
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.



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;

“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
-

- (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.

- (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);

- (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.

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.

- (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.

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.

- (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:

- (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.

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:

- (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

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.

- (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;

- (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;

- (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;

- (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;

- (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

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;

- (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

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

- (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.

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

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

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;

- (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;

- (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.

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

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:

Surname and initials	Gender		Race				Disability		Education level				Pre- vious SGB experience in years	Previous SGB training		SGB portfolio
	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. 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 stakeholders) 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

.....

.....

.....

.....

.....

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

.....

.....

.....

.....

.....

.....

.....

.....

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?

.....
.....
.....

Additional comments:

.....
.....

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.