to address the diversity of learners and teachers with functional limitations.

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Scope and application

2. These Regulations apply to all education departments, and to Institutes and Centres offering teacher development programmes.

Purpose

3. The purpose of these Regulations is to set norms and standards which are aimed—

(a) at institutionalising, standardising and strengthening the system for teacher professional development; and

(b) at ensuring that all teachers in South Africa receive ongoing, high-quality professional support aligned with national education priorities.

Institutes and Centres

4.(1) Institutes are physical sites that must have the minimum functional capacity to serve as provincial sites from which national and provincial priority Continuing Professional Teacher Development programmes may be coordinated and delivered.

(2) Institutes must—

(a) provide suitable office and administrative spaces for provincial teacher development officials and other officials who deal with the support and development of teachers and teaching;

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(b) provide suitable facilities, which may include residential facilities where required, for the development of key personnel such as subject advisors, district officials and mentor teachers, to support the delivery of quality support to teachers in the districts; and

(c) be resourced and maintained in a manner that enables the Institute to meet minimum norms and standards contemplated in these Regulations.

(3) Centres are physical sites—

(a) located in districts and reasonably accessible to teachers from schools in that district;

(b) from which curriculum and teacher development support may be provided;

(c) where teachers are able to access resources;

(d) where continuing teacher development courses may be delivered; and

(e) where teacher professional learning communities may share good practices.

(4) Centres must, where applicable —

(a) be aligned with the relevant District Improvement Plans; and

(b) be linked to the Institute in the province for purposes of teacher development support.

(5) A Centre must have appropriate arrangements for the maintenance and safekeeping of all equipment made available to the Centre.

(6) District teacher development officials located at or supporting a Centre must, where applicable, assist teachers to access appropriate development opportunities by—

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(a) assisting teachers to participate in self-reflection activities, either online or paper-based, in a safe and non-threatening environment;

(b) facilitating access to relevant content onto the available platforms for use by teachers;

(c) assisting teachers, where applicable, to consider the outcome of self-reflection or assessment processes and to identify appropriate courses or programmes to address any development needs identified;

(d) assisting teachers to apply for relevant courses offered by providers approved or endorsed by the South African Council for Educators, where applicable; and

(e) providing information to teachers on available, lawful and applicable funding mechanisms for approved courses.

Access

5.(1) Institutes and Centres must—

(a) ensure equitable and flexible use, accommodate diverse abilities, preferences and needs;

(b) provide accessible buildings, routes, indoor and outdoor spaces;

(c) provide information, communications and related services;

(d) guarantee full physical and communication accessibility to enable equitable participation by all teachers, including those with disabilities; and

(e) ensure that renovations and upgrades to existing Institutes and Centres prioritise removing barriers and creating inclusive environments that support diverse user needs.

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(2) A Centre's or Institute's infrastructure and facilities must align with the requirements of specialised support programmes, particularly those serving teachers with special needs.

Site and identification

6.(1) The site for an Institute or Centre must—

(a) be determined based on suitable topographical conditions and the location must ensure convenient access taking into consideration the surrounding population and demographic factors; and

(b) contain a name board which is clearly visible to the public, indicating—

(i) the name of the Institute or Centre, as the case may be;
(ii) the contact details of the Institute or Centre;
(iii) the GPS coordinates of the Institute or Centre; and
(iv) a universally accessible QR code on the name board.

(2) When determining a location for an Institute or a Centre, consideration must be given to the following:

(a) The number of schools in the area.

(b) The population being served.

(c) Other amenities and facilities in the vicinity.

(d) Space requirements: there must be sufficient space for planned buildings and provision for future development needs.

(e) Safety and security: the location must be safe and accessible for all users and staff, away from high crime zones.

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(f) Accessibility: the Institute or Centre must be easily accessible by road by persons with disabilities.

(g) Gradient: the gradient of the land must not impede access to persons on wheelchairs, and for this purpose the maximum running slope of the curb ramp must have a slope ratio between 1:12 and 1:16, and ramps leading to the building must have a slope of 1:16 to 1:20.

(h) The location must be appropriately situated for ease of access by public and private transport and pedestrian traffic.

(i) There must be adequate, safe and convenient off-street parking for users' vehicles, designated parking bays for staff and parking for users with disabilities must be provided as close to the building as possible.

(j) The location must also be environmentally safe in respect of winds, floods and low-lying areas susceptible to water logging.

Key areas

7. An enabling teaching and learning environment in a Centre must comprise —

(a) minimum training spaces;

(b) additional training support spaces;

(c) optional focussed learning areas; and

(d) administration spaces.

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Training spaces

8.(1) Every Institute and Centre must provide adequate and functional training spaces to support the effective delivery of teacher development programmes.

(2) Core training spaces must include, but are not limited to the following spaces:

(a) Teaching and learning spaces, such as training rooms, meeting rooms, laboratories, and workshops;

(b) storage areas for teaching and learning materials, and for the safekeeping of sensitive and high-value equipment; and

(c) critical user spaces, including libraries, conference halls, recreational areas, and adequate toilet facilities for trainees and other users.

(3) The minimum average space, in an Institute and a Centre, allocated for a teacher must be as follows:

(a) For the training in laboratories: 1.5m^2 to 2m^2 per teacher; and

(b) for teachers with disabilities: 2.4m^2 per teacher.

(4) For theory classes, there must be no more than 30 teachers per trainer.

(5) The number of teachers for science and ICT laboratories must be aligned to the number of workstations or computers available in the laboratories.

(6) All training spaces must be designed and equipped to provide a safe, inclusive, and conducive learning environment that accommodates diverse modes of training and technology-enabled learning.

(7) The minimum standard for training spaces is as set out in Table A in the Annexure.

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Administrative spaces

9.(1) Every Institute and Centre must include administrative spaces for the effective management, planning and functioning of the Institute or Centre as set out in Table B in the Annexure.

(2) Administrative spaces contemplated in subregulation (1) must include, but are not limited to—

(a) offices for the Head of the Institute or Centre, subject advisors, specialists, information technology specialists, and programme coordinators;

(b) support rooms, including storage rooms, printing rooms, meeting rooms, and staff rooms; and

(c) care and support spaces, such as pastoral care rooms and sick bays, particularly within Centres.

(3) Administrative spaces must be adequately furnished, accessible and equipped with appropriate technology and resources to support management, coordination, and service delivery functions.

Supporting spaces

10. Every Institute and Centre must provide supporting spaces, as set out in Table C of the Annexure, to complement and enhance the delivery of training, administration and professional development activities.

Electricity

11.(1) All Institutes and Centres must have a power supply which complies with all relevant laws.

(2) The choice of an appropriate power supply must be based on the most appropriate source of electricity available for each Institute and Centre.

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(3) The form of power supply contemplated in subregulation (1) may include—

(a) grid electrical reticulation;

(b) generator;

(c) solar powered energy; or

(d) wind powered energy sources.

(4) Institutes and Centres must be furnished with a power supply of such a nature as to make it possible to continue with its work during load shedding by the electricity service provider.

Water

12.(1) All Institutes and Centres must have basic water supply.

(2) Sufficient water-collection points and water-use facilities must be available at all Institutes and Centres to allow convenient access to, and use of water for drinking, personal hygiene and, where appropriate, for food preparation.

(3) The choice of an appropriate water supply technology must only be based on an assessment conducted on the most suitable water supply technology for each particular Institute and Centre.

(4) The sources of water supply contemplated in subregulation (1) may include—

(a) a municipal reticulation network;

(b) rain water harvesting;

(c) mobile tankers;

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(d) boreholes; or

(e) local reservoirs and dams.

(5) No Institute or Centre may function without potable water.

Sanitation

13.(1) All Institutes and Centres must have proper and sufficient sanitation facilities that are accessible to all, provide privacy and security and promote health and hygiene standards that comply with all relevant laws.

(2) The choice of appropriate sanitation technology must be based on an assessment conducted on the most suitable sanitation technology for each particular Institute or Centre.

(3) The sanitation facilities contemplated in subregulation (1) may include—

(a) water borne sanitation;

(b) small bore sewer reticulation;

(c) septic or conservancy tank systems; or

(d) composting toilets.

(4) All sanitation facilities must meet approved health, safety, and environmental standards.

(5) Plain pit and bucket latrines are not permitted in Institutes and Centres.

(6) Institutes and Centres must provide sanitation facilities that ensure accessibility for teachers with disabilities and which must include ramps, handrails, accessible toilet facilities that

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meet National Building Regulations, tactile signage, and visual aids in line with Universal Design and SANS 10400.

Library

14.(1) All Institutes and Centres must have a 21st-century educational library that—

(a) merges print and digital resources;

(b) is equipped with the latest technology; and

(c) promotes an environment of collaboration and inclusivity to foster lifelong learning, creativity and critical thinking.

(2) A library facility or media facility must consist of one or more of the following models:

(a) A mobile facility;

(b) a cluster facility;

(c) a training room facility;

(d) a centralised Centre facility;

(e) a community facility; or

(f) an ICT based facility.

Laboratories for Practical Work Training

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15.(1) All Institutes and Centres must be equipped with the necessary computers, workstations, display devices, apparatus and consumables to make it possible to conduct experiments and practical work.

(2) The apparatus and consumables referred to in subregulation (1) must be housed in a secure laboratory, a mobile laboratory, a classroom, workshop, storeroom or a safe container.

(3) The size of a storeroom in an Institute or Centre must be such that it is conducive for the safe storage of materials and equipment for practical work.

Technology and electronic connectivity

16.(1) All Institutes and Centres must be equipped with—

(a) ICT facilities with the required hardware and dedicated software, business intelligence tools and internet connectivity; and

(b) wired or wireless connectivity for purposes of communication.

(2) The following communication facilities must be provided:

(a) Telephone facilities;

(b) internet or intranet facilities;

(c) an intercom or public address system; and

(d) Information Communications Technology based solutions.

(3) Sufficient bandwidth must be provided to benefit all trainees.

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Perimeter security and safety

17.(1) Every Institute and Centre site must be enclosed by appropriate fencing to a height of at least 1,8 metres.

(2) Institute and Centre buildings must be equipped with safety and security measures, such as the following:

(a) Burglar proofing for all ground floor buildings and other built areas on ground level that are accessible;

(b) 24-hour security guard protection; and

(c) an alarm system.

(3) Institute and Centre buildings and other facilities must conform to all laws relating to fire protection.

Design considerations for training spaces and training support spaces

18.(1) Natural day lighting must be optimised when designing training rooms, in order to minimise the dependence on artificial lighting.

(2) Glare must, as far as reasonably practicable, be avoided.

(3) Ventilation must be natural ventilation and must include permanent wall vents and windows with opening sections so as to promote healthy conditions and the reduction of the risk of the spreading of diseases.

(4) In the provisioning of windows, ease of operation, natural ventilation requirements and maintaining an adequate level of safety must be taken into account.

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(5) Acoustic conditions must, as far as reasonably practicable, facilitate clear communication of speech between trainer and teacher, and amongst teachers, and must not impede teaching and learning activities.

(6) Background noise and reverberation must, as far as reasonably practicable, be reduced to a minimum.

(7) ICT laboratories are specialised spaces and must not be utilised for any purpose other than their intended purpose.

(8) Innovative design which is efficient, cost effective and appropriate to create an enabling and inclusive teaching and learning environment must be promoted.

Tools and equipment

19.(1) Tools and equipment are to be housed in individual laboratories, and no common storerooms and tool rooms are permitted.

(2) Inventory control and scrutiny must be conducted on a quarterly basis with a consolidation at the end of each academic year and a guideline for dealing with the inventory of consumable material must be provided.

(3) Tools and equipment must be reviewed regularly to identify items that are unserviceable or beyond economical repair.

(4) Before removal from use, such tools and equipment must be assessed for possible repair, safe reuse or redeployment in accordance with applicable asset management requirements.

Maintenance

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20.(1) Preventative maintenance, which includes the regular painting of buildings and sealing of roofs, must be conducted regularly to keep buildings and equipment in good condition.

(2) Corrective maintenance, which includes replacing broken windows, doors and gutters, must be done when necessary in order to ensure that operations continue safely.

Furniture

21.(1) Each space within an Institute and a Centre needs to have adequate and suitable furniture for the purpose it serves.

(2) In acquiring educational spaces, consideration must be given to the suitability of furniture for adult use, for specialist rooms, such as science labs, computer labs and for libraries, all of which have specific requirements in terms of furniture.

(3) Administration spaces must include furniture suitable for a reception area.

(4) Education support spaces must consider the purpose for each space, which must guide the procurement of suitable furniture for both indoor and outdoor areas, the latter described as recreational spaces.

Linking of Centres with schools

22. A Centre must support schools within its location, wherein the training of teachers from these schools is delivered.

Short Title and commencement

23. These Regulations are called the Regulations on the Minimum Norms and Standards for Provincial Teacher Development Institutes and District Teacher Development Centres, 2026, and come into operation on the date of publication in the *Gazette*.

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ANNEXURE

Table A: Training spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Training room	10	6	60	72	48	60
Lecture theatre	1	0	100	120	0	0
Library	1	1	60	72	60	72
Science / practical work laboratory	1	1	60	72	60	72
Life Science Lab	1	0	60	72	0	0
ICT / computer room	3	1	60	72	48	60
Server room	2	1	15	20	12	15
Multipurpose room	2	2	60	72	48	60
Technology room	1	0	48	60	0	0
Media centre	1	0	60	72	0	0
Conference room	1	0	100	120	0	0
LTSM store	1	1	60	72	60	72
Storage space	6	4	12	15	10	12
Ablution facilities, including accessible toilet facilities	Minimum 3 male and 3 female facilities, including facilities accessible to persons with disabilities, subject to applicable building and sanitation requirements	Minimum 3 male and 3 female facilities, including facilities accessible to persons with disabilities, subject to applicable building and sanitation requirements	2.2x2.2	-	2.2x2.2	-

For purposes of this Table, a multipurpose room may include meetings, workshop and recreational uses, where appropriately designed and equipped.

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Table B: Administration spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Office for the Head	1	1	15	20	12	15
Deputy Head	4	1	12	15	10	15
Provincial/District official's office, including subject advisors, specialists, IT specialists and programme coordinators	4	15	10	12	10	15
Administration office	6	4	12	15	12	15
Reception area	1	1	12	15	10	15
Lounge	1	1	15	25	0	0
Boardroom / meeting room	1	1	24	36	48	60
Storage areas/spaces	6	2	12	15	10	15
Strong room	1	1	6	10	6	10
Printing room	4	2	10	15	10	15
Staff room	1	1	48	60	48	60
* Pastoral care / sick room	1	1	12	15	12	15
Kitchenette	1	1	12	15	12	15

Table C: Supporting spaces

			Size norms per core areas m²			
	Number		Institute		Centre	
	Institute	Centre	Minimum	Maximum	Minimum	Maximum
Security room	1	0	6	10	6	10
Dining room/hall	1	1	60	80	60	80

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