



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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Governance and Management
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To: The Deputy Directors General
The Chief Directors: District Operations Management
The District Directors
The CES Governance and Management
The Governance and Management Officials
The CESs: Circuit Management
The Circuit Managers
The Principals of Public Schools

KZN CIRCULAR NO. 5 OF 2024

SUBJECT: MANAGEMENT OF THE 2024 SCHOOL GOVERNING BODY ELECTIONS

1. In terms of Section 31 (1) of the South African Schools Act No. 84 of 1996 as amended, the term of Office for the members of the school governing bodies other than learners may not exceed 3 years.
2. The term of office for the current School Governing Bodies comes to an end as we approach the 2024 SGB Elections. The Minister of Basic Education has therefore published the 2024 School Governing Body Elections period in Notice No. 1914 OF 2023, Government Gazette No. No. 48952.
3. The dates for the 2024 SGB Elections as published by the Minister of Education are 01 - 30 March 2024.
4. It is expected that all Districts, Circuits and Schools work towards ensuring the successful SGB elections at their levels, it is in that light that:
 - 4.1 District Directors are requested to ensure that all schools in their respective Districts are ready to and administer the free and fair SGB elections processes. This will be achieved by ensuring that:



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- 4.1.1 the District 2024 SGB Task Teams meet regularly to monitor readiness of and the actual election processes.
- 4.1.2 all School Electoral Officers in their respective districts are appointed and trained to run a free and fair SGB Elections.
- 4.1.3 all School Principals prepare the credible voters' rolls, and the parents of registered learners are invited to confirm that their names are captured accordingly.
- 4.1.4 they receive reports on every step of the SGB Elections process to be able to make swift interventions in cases of threats to the free and fair election processes.
- 4.1.5 all other responsibilities as per their appointment letters are carried out.
- 4.2 Circuit Managers are requested to ensure that Principals of schools within their Circuits do all preparatory work to ensure the smooth running of the SGB elections in their schools. This includes ensuring that:
 - 4.2.1 School Electoral Officers are appointed for every school within their Circuits.
 - 4.2.2 all School Electoral Officers are properly trained to carry out their duties during the SGB Elections.
 - 4.2.3 all schools within their Circuits have the credible voters' rolls.
 - 4.2.4 all schools within their circuits have two dates separated by 8 days to allow for proper notification in case the first meetings do not quorate. However, all school principals are urged to work towards mobilizing parents to participate in the SGB Elections so that first meetings do quorate.
 - 4.2.5 times for the SGB Election meetings are reasonable to accommodate all parents.
- 4.3 Principals of schools are key to the success of the SGB Elections, they are therefore directed to carry out all responsibilities that will ensure the success of the SGB Elections at their schools. This will be achieved by them doing the following:
 - 4.3.1 prepare the credible voters' rolls for all categories in line with clause 10 of the SGB Election Provincial Notice.



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- 4.3.2 invite parents to come and check if their names do appear in the voters' roll. Where disputes around the eligibility of any member arise, follow the guidelines as per clause 10. (3).
- 4.3.3 Prepare the venues where the SGB Elections will take place.
- 4.3.4 ensure that School Electoral Officer will have access to all the resources he or she will need in conducting the SGB Elections.
- 4.3.5 conduct an intensive advocacy mobilizing parents to participate in the 2024 SGB Elections to ensure that 1st meetings quorate.
- 4.4 The School Electoral Officers are requested to work closely with the principals of schools towards the election day to ensure that the school they are appointed to is ready to run a free and fair elections. They are further requested to ensure that grievances/ disputes are resolved amicably.
5. At the time, the 2024 SGB Elections Advocacy circular, KZN Circular No. 114 of 2023 was issued, the quorum for the first and second meetings were placed at 30% and 15% respectively. The final decision around the quorum is that it will be 15% for the first meeting and no quorum for the second meeting, however, principals are charged with the responsibility of doing all humanly possible to mobilize parents for the first meetings to quorate. That will ensure maximum participation of parents in the education of their children.

Mr. GN Ngcobo

Head of Department: KZN Education

Date: 24/1/24