

**FUNDING PROPOSAL  
OF THE  
NATIONAL ASSOCIATION OF  
SCHOOL GOVERNING  
BODIES (NASGB)**

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**USAID CONTRACT No. 674-I-00-00-00005-00, Task Order 002**

**SUBMITTED TO:**

**The United States Agency for International Development  
(USAID)**

**Prepared By:**

**The National Association of School Governing Bodies  
(NASGB)**

**With the Technical Assistance of the Centre For Education Policy  
Development, Evaluation and Management (CEPD)**

**SUBMITTED BY:**

**Development Associates, Inc.  
1730 North Lynn Street  
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**12 October 2000**

## **Report on Task Order 002, Assistance to National Association of School Governing Bodies**

As per the Scope of Work for Task Order 002, four one-day meetings were organised for the Task Team established by the national Steering Committee of the National Association of School Governing Bodies. These were followed by a one day meeting of the national Steering Committee.

The Task Team Meetings were held on 6 May, 3 June, 1 July and 5 August 2000 at the offices of the Centre for Education Policy Development, Evaluation and Management (CEPD) in Braamfontein, Johannesburg. At these meetings and in activities between meetings, a Programme of Action for the Association for the NASGB was developed, the existing draft constitution of the NASGB was substantially revised, a programme for formal launch of the NASGB was adopted and a funding proposal developed. The Task Team was assisted by the technical assistance provided by the Meeting Co-ordinator, Samiera Zafar, and a Technical Sub-Committee consisting of Ms Zafar, the NASGB Co-ordinator, Victor Mathonsi, and a group of volunteers. The Lawyer, Brendon Barry, worked on the re-drafting of the Association's constitution; in the course of this task he attended a consultation with the project Supervisor and the NASGB Co-ordinator and attending one meeting of the Task Team and a discussion in order to discuss constitutional issues with the team.

The Task Team meetings were followed by the meeting of the national Steering Committee at the Birchwood Hotel in Boksburg on 2 September 2000. The purpose of this meeting was to discuss, amend (if necessary) and ratify the funding proposal for USAID, the draft Constitution, the draft Programme of Action, and the programme for the formal launch of the association. Some decisions were made with regard to amendments and additions; it was left to the Meeting Co-ordinator, NASGB Co-ordinator and the project Supervisor to incorporate these into the documents. In addition to the above, the Steering Committee also received progress reports from each of the provinces.

The logistical arrangements for all the Task Team meetings and the national Steering Committee meeting – transport, accommodation, issuing, invitations and making other arrangements for the meetings – was done by the Logistics Co-ordinator Faith Ward. The project Supervisor, John Pampallis, undertook the overall supervision of the project, consulting regularly with all other personnel and monitoring their work.

The deliverables as required by the Task Order accompany this report. The narrative of the funding proposal is presented as the main document and the other deliverables are attached as appendices. In addition, the provincial reports have been included as an appendix to the funding proposal in order to give USAID an idea of the extent of organisation which currently exists in the provinces.

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Prepared for the United States Agency for International Development (USAID) by the National Association of School Governing Bodies (NASGB)

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## **INTRODUCTION**

The National Association of School Governing Bodies (NASGB) is seeking to raise funds to cover its launch and to assist with start-up expenses while the Association establishes itself as a self-sustaining organisation. This proposal outlines the historical background of democratic school governance in South Africa, gives the rationale, aims and objectives for such an Association, and outlines the Association's proposed structure.

In support of this proposal, various documents are appended. They are:

- ❖ Draft Programme of Action for the first three years, in both narrative (Appendix 1a) and tabular (Appendix 1B) form; note that Appendix 1b includes information on the type and cost of resources that would be required to fulfil the Programme;
- ❖ Budget (Appendix 2);
- ❖ Draft Constitution (Appendix 3);
- ❖ Proposed programme for the launch (Appendix 4);
- ❖ Minutes of the four Task Team meetings (Appendix 5);
- ❖ Minutes of the National Steering Committee meeting held 2 September 2000 (Appendix 6); and
- ❖ Provincial Progress Reports (Appendix 7).

The drafts of the Constitution, Programme of Action and Budget will be presented for approval to the Congress at which the NASGB will be launched.

## **BACKGROUND**

The role and function of a national organisation of school governing bodies needs to be seen within the broader context of the struggle for democracy in South Africa and democratic governance in education in particular. In the mid-1980s, national resistance to apartheid was gaining momentum, and the National Education Crisis Committee (NECC) was established by the broad democratic movement to lead the struggle for an equitable, non-racist and democratic system of education. One of the centrepieces of the NECC's strategy was a campaign for the establishment of Parent-Teacher Associations (PTAs) at primary schools and Parent-Teacher-Student Organisations (PTSAs) at secondary schools. The campaign aimed to bring together local stakeholders to participate in the running of schools. This was considered a more useful form of resistance to apartheid than the school boycotts which had become prevalent at the time, as it would permit schools to continue operating.

The campaign for PTAs/PTSAs was only partially successful due to a number of factors, including hostility from the authorities, a lack of the necessary skills, and

lack of clarity about the specific role they should play. Nonetheless, they enjoyed widespread popular legitimacy.

Ironically, popular demand for PTAs/PTSAs in black schools coincided with demands emanating from developments in the former white schools. In 1992, the then government virtually forced all white state schools to become state-aided "Model C" schools. At these schools, the parents elected governing bodies which were given substantial powers over the running of the schools. The new governing bodies quickly settled into their roles, and school communities became accustomed to them and to the level of parental power that they represented.

In 1995, the new Minister of Education, Prof. Sibusiso Bengu, appointed a Committee to Review School Organisation, Governance and Funding. One of the key recommendations of the Hunter Committee, as it came to be known, was that elected governing bodies be established in all schools and that they be given extensive powers over school property, resources and activities – both curricular and extra-curricular. Given the demands for locally-based bodies with power over many facets of school life, there was little opposition in principle. Accordingly, this recommendation was embodied in the South African Schools Act N<sup>o</sup> 84 of 1996 (SASA). It represented a significant decentralisation of power compared to the previous education system. With the exception of the white schools of the early 1990s, power over every facet of South African school life had previously been vested in ethnically- and racially-defined) education departments.

By law, all public schools must now have governing bodies (SGBs) comprised of the school principal and elected representatives of parents, educators, non-educator staff and (in secondary schools) learners. Additional non-voting members may be co-opted. The number of parents on an SGB must be one more than the combined total of other voting members. The first round of elections to SGBs took place in 1997 with most members being elected to a three-year term of office. At the time of writing, in September 2000, the second round of elections was coming to a close.

## **THE ESTABLISHMENT OF THE NASGB**

While having considerable authority in their own schools, isolated SGBs in a decentralised system would have little impact on overall education policies and their implementation unless they have an organised voice. While one organisation of governing bodies already existed in 1997 (the Federation of South African Schools, FEDSAS), it had its origins in an organisation representing some (mainly Afrikaans-speaking) former Model C schools and was widely seen as representing white minority interests.

It was thus apparent that there was a need for school governing bodies in disadvantaged communities to present a unified voice on matters affecting their

legislative functions and concerns. Key players from the mass-based democratic organisations in civil society formed a planning committee<sup>1</sup> that convened a national workshop of interested role-players to discuss this need. The workshop was held in Durban at the end of November 1997.

The workshop expressed the need to ensure true participatory democracy in the development and transformation of the schooling system by actively involving school governing bodies in the implementation of the South African Schools Act. It was felt that governing bodies and their constituencies (parents, staff and learners) had a crucial role to play in establishing a culture conducive to proper learning in schools. The position of delegates to the workshop was that it was essential that SGBs had a clear understanding of their roles in improving the quality of education (that they could communicate easily with other SGBs), that they were able to voice their concerns to the authorities at all levels of the education system, and that they were able to express themselves strongly in public educational debates and the shaping of education policies and practices.

A bold decision was taken at the Durban workshop to work towards the establishment of a national association of governing bodies. To this end, a national Steering Committee was established. Initially the Steering Committee held a number of meetings to discuss issues of organisation and direction, including the establishment of provincial structures. In late 1998, the Steering Committee approached the Centre for Education Policy Development, Evaluation and Management (CEPD) with a request that the CEPD allow the Association the temporary use of office space and facilities as the Association had no resources of its own. The CEPD agreed to accommodate the Association free of charge until such time as it could raise its own resources. The national office of the NASGB, located in the CEPD office, is currently staffed by the National Co-ordinator, Mr. Victor Mathonsi. He is a qualified educator who has volunteered his services since January 1999 and has worked tirelessly in the service of the Association.

Despite progress represented by the establishment of the national office, the lack of resources resulted in the National Steering Committee being unable to meet for a period of 13 months following its meeting in February 1999. Following approaches from the NASGB, USAID agreed to fund a meeting of the Steering Committee in March 2000 in order to set in motion a process towards the formal establishment and launch of the NASGB.

At this March 2000 meeting, the Steering Committee established a Task Team to develop a revised draft Constitution and Programme of Action for a formal launch of the NASGB as well as this funding proposal. USAID, through an IQC, provided funding to the CEPD (via Development Associates) to manage and facilitate four meetings of the Task Team and a further meeting of the Steering Committee in order to develop and approve this proposal, the draft Constitution and the

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The organisations represented on the planning committee were Congress of South African Students (COSAS), the South African Democratic Teachers Union (SADTU), and the African National Congress (ANC). Logistical and professional support were provided by the CEPD and the EPU (Natal).

NASGB – Funding Proposal

Programme of Action, and to prepare a programme for the national launch of the NASGB. The Steering Committee now proposes to formally launch the Association on 12-14 January 2001.

## **INTERIM STRUCTURES AND ACTIVITIES**

Although it is not yet formally constituted, the NASGB has grown to become an umbrella body that represents school governance nationally. It interacts with the National and Provincial Departments of Education as well as organisations of civil society, teacher and student organisations and other educational organisations. The NASGB intervenes when necessary in education-related matters, including policy debates and legislative procedures. It represents member SGBs in forums that deal with education matters at all levels.

Interim provincial executive committees and a network of local, district and regional structures of the Association have been established in all nine provinces. These NASGB structures interact among themselves to identify common issues affecting education in their localities to ensure that common solutions are arrived at.

The provincial NASGB structures work closely with provincial Departments of Education and with relevant organisations of civil society on issues of common interest. At present, in the majority of provinces, the organisational and administrative affairs of provincial structures are undertaken by volunteers with the assistance of provincial education department officials. Appendix 7 contains the most recent reports received by the national office from the provinces. These serve to give an idea of the extent of the organisation and activities of the Association at local, district, regional and provincial levels.

Provincial structures will be formalised after the national launch and will form the pillars of the NASGB. After the official launch, all structures of the NASGB will be empowered to ensure that the Programme of Action is implemented. Through broader forums they will be able to identify areas for policy debates and contribute to the development of policy more broadly. They will also initiate and facilitate the implementation of projects arising from the NASGB Programme of Action in their respective provinces and interact amongst themselves to identify common initiatives for the Association.

In addition to the work of the Task Team, which was outlined in the previous section, the NASGB has in the past year played an increasingly active role in the broader education sector. The following examples are an indication of the range of activities in which the NASGB has participated, and indicates the growing recognition and status of the Association:

- ❖ Participation in the Consultative Forum on governance established by the National Department of Education.
- ❖ Participation in the Consultative Forum on Racism in the Education and Training Sector set up by the South African Human Rights Commission.

- ❖ The NASGB was invited by the National Department of Education to make a presentation on Private-Public Partnerships in Education at a conference on school improvement organised by the Department on 28-29 June 2000.
- ❖ Submissions have been made to the Parliamentary Education Portfolio Committee on the following Bills:
  - Education Laws Amendment Bill, 1999
  - South African Council of Educators Bill, 2000
  - Adult General Education and Training Bill, 2000
  - Education Laws Amendment Bill, 2000.
- ❖ Participated twice on *Two Way*, a nationally televised programme. The episodes were on corporal punishment and the C2005 Review Committee report respectively.
- ❖ Participated in a series of Community Radio Station Talk Shows on various issues related to school governance as part of the initiative of the national Department of Education. In the main, the radio programmes aimed to encourage communities to actively participate in the elections and to participate in the activities of School Governing Bodies as well as to bring communities on board the democratic governance process.
- ❖ Made a presentation at the Ministerial Committee on School Governance, 15 April 2000.
- ❖ The NASGB has been invited to nominate two persons to be appointed by the Minister of Education to the South African Council of Educators and one person to the National Education and Training Council.

## **FORMAL LAUNCH OF THE NASGB**

The NASGB proposes to launch itself publicly and formally on 12-14 January 2001. This will be done at a Congress attended by SGB delegates from all nine provinces. Representatives of other organisations of civil society and of national and provincial governments will be invited to attend the opening of the Congress, to which President Thabo Mbeki will be invited as the keynote speaker.

The main tasks of the Congress will be to discuss and adopt the Constitution, the Programme of Action and the budget of the NASGB as well as to elect office bearers.

A proposed programme for the launch is attached as Appendix 4.

The NASGB has already received some financial support towards the official launch. The Anglo American Chairman's Fund has contributed R10 000 and the South African Democratic Teachers Union (SADTU) has donated R45 000. USAID is being requested to provide the balance of the funds required. (See Budget, Appendix 2.)

## **FINANCES**

Currently the funds of the NASGB are managed by the CEPD at the request of the National Steering Committee. At the moment, these funds consist solely of the donations of R10 000 and R45 000 referred to above. The CEPD has agreed to continue as a fund manager for the Association until the Launch Congress or soon thereafter. Thereafter, the CEPD will continue to manage the Association's funds, provided that such an arrangement is endorsed by the Launch Congress or by the National Executive Committee elected at the Congress.

While USAID and other funders – notably Sida – are being requested to provide financial assistance to the NASGB, the Association is committed to ensuring its financial sustainability over the long run. This will be done by charging membership fees to member SGBs as well as by diversifying its funders. In particular, the Association will endeavor to raise support from South African-based funding sources in both the public and private sectors.

After the Launch, the NASGB will embark on a membership registration process. Membership fees will be charged on the basis of school fees paid by learners: the higher the fees charged to learners, the higher will be the membership fee paid by the school governing body. This will ensure that poor schools are not excluded by the Association because they cannot pay the membership fees.

## **REQUEST FOR ASSISTANCE**

As can be seen from the Budget (Appendix 2), the total projected expenditure over the first three years of the Association's formal existence is R 21 284 414.00. Of this, USAID is requested to provide R5 028 571.00. This sum will cover the expenses of the national office – for both core and programmatic expenses – and that portion of the expenditure for the Launch which is not covered by other donors. The programmatic expenses, to cover the activities in the Programme of Action, are detailed in Appendix 1b and are then also incorporated in the main Budget in Appendix 2.

## **APPENDIX 1a**

### **PROGRAMME OF ACTION OF THE NASGB (Explanatory Narrative)**

The NASGB has prioritised four key programmes that will underpin the functioning of the Association in the first three years after its inception.

The focus is on sustaining each of the programmes over the three-year period in order to place the Association on a solid framework and to expand its organisational base.

The programmes will be re-prioritised from time-to-time, depending on contextual demands and realities. Additions to the programmes may also be identified.

#### **PROGRAMME ONE: Support Services**

##### **1. Help Desk**

As part of its on-going support, the NASGB will establish a Help Desk with Toll Free numbers which will operate for two hours per week. The possibility of extending the number of hours annually will be dependent on the development of the NASGB and the demand for this service. Convenient and suitable timing will be considered for enabling SGBs to phone-in.

Priority areas will include advice on financial matters, policy, governance, and schooling in general. This activity will also help to bring the Association closer to its constituency and will create a platform for efficient interaction between the Association and member SGBs.

Such services will help to contribute towards the planned recruitment strategy and also supplement specialised capacity-building programmes for member SGBs.

##### **2. Capacity-Building for member SGBs and NASGB officials**

Specialised capacity-building programmes will be carried out through national and provincial workshops. The target is the leadership of the Association who will have to perform according to the mandate of the Constitution. The NASGB will outsource expertise to provide training for national officials and a limited number of provincial representative. The provincial structures will then organise workshops in their respective provinces where national and provincial officials can cascade their training to their provincial colleagues.

In collaboration with other educational stakeholders, officials of the NASGB in consultation with their provincial counterparts will also embark on road shows to all the provinces of South Africa as part of the dissemination of information strategy. The activity will help to bring the NASGB to its constituencies and as a result attract more membership.

### **3. Material Support**

Through subscriptions to newspapers, journals, legislative documents and other publications, the Association will be able to keep abreast of the latest developments.

The Association will also develop a website that will enable SGBs and other interested parties to access information about the daily activities of the Association. This will be developed in Year 2.

## **PROGRAMME TWO: Policy Dialogue and Communications**

### **1. Meetings and Workshops**

The National Executive Committee (NEC) of the Association will hold formal meetings each year, as provided for by the Constitution, to discuss the affairs of the Association and education policy issues that affect school governance and school communities in general. Other meetings may be called from time-to-time when the need arises. A national Congress will be held every three years as required by the Constitution.

A similar arrangement will be exercised at provincial level.

### **2. Newsletter**

The NASGB will outsource expertise to provide a four-page newsletter to its members. However, the Association will also make it possible for its officials to train in this area in order to minimize expenses and maintain sustainability. The NASGB will produce 30 000 copies which will be sent to member SGBs and other interested institutions.

The newsletter will help member SGBs and other interested parties to access up-to-date information on the activities of the Association. It will also help to market the Association.

### **3. Newspaper articles, advertisements and comments**

The Association will on a continuous basis write articles for newspapers, magazines and journals, aimed at promoting democratic governance in schools and commenting on educational policy and legislation.

This activity will also help market the Association and serves as the Association's advocacy strategy. This role will be performed by officials and the voluntary service of members.

#### **4. Campaigns**

This on-going process will be co-ordinated with other stakeholders. This includes interventions in crisis situations, as well as initiating and supporting initiatives that promote safety in schools, the culture of learning, teaching and service, and making schools centres of community life and excellence.

#### **5. Participation in community activities**

The NASGB will encourage member SGBs to participate in community education and to engage different sectors of their communities in matters affecting public education.

#### **6. Media**

The Association would continue to interact with its constituency and other parties through various programmes of the media. This would assist it in reaching out to its constituency nationally on an on-going basis and would boost its public image.

#### **7. Submissions**

The NASGB will participate in all activities which involve education when invited to do so. This will include submissions to special committees established by the state, Parliamentary Education Portfolio Committee and the Department of Education. Member SGBs and other stakeholders would be consulted before submissions were made. The NASGB will also challenge any authority that might impose unpopular education laws and policy. This would, among other approaches, include taking legal action against such impositions.

### **PROGRAMME THREE: Research and Monitoring**

#### **1. Visits**

The NASGB will through exchange programmes with international organisations of a similar nature, visit other countries to study governance systems which would benefit the association. Such visits do not only refer to Western countries; it also implies visiting developing countries, especially ones in Africa.

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## **2. Evaluation and Monitoring**

After consultation with a wide variety of organisations, individuals, state authorities, universities and SGBs, the Association will initiate a pilot project and a study to monitor and evaluate progress on governance in order to identify areas of intervention. Separate funding will be raised for this activity. The NASGB might consider outsourcing a reputable institution to carry out the task.

## **PROGRAMME FOUR: Development of the Association**

### **1. Staff Development**

As part of a staff development programme, the Association will provide training to the functionaries of the Association. The training courses will focus on the developing and running of the organisation at all levels. The NASGB will outsource expert assistance for such courses.

## **2. Marketing**

After the official launch, the NASGB will embark on a recruitment drive for membership. This will be done through sending a newsletter to SGBs, interaction with other educational organisations and with local and district structures of the Association, advertisement through the media, communication via Departments of Education, school visits by members and campaigns.

**PROGRAMME OF ACTION OF THE NASGB (TABLE WITH COSTINGS)**

**YEAR ONE**

**PROGRAMME ONE: SUPPORT SERVICES**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Technical Support</b>					
➤ On-going support	✓ Help Desk for legal and educational advice to individual schools and School Governing Bodies (Toll free for two hours a week, for 52 weeks)	Telephone	R 52 000	R 52 000	-----
➤ Financial support		Faxing			
➤ Governance		E-mail			
➤ Policy		Computer (network)			
		Funding for legal support	R14 400	R 14 400	-----
<b>2. Capacity Building for member SGBs and NASGB officials</b>					
➤ Training Workshops for national and provincial leadership	✓ National workshop of 25 participants each, two per province and seven national officials (2 days each) (outsourcing expertise)	Flight and ground travel and accommodation for delegates Funding for service provider	R 11 900	R 11 900	-----
	✓ Provincial workshops of 50 participants each for one day (National officials to provide training)	Ground travel for participants and trainers and training materials.	R 90 000	-----	R 90 000
➤ Information sessions	✓ Roadshow x 9 provinces (in partnership with Department of Education and other education stakeholders)	Travel and accommodation	R 30 850	-----	R 30 850
<b>3. Material Support</b>					
➤ Policy documents and publications	✓ Subscription to newspapers and other publications	Funding	R 20 000	R 20 000	-----
<b>Total Cost for Programme 1, Year 1</b>			<b>R219 150</b>	<b>R 98 300</b>	<b>R 120 850</b>

NASGB – Programme of Action: Table with Costings

**PROGRAMME TWO: POLICY DIALOGUE AND COMMUNICATIONS**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
1. Meetings and Workshops	✓ 2x NEC meetings as provided for by the Constitution and as may be convened from time to time	Travel, accommodation and organising	R 38 200	R 38 200	-----
	✓ 2x 9 Provincial workshops of approximately 75 delegates each (one day)	Travel, accommodation and organising	R 180 000	-----	R180 000
2. Four Page Newsletter (2 issues)	✓ Outsourcing of production, selection of articles and quality control of newsletters. This includes research, writing, editing, scanning of photos, lay-out, printing and postage. (2x 15 000 copies)	Funding and quality control of the newsletter by staff and volunteers	R 78 762	R 78 762	-----
		Postage	R135 000	R135 000	-----
3. Newspaper articles and advertisement and comments	✓ Research, consultation and writing	Staff, NASGB members and volunteers	R 10 000	-----	R 10 000
4. Campaigns	✓ Continuous partnership with other educational organisations	Transport and catering for Staff and volunteers (separate funding will be raised when the need arises)	R 15 000	-----	R 15 000
<ul style="list-style-type: none"> <li>➤ Arts promotion,</li> <li>➤ crime prevention,</li> <li>➤ COLTS,</li> <li>➤ Tirisano,</li> <li>➤ Bathopele,</li> <li>➤ etc.</li> </ul>					
5. Participation in Community meetings (Makgotla, Izimbizo, Bosberade)	✓ Community education 'parliaments'	Staff and volunteers (provincial and district structures will raise separate funding)	R 12 000	-----	R 12 000
6. Media Talkshows	✓ Live media interviews on policy and other educational issues.	Staff and volunteers (ground travel)	R 5 000	-----	R 5 000
7. Submissions to Portfolio/Standing Committee in Parliament and the Department of Education	✓ Commenting and making presentations on educational laws/ policies/ regulations to the Department of Education and Parliamentary Education Portfolio Committee	Flight and ground travel and accommodation	R 10 000	R 10 000	-----
<b>Total Cost for Programme 2, Year 1</b>			<b>R483 962</b>	<b>R261 962</b>	<b>R222 000</b>

NASGB – Programme of Action: Table with Costings

**PROGRAMME THREE: RESEARCH AND MONITORING**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Visits</b>					
➤ International Exchange	✓ Visits to study School governance or equivalent institutions abroad	Funding	R 50 000	-----	R 50 000
<b>2. Monitoring and evaluation</b>					
➤ Commissions and investigation/studies	✓ On-going monitoring study of school governance in partnership with other educational stakeholders.	Outsourced expertise. Funding to be raised separately	N/A	-----	-----
<b>Total Cost for Programme 3, Year 1</b>			<b>R 50 000</b>	<b>-----</b>	<b>R 50 000</b>

**PROGRAMME FOUR: DEVELOPMENT OF THE NASGB**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	BUDGET ITEM	SOURCE	
				USAID	OTHER
<b>1. Staff Development</b>					
➤ Training workshops for senior officials of the Association	✓ Management of training courses (Organisational Development Consultant to advise on national and provincial systems	Funding for consultancy	R 30 000	R 30 000	-----
<b>2. Marketing Strategy</b>					
➤ Media	✓ Advertisement through the media-both print and electronic	Funding for transport and subsistence, mailing and advertising	R 50 000	R 10 000	R 40 000
➤ Visits to schools by NASGB officials	✓ School visits by officials of the NASGB at all levels				
<b>Total Cost for Programme 4, Year 1</b>			<b>R 80 000</b>	<b>R 40 000</b>	<b>R 40 000</b>

**NASGB – Programme of Action: Table with Costings  
YEAR TWO**

**PROGRAMME ONE: SUPPORT SERVICES**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Technical Support</b>					
➤ On-going support	✓ Help Desk for legal and educational advice to individual schools and School Governing Bodies	Telephone Faxing E-mail	R 56 160	R 56 160	-----
➤ Financial support					
➤ Governance		Funding for legal support	R 15 120	R 15 120	-----
➤ Policy					
<b>2. Capacity Building for member SGBs and NASGB officials</b>					
➤ Training Workshops for national and provincial leadership	✓ National workshops of 25 participants each, two per province and seven national officials (2 days each) (outsourcing expertise)	Flight and ground travel and accommodation for delegates Funding for service provider	R 12 852	R 12 852	-----
	✓ Provincial workshops of 75 participants each for one day (National officials to provide training)	Ground travel for participants and trainers and training materials.	R 97 200	-----	R 97 200
➤ Information sessions	✓ Roadshows x 9 provinces (in partnership with Department of Education and other education stakeholders)	Travel and accommodation	R 33 318	-----	R 33 318
<b>6. Material Support</b>					
➤ Subscription	✓ Subscription to newspapers and other publications  Establishment and Maintenance of NASGB Website	Funding	R 21 600	R 11 880	R 9 720
➤ Policy documents and publications		Outsourced Expert	R 25 000	R 25 000	-----
<b>Total Cost for Programme 1, Year 2</b>			<b>R261 250</b>	<b>R121 012</b>	<b>R140 238</b>

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**PROGRAMME TWO: POLICY DIALOGUE AND COMMUNICATIONS**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
1. Meetings and Workshops	✓ 2x NEC meetings as provided for by the Constitution and as may be convened from time to time	Travel, accommodation and organising	R 41 256	R 41 256	-----
	2x 9 Provincial workshops of approximately 100 delegates each (one day)	Travel, accommodation and organising	R 194 400	-----	R 194 400
2. Four Page Newsletter	✓ Outsourcing of production, selection of articles and quality control of newsletters (40 000 copies)	Funding and quality control of the newsletter by staff and volunteers	R 101 105	R 101 105	-----
	✓ Postage		R180 000	R180 000	-----
3. Newspaper articles and advertisement and comments	✓ Research, consultation and writing	Staff, NASGB members and volunteers	R 10 800	-----	R 10 800
4. Campaigns	✓ Continuous partnership with other educational organisations	Staff and volunteers (separate funding will be raised)	R 16 200	-----	R 16 200
<ul style="list-style-type: none"> <li>➤ Arts promotion,</li> <li>➤ crime prevention,</li> <li>➤ COLTS,</li> <li>➤ Tirisano,</li> <li>➤ Bathopele,</li> <li>➤ etc.</li> </ul>					
5. Participation in Community meetings (Makgotla, Izimbizo, Bosberade)	✓ Community education 'parliaments'	Staff and volunteers (provincial and district structures will raise additional funds)	R 12 960	-----	R 12 960
5. Radio Talkshows	✓ Live media interviews on policy and other educational issues.	(ground travel)	R 5 400	-----	R 5 400
6. Submissions to Portfolio/Standing Committee in Parliament and the Department of Education	✓ Commenting and making presentations on educational laws/ policies/ regulations to the Department of Education and Parliamentary Education Portfolio Committee	Flight and ground travel and accommodation	R 10 800	R 10 800	-----
<b>Total Cost for Programme 2, Year 2</b>			<b>R572 921</b>	<b>R333 161</b>	<b>R239 760</b>

**PROGRAMME THREE: RESERCH AND MONITORING**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Visits</b>					
➤ International Exchange	✓ Visits to study School governance or equivalent institutions abroad	Funding	R 27 000	-----	R 27 000
<b>3. Monitoring and evaluation</b>					
➤ Commissions and investigation/studies	✓ On-going monitoring study of school governance in partnership with other educational stakeholders.	Outsourced expertise. Funding to be raised separately	N/A	-----	-----
<b>Total Cost for Programme 3, Year 2</b>			<b>R 27 000</b>	<b>-----</b>	<b>R 27 000</b>

**PROGRAMME FOUR: DEVELOPMENT OF THE NASGB**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>7. Staff Development</b>					
➤ Training workshops for national and provincial officials	✓ Management of training courses (Organisational Development Consultant to advise on national and provincial systems	Funding for consultancy	R 32 400	R 32 400	-----
<b>3. Marketing Strategy</b>					
➤ Media ➤ Visits to schools by NASGB officials	✓ Advertisement through the media-both print and electronic ✓ School visits by officials of the NASGB at all levels	Funding for transport and subsistence, mailing and advertising	R 12 600	R 5 400	R 7 200
<b>Total Cost for Programme 4, Year 2</b>			<b>R 45 000</b>	<b>R 37 800</b>	<b>R 7 200</b>

NASGB – Programme of Action: Table with Costings  
**YEAR THREE**

**PROGRAMME ONE: SUPPORT SERVICES**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Technical Support</b>	Help Desk for legal and educational advice to individual schools and School Governing Bodies	Telephone Faxing E-mail	R 60 652	R 30 326	R 30 326
➤ On-going support					
➤ Financial support					
➤ Governance					
➤ Policy		Funding for legal support	R 16 329	-----	R 16 329
<b>2. Capacity Building for member SGBs and NASGB officials</b>					
➤ Training Workshops for national and provincial leadership	✓ National workshops of 25 participants each, two per province and seven national officials (2 days each) (outsourcing expertise)	Flight and ground travel and accommodation for delegates Funding for service provider	R 13 580	-----	R 13 580
	✓ Provincial workshops of 100 participants each for one day (National officials to provide training)	Ground travel for participants and trainers and training materials.	R 104 976	-----	R 104 976
➤ Information sessions	✓ Roadshows x 9 provinces (in partnership with Department of Education and other education stakeholders)	Travel and accommodation	R 35 980	-----	R 35 980
<b>8. Material Support</b>					
➤ Policy documents and publications	✓ Subscription to newspapers and organisations	Funding	R 23 328	R 12 830,4	R 10 497,6
	✓ Maintain Website	Outsourced expert	R 10 000	R 10 000	-----
<b>Total Cost for Programme 1, Year 3</b>			<b>R 264 845</b>	<b>R 53 156</b>	<b>R211 688</b>

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**PROGRAMME TWO: POLICY DIALOGUE AND COMMUNICATIONS**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
1. Meetings and Workshops	✓ 2x NEC meetings as provided for by the Constitution and as may be convened from time to time	Travel, accommodation and organising	R 44 557	R 22 279	R 22 278
	✓ 2x 9 Provincial workshops of approximately 75 delegates each (one day)	Travel, accommodation and organising	R 209 952	-----	R 209 952
	✓ National Congress	Travel, accommodation and organising	R 300 000	-----	R 300 000
2. Four Page Newsletter	✓ Outsourcing of production, selection of articles and quality control of newsletters (50 000 copies)	Funding and quality control of the newsletter by staff and volunteers	R 109 193	R 109 193	-----
	✓ Postage		R 255 000	R 255 000	-----
3. Newspaper articles and advertisement and comments	✓ Research, consultation and writing	Staff, NASGB members and volunteers	R 11 664	-----	R 11 664
9. Campaigns	✓ Continuous partnership with other educational organisations	Staff and volunteers (separate funding may be raised)	R 17 496	-----	R 17 496
<ul style="list-style-type: none"> <li>➤ Arts promotion,</li> <li>➤ crime prevention,</li> <li>➤ COLTS,</li> <li>➤ Tirisano,</li> <li>➤ Bathopele,</li> <li>➤ etc.</li> </ul>					
10. Participation in Community meetings (Makgotla, Izimbizo, Bosberade)	✓ Community education 'parliaments'	Staff and volunteers (Provincial and district structure to raise funds)	R 13 996	-----	R 13 996
6. Radio Talkshows	✓ Live media interviews on policy and other educational issues.	Staff and volunteers (ground travel)	R 5 832	-----	R 5 832
11. Submissions to Portfolio/Standing Committee in Parliament and the Department of Education	✓ Commenting and making presentations on educational laws/ policies/ regulations to the Department of Education and Parliamentary Education Portfolio Committee	Flight and ground travel and accommodation	R 11 664	R 5 832	R 5 832
<b>Total Cost for Programme 2, Year 3</b>			<b>R979 354</b>	<b>R392 304</b>	<b>R587 050</b>

NASGB – Programme of Action: Table with Costings

**PROGRAMME THREE: REASERCH AND MONITORING**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	COST	SOURCE	
				USAID	OTHER
<b>1. Visits</b>					
➤ International Exchange	✓ Visits to study School governance or equivalent institutions abroad	Funding	R 29 160	-----	R 29 160
<b>4. Monitoring and evaluation</b>					
➤ Commissions and investigation/studies	✓ On-going monitoring study of school governance in partnership with other educational stakeholders.	Outsourcing expertise and funding to be raised separately	-----	-----	-----
<b>Total Cost for Programme 3, Year 3</b>			<b>R 29 160</b>	-----	<b>R 29 160</b>

**PROGRAMME FOUR: DEVELOPMENT OF THE NASGB**

ACTIVITIES	DESCRIPTION OF ACTIVITIES	RESOURCES REQUIRED	BUDGET ITEM	SOURCE	
				USAID	OTHER
<b>12. Staff Development</b>					
➤ Training workshops for senior officials of the NASGB	✓ Management of training courses (Organisational Development Consultant to advise on national and provincial systems	Funding for consultancy	R 34 992	R 34 992	-----
<b>4. Marketing Strategy</b>					
➤ Media ➤ Visits to schools by NASGB officials	✓ Advertisement through the media-both print and electronic ✓ School visits by officials of the NASGB at all levels	Funding for transport and subsistence, mailing and advertising	R 13 608	-----	R 13 608
<b>Total Cost for Programme 4, Year 3</b>			<b>R 48 600</b>	<b>R 34 992</b>	<b>R 13 608</b>

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**BUDGET**

**LAUNCH**

**TRAVELLING COSTS**

No	DESCRIPTION	ACTIVITY	AMOUNT	TOTAL
1.	AIR TRAVEL	Return air tickets from:		
		East London	R 2 122 x 11 delegates	R 23 342
		Durban	R 1 576 x 11 delegates	R 17 336
		Kimberly	R 1 894 x 11 delegates	R 20 834
		Cape Town	R 2 624 x 11 delegates	R 28 864
2.	GROUND	Return trips from:	Nett per 16 seater lux coach	
		Bloemfontein	R7 000	R 7 000
		Pietersburg	R6 100	R 6 100
		Mafikeng	R5 300	R 5 300
		Middleburg	R3 950	R 3 950
3.	SHUTTLE SERVICE	44 persons	R 100 x 44 delegates	R 4 400
4.	LOCAL	To the point of departure	R 5000	R 5 000
SUB-TOTAL				R122 126

**EVENT AND MANAGEMENT SERVICES**

5.	ORGANISING		R 17 345	R 17 345
6.	LOGO DESIGN		R 8 000	R 8 000
7.	BANNER		R 1 200	R 1 200
8.	STATIONERY		R 5 000	R 5 000
SUB-TOTAL				R 31 545

**ACCOMMODATION AND CONFERENCE COSTS**

9.	ACCOMMODATION	132 Delegates	R 53 235	R 53 235
10.	CONFERENCE	187 Delegates	R 32 125	R 32 125
<b>SUB-TOTAL</b>				<b>R 85 360</b>

**Contingency 5%** **R 11 952**

**Percentage inflation @ 10%** **R 23 903**

**Sub total** **R274 886**

**Vat 14%** **R 38 484**

**Total** **R313 370**

**THREE YEAR BUDGET FOR THE CORE COSTS AND ACTIVITIES OF THE NATIONAL ASSOCIATION OF SCHOOL GOVERNING BODIES (NASGB).**

**YEAR ONE**

**CAPITAL COST**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
1.	Office Furniture	R 18 000	R 54 000	R 18 000	R 54 000
2.	Photocopier	R 50 000	R 270 000	R 50 000	R 270 000
3.	Fax Machine	R 8 000	R 72 000	R 8 000	R 72 000
4.	Computers and Modems (CEPD network)	R 15 000	R 99 000	R 15 000	R 99 000
5.	Laptop	R 20 000	-----	R 20 000	-----
6.	Printer	R 6 000	R 54 000	R 6 000	R 54 000
7.	Software	R 16 000	R 72 000	R 16 000	R 72 000
Sub-Total		R 133 000	R 621 000	R 133 000	R 621 000

**RUNNING COST (Personnel and Services)**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
8.	Coordinators	R 180 000	R 1 350 000	R 180 000	R 1 350 000
9.	Organiser	R 150 000	-----	R 150 000	-----
10.	Secretaries	R 80 000	R 720 000	R 80 000	R 720 000
11.	Legal Support	R 10 000	-----	R 10 000	-----
12.	Annual auditing	R 50 000	-----	R 50 000	-----
Sub-Total		R 470 000	R 2 070 000	R 470 000	R 2 070 000

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**ADMINISTRATION COST (National Office)**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
13.	Office Rental and Utilities	R 108 000	R 324 000	R 108 000	R 324 000
14.	Email Domain and Registration	R 3 000	R 27 000	R 3 000	R 27 000
15.	Tel/Fax/Email	R 20 000	R 108 000	R 20 000	R 108 000
16.	Postal and Courier	R 15 000	R 45 000	R 15 000	R 45 000
17.	Stationery	R 5 000	R 45 000	R 5 000	R 45 000
18.	Photocopying	R 5 000	R 45 000	R 5 000	R 45 000
19.	Repairs and Maintenance	R 20 000	R 45 000	R 20 000	R 45 000
20.	Sundry	R 6 000	R 18 000	R 6 000	R 18 000
<b>Sub-Total</b>		<b>R 182 000</b>	<b>R 675 000</b>	<b>R 182 000</b>	<b>R 675 000</b>

**SPECIALISED PROGRAMMES (see Appendix 1b for details)**

	ACTIVITY	COST	SOURCE	
			USAID	Other
21.	Programme 1: Support Services	R 219 150	R 98 300	R 120 850
22.	Programme 2: Policy Dialogue and Communications	R 483 962	R 261 962	R 222 000
23.	Programme 3: Research and Monitoring	R 50 000	-----	R 50 000
24.	Programme 4: Development of the NASGB	R 80 000	R 40 000	R 40 000
<b>Sub-Total</b>		<b>R 833 112</b>	<b>R 400 262</b>	<b>R 432 850</b>

**Contingency 10%**

**R 118 526**

**R 379 885**

**Financial Management (CEPD) 8%**

**R 94 821**

**R 303 908**

**Sub Total**

**R1 398 609**

**R4 482 643**

**VAT 14%**

**R 195 805**

**R 627 570**

**Year 1 - Final Total**

**R1 594 414**

**R5 110 213**

**YEAR TWO.**

**RUNNING COST (Personnel and Services)**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
1.	Coordinators	R 194 400	R 1 458 000	R 194 400	R 1 458 000
2.	Organiser	R 162 000	-----	R 162 000	-----
3.	Secretaries	R 86 000	R 777 600	R 86 000	R 777 600
4.	Legal support	R 10 800	-----	R 10 800	-----
5.	Annual auditing	R 54 000	-----	R 54 000	-----
<b>Sub-Total</b>		<b>R 507 200</b>	<b>R 2 235 600</b>	<b>R 507 200</b>	<b>R 2 235 600</b>

**ADMINISTRATION COST**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
6.	Office Rental and Utilities	R 116 640	R 349 920	R 116 640	R 349 920
7.	Tel/Fax/Email	R 21 600	R 116 640	R 21 600	R 116 640
8.	Postal and Courier	R 16 200	R 48 600	R 16 200	R 48 600
9.	Stationery	R 5 400	R 48 600	R 5 400	R 48 600
10.	Photocopying	R 5 400	R 48 600	R 5 400	R 48 600
11.	Repairs and Maintenance	R 21 600	R 48 600	R 21 600	R 48 600
12.	Sundry	R 6 480	R 19 440	R 6 480	R 19 440
<b>Sub-Total</b>		<b>R 193 320</b>	<b>R 680 400</b>	<b>R 193 320</b>	<b>R 680 400</b>

**SPECIALISED PROGRAMMES (see Appendix 1b for details)**

	ACTIVITY	COST	SOURCE	
			USAID	Other
13.	Programme 1: Support Services	R 261 250	R 121 012	R 140 238
14.	Programme 2: Policy Dialogue and Communications	R 572 921	R 333 161	R 239 760
15.	Programme 3: Research and Monitoring	R 27 000	-----	R 27 000
16.	Programme 4: Development of the NASGB	R 45 000	R 37 800	R 7 200
	<b>Sub-Total</b>	<b>R 906 171</b>	<b>R 355 973</b>	<b>R 532 998</b>

<b>Contingency 10%</b>	<b>R 119 249</b>	<b>R 333 020</b>
<b>Financial Management (CEPD) 8%</b>	<b><u>R 95 399</u></b>	<b><u>R 266 416</u></b>
<b>Sub Total</b>	<b>R 1 407 141</b>	<b>R 3 929 634</b>
<b>VAT</b>	<b><u>R 197 000</u></b>	<b><u>R 550 149</u></b>
<b>Year 2 – Final Total</b>	<b><u>R 1 604 141</u></b>	<b><u>R 4 479 783</u></b>

**YEAR THREE**

**RUNNING COST (Personnel and Services)**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
2.	National Coordinator	R 209 952	R 1 574 640	R 209 952	R 1 574 640
.	National Organiser	R 174 960	-----	R 174 960	-----
11.	Secretary	R 93 312	R 839 808	R 93 312	R 839 808
13.	Legal Support	R 11 664	-----	R 11 664	-----
14.	Annual auditing	R 56 700	-----	R 56 700	-----
	<b>Sub-Total</b>	<b>R 546 588</b>	<b>R 2 414 448</b>	<b>R 546 688</b>	<b>R 2 414 448</b>

**ADMINISTRATION COST**

Item no	ACTIVITY	COST		SOURCE	
		National	9xProvincial	USAID	OTHER
14.	Office Rental and Utilities	R 117 806	R 1 700 923	R 58 903	R 1 759 826
16.	Tel/Fax/Email	R 23 328	R 125 971	R 11 664	R 137 635
17.	Postal and Courier	R 17 496	R 52 488	R 8 748	R 61 236
18.	Stationery	R 5 832	R 52 488	R 2 916	R 55 404
19.	Photocopying	R 5 832	R 52 488	R 2 916	R 55 404
20.	Repairs and Maintenance	R 23 328	R 52 488	R 11 664	R 64 152
21.	Sundry	R 6 998	R 20 995	R 3 499	R 24 494
	<b>Sub-Total</b>	<b>R 200 621</b>	<b>R 2 057 842</b>	<b>R 100 310</b>	<b>R 2 158 152</b>

**SPECIALISED PROGRAMMES (see Appendix 1b for details)**

ACTIVITY		COST	SOURCE	
			USAID	Other
22.	Programme 1: Support Services	R 264 845	R 53 156	R 211 688
23.	Programme 2: Policy Dialogue and Communications	R 979 354	R 392 304	R 587 050
24.	Programme 3: Research and Monitoring	R 29 160	-----	R 29 160
25.	Programme 4: Development of the NASGB	R 48 600	R 34 992	R 13 608
<b>Sub-Total</b>		<b>R 1 321 959</b>	<b>R 480 452</b>	<b>R 841 506</b>

<b>Contingency 10%</b>	<b>R 112 745</b>	<b>R 541 411</b>
<b>Financial Management (CEPD) 8%</b>	<b><u>R 90 196</u></b>	<b><u>R 433 128</u></b>
<b>Sub Total</b>	<b>R 1 330 391</b>	<b>R 5 847 234</b>
<b>VAT</b>	<b><u>R 186 255</u></b>	<b><u>R 818 613</u></b>
<b>Year 3 – Final Total</b>	<b><u>R 1 516 646</u></b>	<b><u>R 6 665 847</u></b>
<b>TOTAL BUDGET</b>	<b>R 5 028 571</b>	<b>R16 255</b>
<b>843</b>		

## **APPENDIX 3**

### **DRAFT CONSTITUTION**

#### **NATIONAL ASSOCIATION OF SCHOOL GOVERNING BODIES**

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1. **NAME**

The name of the Association is the National Association of School Governing Bodies, referred to in this Constitution as “the Association”.

2. **HEAD OFFICE**

The head office of the Association shall be situated at an address determined by the National Executive Committee (NEC).

3. **DEFINITIONS**

3.1 In this Constitution, unless the context indicates otherwise:

3.1.1 “**Branch**” means a branch of the Association as contemplated in clause 15 of this Constitution;

3.1.2 “**delegate**” means, in accordance with this Constitution, a person representing a province at the National Congress or National General Council or a Branch at a Provincial Conference or Provincial General Council;

3.1.3 “**member**” means a school governing body which is a member of the Association in terms of clause 6 or a person who is a member of a structure of the Association in terms of this Constitution, as the case may be;

3.1.4 “**office-bearer**” means the Chairperson, Vice-chairperson, General Secretary or Treasurer of the NEC, a PEC or a BEC, as the case may be;

3.1.5 “**province**” means a province of the Republic as contemplated in section 103 of the Constitution of the Republic of South Africa, 1996; and

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3.1.6 “**school governing body**” means a governing body of a public school as contemplated in section 16(1) of the South African Schools Act, 1996.

#### **4. LEGAL NATURE AND PERSONALITY OF THE ASSOCIATION**

- 4.1 The Association is a body corporate existing separately from its members, with perpetual succession, capable of entering into contractual and other relations and of suing and being sued in its own name. It may hold property and other assets.
- 4.2 The Association is not formed for the purpose of carrying on any business or enterprise which has, for its object, the acquisition of gain by the members of the Association.
- 4.3 The Association alone is liable for its debts and commitments.
- 4.4 Any income or property of the Association must be applied solely towards the promotion of its objects and no proportion of the income or property may be paid or transferred, directly or indirectly, to any members of the Association or any other person, but this does not in any way prevent payment in good faith of reasonable remuneration to any officer or servant of the Association or any of its members in return for any services actually rendered.
- 4.5 No person may become entitled to any of the property or other assets of the Association solely because they are either members or office-bearers of the Association.

#### **5. OBJECTS OF THE ASSOCIATION**

- 5.1 The primary objects of the Association are:
  - 5.1.1 to improve the quality of education at public schools and to instil public confidence in public schooling;

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- 5.1.2 to strive for the establishment of a unitary, non-racial, non-sexist and democratic education system;
  - 5.1.3 to unite school governing bodies across geographic and racial divides;
  - 5.1.4 to help in the establishment of school governing bodies and to encourage committed involvement in public school governance; and
  - 5.1.5 to promote the interests of historically marginalised school communities.
- 5.2 Without limiting its primary objects in any way, the subsidiary objects of the Association are:
- 5.2.1 to promote participatory democracy in the development and transformation of the public schooling system by supporting school governing bodies in the implementation of the South African Schools Act, 1996, and other relevant education legislation and policy;
  - 5.2.2 to build school governing bodies into effective organs of civil society that can interact with each other and interface with the Government on the transformation of public schooling;
  - 5.2.3 to promote co-operation among school governing bodies, learners, educators, non-educator members of staff and parents of learners in educational matters;
  - 5.2.4 to encourage co-operation among its members, to co-ordinate the joint activities of its members, to provide a forum for achieving common goals and to promote the interests of poor and marginalised public school communities;

- 5.2.5 to pool material and non-material resources among public schools in order to effect cross-subsidisation between well-resourced and under-resourced public schools;
- 5.2.6 to promote the dissemination of information on education and relevant education policies;
- 5.2.7 to seek to enhance the management and organisational capacity of its members;
- 5.2.8 to comment on, promote or challenge any law, action, programme or policy of any authority or institution that affects its members collectively;
- 5.2.9 to promote and conduct research on education matters affecting its members; and
- 5.2.10 to do all such other things as may be in the interests of the Association and its members which are not inconsistent with these objects or any other matter specifically provided for in this Constitution.

## **6. MEMBERS AND MEMBERSHIP**

- 6.1 All school governing bodies that subscribe to the objects of the Association and subscribe to the following principles are eligible for membership of the Association:
  - 6.1.1 democracy;
  - 6.1.2 non-racialism and non-sexism;
  - 6.1.3 commitment to transformation;
  - 6.1.4 equity and redress; and
  - 6.1.5 commitment to quality education.

- 6.2 Members of the Association remain autonomous school governing bodies governed by their own constitutions but must abide by this Constitution and the policies and principles of the Association.
- 6.3 An application for membership of the Association must be made to the NEC in writing and must be approved or refused by the NEC.
- 6.4 A copy of the current constitution of any applicant for membership of the Association must be attached to the application.
- 6.5 The NEC may refuse an application for membership of the Association on reasonable grounds, but any applicant so refused is entitled to appeal against the decision to the next National Congress or National General Council which must confirm or reverse the decision of the NEC.
- 6.6 The NEC may discipline any member of the Association in the following circumstances:
  - 6.6.1 if a member's membership fees are in arrears; or
  - 6.6.2 if in the opinion of the NEC such member has materially contravened any of the objects, principles or policies of the Association or has brought the Association into disrepute.
- 6.7 The NEC may impose the following disciplinary measures:
  - 6.7.1 exclusion for a specified period from specified activities or benefits of the Association;
  - 6.7.2 suspension of membership for a specified period; or
  - 6.7.3 termination of membership.
- 6.8 Before imposing a disciplinary measure on a member of the Association, the NEC must:
  - 6.8.1 notify the member in writing of the NEC's intention to impose disciplinary measures;

6.8.2 give the member a reasonable opportunity to make representations; and

6.8.3 consider any such representations received.

6.9 Any member who is disciplined by the NEC is entitled to appeal against that decision to the next National Congress or National General Council, where the decision may be confirmed or reversed.

6.10 Any member whose membership fees are in arrears is not considered to be a member in good standing and therefore may not vote on any matter before any structure of the Association.

## **7. CONTROL OF THE ASSOCIATION**

The control of the Association is vested in the following organs in order of supremacy:

7.1 National Congress;

7.2 National Executive Committee;

7.3 National General Council;

7.4 National Working Committee.

## **8. NATIONAL CONGRESS**

### **8.1 Meetings of the National Congress**

8.1.1 The National Congress must convene at least once every three years at a date, time and place determined by the NEC. A special meeting of the National Congress must be called by the Chairperson upon resolution of the NEC or upon a written request by at least one-third of the members of the Association or by three provinces.

- 8.1.2 Three months written notice of a meeting of the National Congress must be given to each member and to each province, but in the case of a special meeting, written notice must be not less than fourteen days.
- 8.1.3 An agenda must be attached to every written notice of a meeting of the National Congress.
- 8.1.4 The quorum for meetings of the National Congress is at least half of the delegates and at least five of the provinces but each such province must be represented by at least half of its delegates.
- 8.1.5 If, within three hours of the time fixed for any meeting, or such further reasonable time not exceeding two hours determined by the NEC, a quorum is not present, the meeting stands adjourned to a time and place determined by the Chairperson, but the meeting must be reconvened within one month. At such adjourned meeting, the delegates present form a quorum. Written notice of such an adjourned meeting of the National Congress must be given to all members and provinces.

## 8.2 **Composition**

- 8.2.1 The National Congress consists of:
  - 8.2.1.1 all elected national and provincial office-bearers;
  - 8.2.1.2 ninety delegates representing provinces as specified in 8.2.2.
- 8.2.2 Each province is entitled to be represented by a minimum of five delegates.
- 8.2.3 The NEC must determine the additional number of delegates that each province is entitled to be represented by, based

proportionally on the number of members in good standing in each province.

8.2.4 The names of delegates to the National Congress must be submitted in writing to the General Secretary of the Association at least one month before the date on which the National Congress is due to take place, but in the case of a special meeting such names may be submitted in writing at the commencement of the National Congress.

8.2.5 Provincial delegates to the National Congress must include representatives of rural schools, early learning centres and learners at secondary schools.

### **8.3 Conduct of the National Congress**

The National Congress must:

8.3.1 confirm or amend the agenda;

8.3.2 consider and accept or reject the credentials of delegates;

8.3.3 consider and decide upon any amendments to the Constitution;

8.3.4 receive and consider the following reports:

8.3.4.1 the Chairperson's report;

8.3.4.2 the General Secretary's report;

8.3.4.3 the Treasurer's report and the audited financial statements of the Association;

8.3.4.4 the reports of all project heads and heads of departments;

8.3.5 consider resolutions on general and specific policy matters and any other matters deemed to be relevant to the Association;

8.3.6 elect certain members of the NEC; and

8.3.7 consider and determine any other matters that are deemed to be in the interests of the Association.

**8.4 Election of office bearers**

8.4.1 Elections of the Chairperson, Vice-chairperson, Treasurer, General Secretary and three additional members of the NEC must be made on nomination duly seconded at the National Congress.

8.4.2 Voting for these positions must be by secret ballot, but if only one nomination is received for a particular position, the candidate so nominated may be declared duly elected without a ballot being taken.

8.4.3 Members of the NEC hold office for a period of three years or until the next election.

8.4.4 Nominations for members of the NEC must be submitted to the NEC in writing at least three months prior to the date of the National Congress.

8.4.5 Only members of school governing bodies are eligible for nomination. No official of an education department at provincial level, school principal or office-bearer of a teacher organisation at provincial level is eligible for nomination.

8.4.6 The Association must appoint an electoral officer to oversee the election process. The electoral officer may appoint assistant electoral officers with the approval of the NEC.

**8.5 Voting at National Congress**

Only delegates whose credentials have been accepted may vote at the National Congress. Each delegate has one vote on any matter moved at the National Congress.

**8.6 Resolutions**

8.6.1 Resolutions to be moved by the National Congress must be submitted in writing and delivered to the General Secretary not less than two days before the National Congress is held; but the National Congress has the right to consider special resolutions.

8.6.2 Unless otherwise provided in this Constitution, every matter considered by the National Congress must be on motion duly seconded, and must be decided upon by the majority of delegates present.

**9. NATIONAL EXECUTIVE COMMITTEE**

**9.1 Composition**

9.1.1 The NEC consists of:

9.1.1.1 the Chairperson;

9.1.1.2 Vice-chairperson;

9.1.1.3 Treasurer;

9.1.1.4 General Secretary;

9.1.1.5 three additional members elected by the National Congress; and

9.1.1.6 nine further members, one appointed by each province.

9.1.2 The further members of the NEC must be appointed as soon as practicable after the National Congress and hold office for a period of one year, but may be removed from office and substituted at any time by the province which appointed them.

9.1.3 A member of the NEC may be removed by a two-thirds resolution of the NEC.

**9.2 Powers and duties**

The management of the affairs of the Association are vested in the NEC. The NEC has all such powers and duties as are necessary to fulfil the objects of the Association except where such powers or duties are expressly reserved to a National Congress by this Constitution. Without derogating from the generality of its powers and duties the NEC:

- 9.2.1 may assume all such powers as are consistent with this Constitution and necessary to realise the objects of the Association;
- 9.2.2 must interpret, implement and promote the objects of the Association;
- 9.2.3 must co-ordinate the activities of the Association;
- 9.2.4 must consider and decide upon applications for membership of the Association subject to an appeal to the National Congress or National General Council in the event of an application being refused;
- 9.2.5 must establish and fund projects and activities in accordance with the objects of the Association;
- 9.2.6 must administer the financial affairs of the Association;
- 9.2.7 may borrow or raise money and seek, canvas or apply for any financial or other assistance which in the opinion of the NEC, is in the interests of the Association;
- 9.2.8 must open and operate one or more banking accounts in the name of the Association into which all monies received must be deposited and must administer such funds;

- 9.2.9 may invest the funds and assets of the Association in funds or securities nominated by it and vary, realise and deal with such investments in its discretion;
- 9.2.10 may decide what amount of the funds should be invested and what amount should be retained for administrative and other expenses;
- 9.2.11 may acquire by purchase, lease or otherwise, any movable or immovable property on behalf of the Association;
- 9.2.12 may sell, exchange, lease or mortgage any or all of the assets of the Association;
- 9.2.13 may enter into such contracts and engage in such transactions as may be necessary to achieve the objects of the Association;
- 9.2.14 may engage and discharge a National Co-ordinator and other employees and set their terms and conditions of employment;
- 9.2.15 must appoint a competent auditor to examine and report upon the accounts of the Association at least once each year and remunerate the auditor accordingly;
- 9.2.16 must approve the annual audited financial statement or balance sheet of the Association, the annual Association budget and submit these documents to the National Congress;
- 9.2.17 may institute or defend legal proceedings in the name of the Association, appoint attorneys to act on behalf of the Association and appoint any person to sign any document in connection with legal proceedings on behalf of the Association;
- 9.2.18 may establish and dissolve provincial structures of the Association;

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9.2.19 between Congresses, may fill vacancies occurring in the position of President, Vice-president, Treasurer and General Secretary;

9.2.20 must endeavour to settle disputes which may arise within the Association;

9.2.21 may register the name and, if necessary, the Constitution and rules of the Association under any law; and

9.2.22 may determine membership fees, regulate conditions of membership and discipline members as provided for in this Constitution.

### **9.3 Powers and duties of office bearers**

#### **9.3.1 Chairperson**

The powers and duties of the Chairperson are:

9.3.1.1 to preside over all meetings of the National Congress, the NEC, the National General Council and the National Working Committee and to conduct such meetings in accordance with this Constitution; and

9.3.1.2 to sign the official minutes of all the meetings of the National Congress, the NEC, the National General Council and the National Working Committee and generally, together with other office bearers of the Association, to supervise the affairs of the Association;

9.3.1.3 all such other duties as determined by the National Congress, the NEC, the National General Council or the National Working Committee.

#### **9.3.2 Vice-Chairperson**

The Vice-chairperson must, in the absence of the Chairperson, exercise the powers and carry out the duties of the Chairperson.

**9.3.3 Acting-Chairperson**

In the event of both the Chairperson and the Vice-chairperson being temporarily unable to perform their duties, the NEC must appoint one of its members to act as Chairperson or to hold office until the Chairperson or the Vice-chairperson is able to resume duties, or in the event of the Chairperson and Vice-chairperson being permanently unable to perform their duties, until a new Chairperson or Vice-chairperson has been elected in accordance with the provisions of this Constitution.

**9.3.4 General Secretary**

The General Secretary is responsible for:

- 9.3.4.1 conducting the correspondence of the Association and tabling all such correspondence at meetings of the NEC;
- 9.3.4.2 sending out of notices and minutes of all National Congresses, meetings of the NEC, the National General Council, the National Working Committee and such other committees and sub-committees as may be appointed from time to time;
- 9.3.4.3 the preparation and circulation of annual reports of activities of the Association which must include statements of income and expenditure and a balance sheet certified by the Association's auditors, together with the auditor's report to the NEC; and
- 9.3.4.4 such other duties as determined by the National Congress, the NEC, the National General Council or the National Working Committee

**9.3.5 Treasurer**

The Treasurer is responsible for:

9.3.5.1 the supervision of the financial affairs of the Association; and

9.3.5.2 such other duties as are reasonably required of the Treasurer from time to time by the National Congress, the NEC, the National General Council or the National Working Committee.

**9.4 Meetings**

9.4.1 The NEC must meet at least twice a year on dates fixed by the General Secretary in consultation with the Chairperson. The General Secretary must, in consultation with the Chairperson, draw up an agenda for such meetings and give all the members of the NEC not less than fourteen days notice of such meeting, but no meeting of the NEC is invalid only because of the non-receipt of such notice and agenda by any member of the NEC.

9.4.2 The quorum for meetings of the NEC is at least eight members.

9.4.3 In the event of a meeting of the NEC not being quorate two hours after the time for its commencement, the meeting stands adjourned and may be reconvened not earlier than seven days thereafter and not later than ten days thereafter. At such adjourned meeting members of the NEC present constitute a quorum.

9.4.4 The annual report and audited financial statements must be placed on the agenda for consideration and approval at the NEC meeting following the preparation of the annual audited financial statements. .

9.4.5 Special meetings of the NEC must be held at the request of the National Working Committee or upon written request by not less than 40% of members of the Association. Not less than seven days notice of such a special meeting must be given to the members of the NEC. At such meeting, only those issues which occasioned the necessity of such a special meeting may be discussed.

9.4.6 All questions before the NEC are decided upon a motion duly seconded by a two-thirds majority of votes by show of hands unless such meeting decides on a secret ballot. In the event of there being less than a two-thirds majority, the motion lapses.

## 10. NATIONAL WORKING COMMITTEE

### 10.1 Composition

10.1.1 The National Working Committee consists of the Chairperson, the Vice-chairperson, the General Secretary, the Treasurer and such employees of the Association as are determined by the NEC.

10.1.2 The National Working Committee does not have the power to make or amend any policy decision of the Association, but:

10.1.2.1 is responsible for the day to day management of the affairs of the Association;

10.1.2.2 must prepare agendas as required elsewhere in this Constitution;

10.1.2.3 must consider correspondence received and refer correspondence to the NEC;

10.1.2.4 must assist the office-bearers in the exercise of their duties;

10.1.2.5 must deal with such other matters as are specifically delegated to it by the NEC in a manner consistent with decisions of the National Congress, the NEC and the National General Council.

10.1.2.6 All decisions of the National Working Committee are subject to confirmation by the NEC.

**10.2 Meetings of the National Working Committee**

10.2.1 The National Working Committee must meet at least once between meetings of the NEC. These meetings must be convened by the General Secretary in consultation with the Chairperson.

10.2.2 The General Secretary must give at least seven days notice of a National Working Committee meeting except in the case of a special meeting where two days notice must be given. Every notice of a meeting must have attached an agenda. The minutes of all meetings of the National Working Committee must be submitted to the NEC.

10.2.3 The quorum for a meeting of the National Working Committee is at least three national office-bearers.

**11. OTHER COMMITTEES**

11.1 The NEC may establish any standing committee or ad hoc committee to assist it in the performance of its functions and must determine:

11.1.1 the membership of the committee;

11.1.2 its functions; and

11.1.3 its terms of reference.

11.2 Membership of a standing committee or an ad hoc committee is not restricted to members of the NEC.

**12. NATIONAL GENERAL COUNCIL**

**12.1 National General Council**

**12.1.1 Composition**

The National General Council consists of:

12.1.1.1 all national office bearers;

12.1.1.2 the number of delegates from each province determined by the National Congress.

**12.1.2 Powers and duties**

The National General Council has such powers and duties as may be assigned to it by the NEC which include the following powers and duties:

12.1.2.1 to receive and consider the General Secretary's reports;

12.1.2.2 to review progress on the implementation of the decisions of the National Congress.

**12.1.3 Meetings**

12.1.3.1 Meetings of the National General Council must be convened at least once between meetings of the National Congress, or more frequently if it is considered necessary by the NEC, on fourteen days written notice to members and branches.

12.1.3.2 Quorum for meetings of the National General Council is:

12.1.3.2.1 at least one-half of the delegates entitled to attend;

12.1.3.2.2 at least one-half of the provincial structures  
but each such province must be represented  
by at least half of its delegates.

### **13. ESTABLISHMENT OF PROVINCIAL STRUCTURES OF THE ASSOCIATION**

13.1 The NEC may establish and confirm provincial structures of the Association to facilitate its work.

#### **13.2 Provincial Conferences**

##### **13.2.1 Composition**

A Provincial Conference consists of:

13.2.1.1 the elected provincial office-bearers;

13.2.1.2 delegates representing each Branch of the Association.  
The NEC must determine the number of delegates that each Branch is entitled to, which must include a minimum number per Branch and additional delegates proportional to the number of members in a Branch.

##### **13.2.2 Powers and duties**

A Provincial Conference has such powers and duties as may be assigned to it by the NEC but includes the following powers:

13.2.2.1 to implement and give effect to the decisions of the National Congress, the National General Council and the NEC;

13.2.2.2 to examine provincial problems and to co-ordinate activities and ways of overcoming such problems;

13.2.2.3 to facilitate and encourage co-operation of members in the province in regard to educational matters;

13.2.2.4 to consider reports of the activities of members and Branches within the province;

13.2.2.5 to elect a provincial Chairperson, Vice-chairperson, General Secretary, Treasurer and three additional members;

13.2.2.6 to establish and demarcate such Branches as are necessary to facilitate the work of the Association.

13.3 Despite anything to the contrary in this Constitution, the Provincial Conference is a subordinate body to the NEC and its decisions may be confirmed, amended or reversed by the NEC which also has the right to limit any one or more of the aforementioned powers and duties of the Provincial Conference by resolution.

**13.4 Powers and duties of provincial office-bearers**

The powers and duties of provincial office-bearers are as determined by the NEC.

**13.5 Meetings**

13.5.1 The Provincial Conference must meet at least once every three years on thirty days written notice to all the members in the province. The notice must state the agenda for the Provincial Conference, as well as its venue, date and time.

13.5.2 The quorum for meetings of the Provincial Conference are:

13.5.2.1 at least half of the delegates entitled to attend;

13.5.2.2 at least half of the Branches, but each such Branch must be represented by at least half of its delegates.

**13.6 Provincial General Council**

**13.6.1 Composition**

The Provincial General Council consists of:

13.6.1.1 all provincial office bearers;

13.6.1.2 the number of delegates from each branch determined by the Provincial Conference.

**13.6.2 Powers and duties**

The Provincial General Council has such powers and duties as may be assigned to it by the PEC which include the following powers and duties:

13.6.2.1 to receive and consider the provincial General Secretary's reports;

13.6.2.2 to review progress on the implementation of the decisions of the Provincial Conference.

**13.6.3 Meetings**

13.6.3.1 Meetings of the Provincial General Council must be convened at least once each year, or more frequently if it is considered necessary by the PEC, on fourteen days written notice to members and branches.

13.6.3.2 Quorum for meetings of the Provincial General Council is:

13.6.3.2.1 at least half of the delegates entitled to attend;

13.6.3.2.2 at least half of the Branches but each such Branch must be represented by at least half of its delegates.

#### **14. PROVINCIAL EXECUTIVE COMMITTEE**

##### **14.1 Composition**

The PEC consists of the provincial Chairperson, Vice-chairperson, General Secretary, Treasurer and three additional members.

##### **14.2 Powers and duties**

The powers and duties of the PEC are:

14.2.1 to manage the affairs of the region between Provincial Congresses;

14.2.2 to consider any matter submitted by a member or a Branch;

14.2.3 to endeavour to settle disputes within the Association; and

14.2.4 to carry out all resolutions, instructions or requests of the Provincial Congress, the NEC and the National Congress. In the event of a conflict between any such resolution, instruction or request, the PEC is bound by the decision of the NEC subject to confirmation by the National Congress.

##### **14.3 Meetings of the PEC**

14.3.1 The PEC must be convened by the provincial General Secretary in consultation with the provincial Chairperson at least four times in each year.

14.3.2 Notice of all PEC meetings together with an agenda, minutes of the previous meeting and other relevant documentation must be circulated by the provincial General Secretary to all members of the PEC at least ten days before the meeting is due to take place.

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14.3.3 The provincial General Secretary must give all members at least fourteen days notice as to the change of date of an ordinary PEC meeting and must give at least forty-eight hours notice of any special meeting of the PEC together with a written agenda specifying the issues requiring such meetings and any other relevant documentation.

14.3.4 Only such business as occasioned by the calling of a special meeting of the PEC may be discussed at such meetings.

14.3.5 PEC meetings are quorate if at least three provincial office-bearers are present. If there is no quorum within one hour of the time stipulated for the meeting, the meeting stands adjourned for seven days.

## **15. BRANCHES OF THE ASSOCIATION**

### **15.1 Demarcation of branches**

15.1.1 The PEC may demarcate its province into Branches of the Association.

15.1.2 A Branch consists of all members of the Association within the area of jurisdiction of the Branch.

### **15.2 Branch meetings**

15.2.1 Each Branch must hold an annual general meeting once a year at which:

15.2.1.1 a Branch Executive Committee (BEC) is elected, consisting of a Branch chairperson, vice-chairperson, secretary, treasurer and two additional members; and

15.2.1.2 a report of the outgoing BEC must be lodged for discussion.

15.2.2 A general meeting of the Branch may be convened on fourteen days notice by the BEC and must be convened within fourteen days if at least half of the members of the Branch so request.

**15.3 Powers and duties**

A BEC must:

15.3.1 encourage and assist in the establishment of school governing bodies and Representative Councils of Learners in schools within the area of jurisdiction of the Branch;

15.3.2 build the capacity of school governing bodies with the intention of improving the quality of public schooling;

15.3.3 attempt to resolve educational problems experienced within its area of jurisdiction in consultation with interested parties, including parents, learners, educators and non-educator staff; and

15.3.4 implement the decisions of the PEC, the Provincial Congress and the Provincial General Council.

**16. STANDING ORDERS AND RULES OF PROCEDURE AT ASSOCIATION MEETINGS**

16.1 The chair must be taken by the Chairperson or in the Chairperson's absence by the Vice-chairperson, or in the absence of both these office bearers, as the meeting decides.

16.2 Business must proceed in accordance with the agenda unless otherwise decided by the meeting.

16.3 Except as otherwise provided, all questions must be decided on motion duly seconded by a majority of votes by show of hands unless the meeting decides on a secret ballot. In the event of an equality of votes the motion lapses.

- 16.4 A ruling given by the Chairperson is final, but it is in order to move and second a motion to over-rule or rescind a ruling from the Chairperson. A majority of members or delegates present is sufficient to carry such motion, but there may be no discussion on any such motion to over-rule or rescind the Chairperson's ruling at any meeting other than a statement by the mover of the motion and a reply by the Chairperson.
- 16.5 Any member or delegate who refuses to obey the Chairperson's ruling, except in the case of clause 16.4 above, or who is deemed guilty of misconduct must, upon a vote being taken to that effect, withdraw from the meeting and the meeting has the right to suspend any such member or delegate for such period as it may think fit.
- 16.6 At all meetings at which more than fifty members or delegates are present, votes must be counted by scrutineers who are appointed by the meeting and who must record the vote and report to the Chairperson.

## **17. FINANCIAL MATTERS**

- 17.1 All funds received by the Association must be placed in one or more bank accounts in the name of the Association with a bank registered in terms of the Banks Act. All cheques, money orders or any withdrawal transaction must be signed by two signatories from a list of at least five signatories nominated for such purpose by the NEC who must inform the Association's banking institution accordingly. All financial transactions must be conducted by means of these banking accounts.
- 17.2 The financial year end of the Association is 31 December.
- 17.3 The Association must keep its financial records in accordance with generally accepted accounting practice.
- 17.4 The NEC must ensure that the Association prepares annual audited financial statements for the financial year within three months of the financial year end.

17.5 Members of the Association are entitled to copies of the annual financial statements of the Association, but are not entitled to inspect other financial records of the Association without the consent of the NEC, which consent may not be unreasonably withheld.

17.6 Any NEC member has the right to inspect any financial record of the Association.

17.7 Any donor to the Association is entitled to inspect any financial record of the Association.

**18. INDEMNIFICATION OF OFFICIALS, OFFICE BEARERS, EMPLOYEES AND COMMITTEE MEMBERS**

The office bearers, employees and committee members of the Association are indemnified by the Association against all proceedings, whether civil or criminal, and costs and expenses incurred by reason of any act or omission, done in good faith and in accordance with this Constitution in performance of their duties on behalf of the Association and they are not personally liable for any of the debts of the Association.

**19. DISSOLUTION**

19.1 The Association may be dissolved by a resolution at a National Congress at which 75% of the votes cast are in support of such dissolution.

19.2 The notice convening such a National Congress must state that a motion to dissolve the Association is to be put at the National Congress. It is not competent for a National Congress to waive the requirements of notice in terms of this clause.

19.3 Upon the winding-up and dissolution of the Association the assets of the Association remaining after the satisfaction of its liabilities must be given or transferred to such other association, society or institution or any combinations of them which must :

19.3.1 be a non-profit organisation of a public character;

19.3.2 be in the Republic of South Africa;

19.3.3 have objects similar to the Association's objects; and

19.3.4 be determined by the members of the Association at or before the time of the Association's dissolution, or failing such determination, by the Division of the High Court of South Africa having jurisdiction.

## 20. **AMENDMENTS TO THE CONSTITUTION**

20.1 This Constitution may only be amended by way of a resolution to amend, taken at a National Congress at which 75% of the votes cast at such meeting are in favour of the amendment.

The notice convening a National Congress at which a motion to amend this Constitution is put forward must set forth fully the amendment or amendments to be proposed at such National Congress, but the provisions of this clause may be waived by a resolution at such National Congress at which 75% of the votes cast are in support of such a waiver.

## APPENDIX 4

# Proposed Programme for the Launch of the NASGB

Tentative date: 12-14 January 2001

### *DAY ONE: FRIDAY*

- 15h00 - 17h00: Arrival and Registration  
18h00 - 20h00: Official Opening of the Conference

*Programme Directors: Miriam Sekgabutla and Nilson Makobe*

1. National Anthem : Nkosi Sikelel' i  
Africa
2. Welcome and Introduction of Guests : Reginald Chiliza
3. Historical Background : John Pampallis
4. Keynote Address : Thabo Mbeki
5. Closing Remarks

20h00 Dinner

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### *DAY TWO: SATURDAY*

- 07h30 - 08h30: Breakfast  
08h30 - 09h00: Report on the State of Affairs and Current Processes  
: Victor Mathonsi  
09h00 - 11h00: Pledges : Prof. Kader Asmal  
Minister of Education  
11h00 - 11h30: Tea  
11h30 - 13h00: Break-away Groups (Commissions) : Constitution, POA  
Budget (Facilitators)  
13h00 - 14h00: Lunch

NASGB – Launch Programme

14h00 - 15h30: Reports from Commissions and Discussion  
15h30 - 15h45: Tea  
15h45 - 17h00: Discussion continues  
18h00 - 19h00: Supper

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***DAY THREE: SUNDAY***

*Chairperson: Reginald Chiliza*

07h30 - 08h30: Breakfast  
08h30 - 09h00: Adoption of the Resolutions  
09h00 - 10h00: Caucus  
10h00 - 11h00: Elections of the Executive Committee  
1100: Closing Remarks, Media Address and Departure

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**APPENDIX 5**  
**MINUTES OF THE MEETING**  
**OF**  
**THE**  
**NATIONAL ASSOCIATION**  
**OF SCHOOL GOVERNING BODIES (NASGB)**

**TASK TEAM**  
**06 May 2000**

**CEPD Boardroom, Braamfontein, Johannesburg**

**INTRODUCTION**

These minutes when adopted will serve as a record of proceedings of the first meeting of the Task Team of the National Association of School Governing Bodies (NASGB). The Task Team was set up to lead the preparation for the official launch of the NASGB. The meeting-cum-workshop was held on 6 May 2000 at the CEPD offices. It was attended by all representatives of the Task Team and representatives of the Centre for Education Policy Development, Evaluation and Management (CEPD) and Education Foundation.

The meeting was the first of four such meetings of the Task Team which are to be held before the end of August 2000. These meetings have been made possible by funds donated to the NASGB by the USAID.

**The objectives of the meeting were to:**

- enable the Task Team to reflect on the challenges that have been faced by the Steering Committee to officially launch the NASGB to date;
- evaluate the progress made by the NASGB in the process of building the Association in the provinces;
- discuss and propose amendments to the Draft Constitution; and
- develop a programme of action for the three meetings that are to follow.

The following sections of the minutes reflect discussions and decisions made in the meeting.

**SESSION ONE**

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ATTENDEES:

Mr Victor Mathonsi	NASGB
Ms Tsakani Chaka	CEPD
Mr Salim Vally	Wits Education Policy Unit
Nilson Makobe	NASGB
Mr Funda Mani	Free State Province
Mr Moeketsi Sithole	Free State Province
Ms Miriam Sekgabutla	Northern Province
Mr A.P Mokgawa	Northern Province
Mr John Pampallis	CEPD
Mr Rapule Thage	North West Province
Mr Hubert Mveli	North West Province
Mr Firoz Patel	Education Foundation
Ms Ntombi Mxenge	Mpumalanga Province
Mr Siphwe Thusi	SANCO
Ms Samiera Zafar	CEPD
Mr Thabiso Matia	Gauteng Province

**1. OPENING AND WELCOME: Chairperson**

The official opening and welcome was done by the Director of the CEPD, Mr John Pampallis. Mr Pampallis thanked all those present for attending. Special thanks were extended to USAID for their support.

**2. APOLOGIES:**

Samiera Zafar of the CEPD was to arrive late due to a prior commitment.

**3. AMMENDMENTS TO THE AGENDA**

Mr Pampallis tabled the agenda and the following amendment was proposed. The Election of Task Team Chairperson was added as agenda item 8.

**4. BACKGROUND AND INTRODUCTION TO NASGB TASK TEAM**

Mr Pampallis provided a background and history of the NASGB. He indicated that two years have passed since the first initiative to launch the NASGB. Mr Pampallis mentioned that the Steering Committee that has been established at the founding workshop in 1997 has met a number of times but has had no funding for the NASGB activities. He indicated that on 4 January 1999 Mr Lawrence Tsipane, who was then the Co-ordinator of the NASGB, approached him to temporarily accommodate the NASGB within the CEPD. The CEPD agreed and Mr Victor Mathonsi, the National Co-ordinator of the Association, has been co-ordinating the affairs of the NASGB from this office. Mr Pampallis indicated that if the NASGB continues to be housed by the CEPD after it is officially launched, CEPD would expect a rental.

Mr Pampallis reported that the USAID have agreed to fund four Task Team meetings and one Steering Committee meeting of the Association. They agreed to fund transportation and two nights hotel accommodation for provincial representatives to Task Team meetings and the Steering Committee meeting. The CEPD has offered to provide technical assistance to the Association. Ms Zafar will record the proceedings of the meetings and compile a report. The CEPD will arrange and host the meetings of the Task Team. Mr Pampallis also mentioned that the launch has been the subject for deliberations in Steering Committee meetings but the absence of the necessary resources made it impossible.

### Discussion

Mr Pampallis facilitated the discussion on funding for Task Team meetings. He and Mr Mathonsi proposed that participation of the provinces could be increased by budgeting for a single night's accommodation for two provincial representatives, viz. Co-ordinators and the Chairpersons of the provincial structures. The meeting agreed unanimously.

The meeting identified the following key areas of focus as part of the preparation for the launch.

- ◆ **The Draft Constitution:** The Constitution was to be dealt with by the legal team led by Mr Brendon Barry in consultation with the Task Team.
- ◆ **The Programme of Action:** Mr Mathonsi should draft it and present it to the next meeting of the Task Team scheduled for 3 June 2000.

Ms Ntombi Mxenge noted with concern that it is only the provinces that are in proximity to Gauteng that are benefiting from such meetings. Ms Miriam Saohatse-Sekgabutla agreed and suggested that mechanisms to consult provinces that could not attend these meetings should be explored.

### 5. ***PROGRESS AND CHALLENGES FACING THE NASGB (PROVINCIAL AND NATIONAL)***

Mr Mweli's input was based on his experience and knowledge of the NASGB in the North-West Province in particular. He reiterated Mr Pampallis' concern that two and half years have passed since the initiative to launch the NASGB and expressed concern that the process has not been concluded to date. He pointed out that governing bodies of the former Model C schools are more organised and operate under a national federation, FEDSAS.

Mr Mweli indicated that provinces were at different stages in consolidating the formation of provincial structures. Whilst the Western Cape has adopted a Constitution other provinces have not got that far. He indicated that these differences should be viewed as a challenge to the Steering Committee and NASGB Task Team. He argued in favour of bringing provinces up to speed so that the developments towards the NASGB within the various provinces are more or less the same. He was of the opinion that the NASGB should co-ordinate the

work of the provincial structures and that a programme to assist struggling provinces should be developed as a matter of urgency. Provinces needed assistance to re-establish SGBs where they have become defunct.

Mr Mveli said that he was aware that at present the majority of the provincial structures are co-ordinating SGB elections. He challenged the NASGB by saying that the Association needs to make itself felt. He indicated that certain provinces were looking to the National Association for assistance. The Association should set itself clear outcomes and attempt to achieve them. This would also give an indication of the Association's progress to the funders.

### **Discussion**

The discussion that followed focused on possible strategies to popularise the NASGB. Mr Salim Vally stated that the current round of SGB elections could be used as a platform to make communities aware of the NASGB. He suggested that the NASGB be included as an item on the agenda for the current SGB elections and that the newly elected SGBs should be encouraged to contact the Association. Mr Vally indicated that pamphlets would be a cost-effective way of reaching the schools.

Mr Mokgawa mentioned that the NASGB has not established a network to market itself. Mrs Saohatse-Sekgabutla indicated that there have been some efforts in the Northern Province to market the NASGB but there has been little co-ordination. She requested that the interim structure should take the lead in the marketing of the NASGB. In the North-West, for example, the MEC addressed the officials about the independent school governing bodies' associations (NASGB and FEDSAS).

Mr Firoz Patel asserted that the Task Team should keep its focus on funding and secure funding for the NASGB. He saw the forth-coming local government elections as an avenue to popularise the Association.

It was agreed that the Task Team should concentrate their efforts on strengthening the provincial structures because they are in direct contact with the SGBs and that Mr Mathonsi should co-ordinate this activity. Provincial reports should be tabled at this forum and this should include reports of provinces that are unable to attend.

### **6. DRAFT CONSTITUTION**

Mr Mathonsi made input on the draft Constitution. He raised several questions for consideration by the meeting and pointed to issues on which the Constitution remained unclear.

A key question was whether the Association should have one over-arching national Constitution or should every province and all the other sub-structures have their own Constitutions.

Extension of membership in the Association to other organisations – for example, religious, learner, labour, etc. – was also raised. Mr Mathonsi saw the need to draw a distinction between the membership of SGBs and affiliates within the Constitution. He pointed out that the draft Constitution did not cover this adequately. He further indicated that the composition of the National Education Co-ordinating Committee (NECC) and the NASGB should not be confused.

The Constitution was also unclear with regard to subscription and whether SGBs would subscribe directly to the NASGB. The CEPD agreed to provide technical assistance in the management of funds and to oversee the auditing of these funds.

The relationship between the different levels of the Association was not spelt out in the Constitution. More general issues like the term of office of office-bearers, the definition of stakeholders and international relations of the Association needed to be spelt out in the Constitution.

The Chairperson entertained discussion on Mr Mathonsi's input and invited comments and amendments to the Constitution from the house.

Mr Vally indicated that the Association should adopt a framework similar to that of Government which allows provinces to develop Constitutions, provided that they are in line with the national Constitution. Mr Mveli agreed that the Association should adopt a flexible framework, to allow provinces, districts and circuits to deal with their peculiarities. Mr Patel argued that the Association needed to operate from one Constitution and that provincial peculiarities could be addressed through delegation and devolution of power. The meeting decided that the Association should have a single Constitution which should be used by all tiers of the Association.

On the question of affiliation, Mr Sipiwe Thusi suggested that affiliation be extended to other organisations. He explained that the Association needed to develop relationships with organisations that shared similar views and objectives. Mr Vally argued that organisations that were affiliated to the NASGB could stifle the Association. However, he added that it would be important for the Association to co-operate with other organisations.

The meeting resolved that membership of the Association should be restricted to SGBs and that the Association would seek partnerships with other organisations for joint projects where relevant.

There was substantial discussion on the nomenclature to be attached to the different tiers of the Association. Mr Thage suggested that the word “national” be removed from [N]ASGB as all tiers of the Association would feel a part of the organisation. The inclusion of the word “National” could create the impression of a federation. The meeting decided to retain the name NASGB for the national structure.

Two options were considered for the nomenclature of the provincial structures. One view was that the name of the provinces should precede that of the Association e.g. Mpumalanga Association of School Governing Bodies. A second view was that the name of the provinces should follow that of the Association e.g. National Association of School Governing Bodies (Mpumalanga). The meeting supported the second option.

The meeting decided on the following protocol for contacts with the media. Matters that concerned the national and provincial structures should be responded to by each of these tiers respectively. Matters that affected both tiers should be responded to jointly by the national office and the relevant provinces. However, processes should be in place to ensure that the national chairperson was aware of developments in the provinces. This would guard against sending conflicting messages to the public.

The issue of representation to congress by provinces is a difficult one given the vast differences in provinces with respect to geographical size, demarcation of educational regions, districts, etc. For example, a region in one province may constitute a district in another province. It was decided that the Technical Committee should give thought to this. In addition, provincial delegates were requested to bring suggestions on this issue to the next meeting of the Task Team.

The meeting mandated the Technical Committee that had been set up to work on the Constitution. The Technical Committee should convene and propose amendments to the Constitution based on the decision taken by the Task Team.

Funding for the long-term sustainability of the Association was discussed at length. Mr Pampallis indicated that there was the possibility of securing funding from USAID to fund the initial activities of the Association in the first few years.

Affiliation fees were considered as a source of income for the Association. After much discussion the meeting agreed that affiliation fees should be paid directly into a national account and that National will allocate a portion to itself and re-allocate the funds to the provinces. The amounts to be re-allocated to provinces should be in line with the contributions made by provinces and the size of provincial membership. The provincial structures would be responsible for the distribution of funds to NASGB structures within the province.

The meeting mandated the Technical Committee to develop proposals on the affiliation fee and consider whether a flat rate or a fee structure based on the socio-economic status of schools should be adopted.

It was decided that provinces could engage in fund-raising provided that there was no conflict of interest with the fund-raising activities at national level. Provinces were required to be transparent about the funds that were raised. Only the national office should undertake interaction with international donors.

The meeting agreed that all financial records of the various tiers of the NASGB should be externally audited.

7. ***ELECTION OF THE CHAIRPERSON***

The meeting unanimously elected Mr Mweli as the new Chairperson of the Task Team. He was to work closely with Mr Mathonsi.

8. ***CLOSURE***

Mr Pampallis thanked all for their participation.

9. ***DATE OF THE NEXT MEETING: 3 JUNE 2000***

**MINUTES OF THE MEETING  
OF  
THE NATIONAL ASSOCIATION  
OF SCHOOL GOVERNING BODIES (NASGB)**

**TASK TEAM  
3 JUNE 2000**

**CEPD, Braamfontein, Johannesburg**

**INTRODUCTION**

These minutes when adopted will serve as a record of proceedings of the second meeting of the Task Team of the National Association of School Governing Bodies (NASGB). The meeting was held on 3 June 2000 at the CEPD offices. The meeting was attended by representatives of the Task Team, representatives of the Centre for Education Policy Development, Evaluation and Management (CEPD) and members of the Technical Sub-Committee.

The meeting was the second of four such meetings that are to be held before the end of August 2000. These meetings have been made possible by funds donated to the NASGB by the USAID.

The purpose of the meeting was to:

- ◆ Review the draft Constitution with respect to the amendments that were proposed by the first Task Team Meeting, the Technical Committee and the legal team.
- ◆ Discuss a draft *Programme of Action* for the Association for a period of three years.

The following sections of the minutes reflect discussions and decisions made in the meeting.

***1. SESSION ONE***

**ATTENDEES:**

Mr Victor Mathonsi  
Nilson Makobe  
Mr Funda Mani  
Mr Ben Khabele  
Mr Vincent Maruma  
Mr Bob Mmola  
Mr M.D Disolwane

NASGB  
Gauteng Province  
Free State Province  
Free State Province  
Northern Province  
Northern Province  
Northern Province

Mr John Pampallis  
Mr Rapule Thage  
Mr Hubert Mveli  
Mr Solly Maphaila  
Mr Firoz Patel  
Ms Samiera Zafar  
Mr Thabiso Matia

CEPD  
North West Province  
North West Province  
Technical sub-Committee  
Education Foundation  
CEPD  
Gauteng Province

Mr John Pampallis opened the meeting and welcomed all present. Mr Mveli was to arrive late.

## *2. APOLOGIES*

Ms Miriam Soahatse-Sekgabutla and Mr Mokgawa were represented by Mr M.D. Disolwane, Mr Vincent Marumo and Mr Bob Mmula. Ms Ntombi Mxenge from Mpumalanga could not attend due to ill health and her companion Mr Solly Ranamane had to attend funeral arrangements at home.

## *3. AMENDMENTS TO THE AGENDA*

Mr John Pampallis tabled the agenda and the following amendments were proposed. A *report from the Technical Committee* and *Provincial Reports* were added.

## *4. ADOPTION OF MINUTES – 06.05.2000*

A motion for the adoption of the minutes was moved by Mr Nilson Makobe and seconded by Mr Victor Mathonsi.

## *5. MATTERS ARISING*

Mr Mathonsi indicated that he had consulted with the provinces which are not represented on the Task Team. This was done through fax and telephone conversation.

Mr Mathonsi was mandated to get those provinces which were not on the Task Team to forward progress reports.

## *6. REPORT FROM THE TECHNICAL TEAM*

Mr Firoz Patel gave a brief report-back on the work of the Technical Sub-Committee. meeting held on 15 May 2000 at the CEPD. The meeting was attended by Mr Victor Mathonsi, Mr Firoz Patel, Mr Salim Vally and Ms Samiera Zafar.

The meeting had the following response to the Technical Sub-Committee:

### **Representation to Congress**

- ◆ The Technical Sub-Committee recommended that the provincial delegation to Congress should have 50% representation of women. The Task Team suggested that the recommendation should be flexible and read: ... target of 50 % women representatives.
- ◆ The Technical Committee should consider ways of determining representation in terms of gender, people with disability, rural, learner, etc.
- ◆ The meeting also proposed that a clause should be added in the Constitution that allows the NEC to determine the ratio of provincial representation to the size of membership in each of the provinces.

### **Office bearers**

The meeting agreed that office bearers of teacher unions and learner organisations, principals and officials of the Department of Education dealing with school governance should not stand for elections.

### **Term of Office**

The national office bearers shall hold office for three years. However, the Constitution needs to specify the term of office for district and provincial level office bearers.

## ***7. PRESENTATION OF THE DRAFT CONSTITUTION***

Brendan Barry, a lawyer, addressed the meeting and sought clarity on the following issues in order to finalise the Constitution. Some of these issues are also captured in the footnote of the second draft Constitution.

The legal team required clarity on the following key issues.

### **The Structure of the NASGB**

- ◆ The meeting decided that the NASGB should be a unitary structure with one Constitution which guides all the activities of the Association at all levels. It was suggested that the provincial structures may establish their own sub-structures in line with their peculiarities.
- ◆ The meeting also agreed that all funds should be managed and administered at national level.
- ◆ It was also suggested that provinces should have conferences instead of congresses.

### **Representivity**

- ◆ The legal team required clarity on the representivity and status of individuals who were a minority with their SGBs but who sought membership on the NASGB. Special membership needed to be defined.

- ◆ The meeting agreed that such members would not be able to join the NASGB as the process may prove to be extremely complicated and difficult if not impossible. Only SGBs would be allowed to be members, not individuals. The NASGB should, however, play an empowering role to individual supporters of the Association but whose SGBs are not members.

### **Legal Status of the NASGB**

- ◆ The legal status and personality of the organisation needed to be clarified. The organisation should constitute itself within the Non-Profit Organisations Act as a *voluntary organisation*.

According to Constitutional provision of the draft, if delegates do not form a quorum within three hours of the stipulated time, the Congress stand to be postponed. This was viewed as short-sighted because the provision does not take into account the country's transport system which is not efficient.

The meeting suggested that the Technical Committee should go back and finalise those areas and submit them to the legal team.

The meeting also suggested that Mr Mathonsi should send the second draft to all the provinces for comments prior to the next meeting of the Task Team.

### **8. PRESENTATION OF THE PROGRAMME OF ACTION**

Mr Mathonsi tabled a proposed programme of action for the first three years of the NASGB.

The meeting recommended that the Programme of Action should focus on building the capacity of members of the Association. The meeting suggested that Mr Mathonsi, together with the Technical Sub-Committee, should re-work the draft and present it to the next Task Team meeting. The focus should be in line with the aims and objectives of the Association as stipulated in the Draft Constitution, especially on issues of capacity-building.

### **9. CO-ORDINATOR'S PROGRESS REPORT**

#### **9.1 Report on the meeting with the DoE (EMGD-Directorate)**

Mr Mathonsi reported that he had a meeting with the above-mentioned directorate on 19 May 2000, at the DoE. He mentioned that the Department has shown interest in supporting the Association. He further mentioned that the Directorate felt that it was important to provide an expert to support the Association who would also help to identify areas where the Department can intervene. Mr Mathonsi mentioned that he was advised by the Department to draft a proposal which details a list of expectations from the Department for the Ministry's attention. He indicated that the specialist, Mr Bafana Morodi, who is also a First Education Specialist at the

Directorate, has already visited the NASGB office and his support was very encouraging.

## 9.2 Media

Mr Mathonsi reported that the Department has contracted Vuleka Productions in its campaign for elections of SGBs. He mentioned that the Association participates in all programmes, which are scheduled to run for twelve weeks.

He added that the Association was invited to participate in a debate on corporal punishment at a television programme (Two-Way) and that the Association was represented by fifteen persons from four provinces – namely: Northern Province, Mpumalanga, Gauteng and the North West – as well as members of the Task Team.

## 9.3 National Teacher Awards

Mr Mathonsi reported that the Department required the NASGB to play an active role in the recently launched National Teacher Awards scheme. It should be involved in the nomination and selection of educators for these awards. Participation in this process will require all tiers of the Association and the final event will be held on 5 October 2000 to complement World Teachers Day. It was suggested that Mr Mathonsi should liaise with the DoE and obtain information on the provincial co-ordinators in each of the provincial departments. Victor to forward this information to provincial NASGB representatives.

## 9.4 Submissions

Victor expressed concern that despite the circulation of Bills that required comments from the NASGB, he had received no responses from provinces. He indicated that he had received a request from the National Assembly's Portfolio Committee on Education to forward the NASGB submission on the South African Council for Educators (SACE) Bill which he did. He added that the Parliamentary Monitoring Group had further requested the NASGB to send an electronic copy of the submission.

## 10. *PROVINCIAL REPORT*

**Free State:** Of the twelve provincial districts, ten had been launched as had the provincial structure. It was also reported that a meeting with the MEC for Education in the province was in the pipeline.

It was reported that the Chairperson of the NASGB in the province had been invited to provide support to SGBs in a number of schools. The province has no banking account.

**Northern Province:** The provincial structure was established in 1998 and all regions were represented. Roadshows to popularise the Association were

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undertaken. The province has opened a banking account but the money has not been touched.

**North West:** The provincial structure was established in 1998 in a forum where all districts were represented by five delegates each. All districts have launched and this has also filtered into some circuits.

The province has opened a banking account at the First National Bank (FNB).

**Gauteng:** Gauteng has an interim structure that was not officially launched. The structure has not been able to hold regular meetings due to the elections that are currently taking place. It was reported that a programme of action is in place and will be implemented after the elections have been concluded.

The province does not have any banking account.

**11. ANY OTHER BUSINESS**

Victor to convene a meeting with SADTU in response to their request for a meeting with the NASGB.

**12. CLOSURE**

There was no further business. The Chairperson officially closed the meeting and thanked all participants. The meeting closed at 16 h00.

**DATE OF NEXT MEETING:** 1 July 2000.

7.5

**MINUTES OF THE MEETING  
OF  
THE  
NATIONAL ASSOCIATION  
OF SCHOOL GOVERNING BODIES (NASGB)**

**TASK TEAM  
1 July 2000**

**CEPD, Braamfontein, Johannesburg**

**INTRODUCTION**

These minutes serve as a record of proceedings of the meeting of the third meeting of the Task Team of the National Association of School Governing Bodies (NASGB). The meeting was held on 1 July 2000 at the CEPD offices. The meeting was attended by representatives of the Task Team, the Centre for Education Policy Development, Evaluation and Management (CEPD) and members of the Technical Sub-Committee.

The meeting was the third of four such meetings that are to be held before the end of August 2000. These meetings have been made possible by funds donated to the NASGB by the USAID.

The purpose of the meeting was to:

- ◆ review the draft Constitution with respect to the amendments that were proposed by the second Task Team Meeting, the Technical Sub-Committee and the legal team;
- ◆ discuss a draft three year *Programme of Action* for the Association;
- ◆ report on progress made in different provinces, and
- ◆ plan for the last meeting of the Task Team.

The following sections of the minutes reflect discussions and decisions made in the meeting.

**ATTENDEES:**

Mr Victor Mathonsi  
Mr Salim Vally  
Mr Funda Mani  
Mr Ben Khabele  
Ms Miriam Sekgabutla

NASGB  
Wits Education Policy Unit  
Free State Province  
Free State Province  
Northern Province

Mr A.P Mokgawa  
Mr John Pampallis  
Mr Rapule Thage  
Mr Hubert Mveli  
Mr Firoz Patel  
Ms Ntombi Mxenge  
Ms Samiera Zafar

Northern Province  
CEPD  
North West Province  
North West Province  
Education Foundation  
Mpumalanga Province  
CEPD

*1. OPENING AND WELCOME*

- ◆ Mr Hubert Mveli did the opening and welcome.

*2. APOLOGIES*

- ◆ Mr John Pampallis was represented at the meeting by Godwin Khosa, Mr Aubrey Matlole and Mr Solly Maphaila

*3. ADOPTION OF THE AGENDA*

- ◆ Item 14.1 was added.

*4. ADOPTION OF THE MINUTES OF THE PREVIOUS MEETING (3 June 2000)*

- ◆ A motion for the adoption of the minutes was moved by Mr Khabele and seconded by Ms Samiera Zafar.

*5. MINUTES OF THE TECHNICAL SUB-COMMITTEE MEETING*

- ◆ Mr Mathonsi reported that he and Mr Pampallis had met and that both of them had had a subsequent meeting with Mr Brendan Barry to thrash out critical areas of the Constitution.

*5.1. MATTERS ARISING*

After an intense debate, the issue of excluding educators who hold positions in teacher organisations and departmental officials who deal with school governance from standing for elections to the structures of the NASGB was referred to the National Steering Committee meeting which is currently scheduled for 26 August 2000.

*6. PRESENTATION OF THE DRAFT CONSTITUTION*

*6.1. CLAUSE 6.6 OF THE DRAFT CONSTITUTION*

The word *expel* was seen to be too harsh and it was suggested that the Constitution should provide for the NEC to determine processes of dealing with SGBs in question and alternative methods of minimising benefits from the NASGB. A clause should be included which provides for SGBs to make representation before action is taken.

## 6.2. REPRESENTATION TO THE CONGRESS

- 6.2.1. It was agreed that the NEC should determine the number of delegates from each province based on the level of organisation.

## 6.3. POWERS AND DUTIES OF OFFICE BEARERS:

- 6.3.1. It was agreed that the position of the General Secretary should not be a full-time position and that there should be no Assistant General Secretary.
- 6.3.2. The Task Team rejected the Technical Sub-Committee's proposal of employing a capable CEO of the organisation as a full-time employee. However, it was suggested that a clause should be built in that provides for the appointment of other officials and conditions. The term 'CEO', it was felt, would result in unrealistic expectations with regard to remuneration. The term National Co-ordinator was felt to be better.
- 6.3.3. Clause 9.2.20. of the draft Constitution was deleted and it was suggested that the NEC delegates such powers to the provincial executive council.

## 6.4. OTHER ISSUES

- 6.4.1. With reference to the minutes of the Technical Sub-Committee, the meeting agreed with the proposal that in the event that the quorum is not achieved within three hours of fixed time for a Congress, the NEC should determine whether to extend time by a maximum of two hours. If the quorum is not achieved within the extended time, the meeting will be adjourned.
- 6.4.2. It was strongly felt that the Constitution should include the clause under primary objectives, which articulates the need for a 'voice' for SGBs.
- 6.4.3. It was suggested that the Constitution should also define a branch; however, provinces should be given powers to determine their demarcations based on their own system.
- Such a branch should be determined on a minimum basis in terms of the number of schools, which should be at least 100 schools.
- 6.4.4. It was also suggested that delegates to the Congress should carry the mandate of provinces not branches and this should be built into the Constitution. The NEC should do pre-delegation checks before the Congress.

## 7. PRESENTATION OF THE DRAFT PROGRAMME OF ACTION

Mr Mathonsi presented an improved draft Programme of Action. Mr Khosa facilitated the deliberation on the Programme of Action and amendments were made. It was then suggested that the Mr Mathonsi and the Technical Sub-Committee should re-work the

draft Programme of Action and compile a proposal. This should include an administrative budget.

## **8. PROVINCIAL REPORTS**

### **1. The Northern Province**

Presented the same written report that had been presented in previous meeting, as the provincial representative had nothing new to report.

### **2. Free State**

Held a Provincial Congress 17 June 2000. Elections of SGBs are in progress and will be concluded on 18 July 2000. The Association enjoys recognition by the Free State Department of Education. An Appointment with the Deputy Minister of Education Father Smangaliso Mkhantswa has been secured for 7 July 2000 in an effort to promote the concept of Makgotla (community education parliaments).

### **3. North West**

Mr Mveli has communicated with his district counterparts to organise forums of SGBs which he will address about the state of affairs.

### **4. Mpumalanga**

Very little development was reported about Mpumalanga. However, a programme has been put in place and consultation with district officials and structures will follow soon.

### **5. Northern Cape**

The Department of Education has employed a person to deal with school governance, and establishing SGB clusters/associations is part of his job description. All the necessary documents have been sent to him and contacts with Co-ordinators of other provinces have been reported.

### **6. Western Cape**

The structure is operating well and a general council meeting was underway. In addition, Mr Allan Liebenberg, who was formerly the Organising Secretary in the province, has been reinstated on his return to the Western Cape after a long absence. The elections of SGBs have not started.

### **7. Eastern Cape**

No report was submitted. However, Ms Mbontsi, the Provincial Co-ordinator has briefed Mr Mathonsi about the state of affairs in the province. The structures are in place and provincial meetings are held regularly. The elections of SGBs have not started.

## 8. KwaZulu-Natal

No report was submitted due to the Chairperson's ill health.

## 9. Gauteng

Gauteng has concluded its election processes. The programme of action is in place and restructuring of the structures will be done as soon as possible. The Greater Soweto SGBs has already inaugurated the newly elected SGBs with the Deputy Minister of Education being the guest speaker.

## 9. NATIONAL REPORT

- ◆ Mr Mathonsi has sent the draft documents to all provinces. This was done through the e-mail and post.
- ◆ The Technical Sub-Committee has met with a SADTU representative who was invited to present their procedure on financial administration and distribution to the tiers.
- ◆ **Media:** It was reported that the process of mobilising the communities through community radio stations is still continuing and the NASGB is actively participating. Mr Firoz Patel had been invited to represent the Association and the producers have expressed their appreciation of the way in which he handled questions and comments.
- ◆ **National Teacher Awards:** It was reported that the NASGB has been requested to play a central role in the selection process. It should participate at all levels, regional, provincial and national. It was also mentioned that the Department of Education has requested Mr Mathonsi to provide a name or two of people who will play a role at national level.
- ◆ Mr Mathonsi mentioned that he attended a workshop on **Partnership in Education** which was organised by the national Department of Education and independent schools.

## 10. GENERAL COMMENTS

The Association should intervene in the KwaZulu-Natal election system.

Former Model C schools are beginning to see the importance of joining the NASGB. In fact, they are identifying themselves with the ordinary public schools.

The average fee collected by the Northern Province might need to be refunded to the SGBs concerned after the launch of the Association, especially if the amount charged per school is less than that is currently charged by the province.

*11. PLANS FOR THE NEXT MEETING*

- ◆ Finalising the Draft Constitution
- ◆ Finalising the proposed Programme of Action
- ◆ Adopt the Proposal
- ◆ Programme for the launch

*12. AOB*

- ◆ FEDSAS' request for a meeting with the NASGB - should write a formal letter indicating the status and purpose of the meeting.
- ◆ The NASGB should participate in the National Teacher Awards selection process as proposed by the National Department of Education.
- ◆ CEPD to develop a booklet on the *rights of parents* and would welcome the participation of the Association.

CLOSURE: 16h00

- ◆ The Chairperson officially closed the meeting and thanked all participants

**DATE OF THE NEXT MEETING: 5 AUGUST 2000**

**MINUTES OF THE MEETING  
OF  
THE  
NATIONAL ASSOCIATION OF SCHOOL GOVERNING BODIES  
(NASGB)**

**TASK TEAM  
5 August 2000**

**CEPD, Braamfontein, Johannesburg**

**INTRODUCTION**

These minutes when adopted will serve as a record of proceedings of the fourth meeting of the Task Team of the National Association of School Governing Bodies (NASGB). The meeting was held on 5 August 2000 at the CEPD offices. Representatives of the Task Team, the Centre for Education Policy Development, Evaluation and Management (CEPD) and members of the Technical Sub-Committee attended the meeting.

The meeting was the fourth and the last meeting of the Task Team. These meetings have been made possible by funds donated to the NASGB by the USAID.

The purpose of the meeting was to:

- ◆ discuss the Programme of Action and to make a proposal to the Technical Sub-Committee which would then fine-tune the proposal before the Steering Committee meeting which is scheduled for 2 September 2000.

The following sections of the minutes reflect discussions and decisions made in the meeting.

**ATTENDEES:**

Mr Victor Mathonsi	NASGB
Mr Salim Vally	Wits Education Policy Unit
Mr Funda Mani	Free State Province
Mr Ben Kgabele	Free State Province
Ms Miriam Sekgabutla	Northern Province
Mr A.P Mokgawa	Northern Province
Mr John Pampallis	CEPD
Mr Rapule Thage	North West Province
Mr Hubert Mweli	North West Province
Mr David Masondo	Technical Sub-Committee

Mr Firoz Patel  
Ms Ntombi Mxenge  
Ms Samiera Zafar  
Mr Lineo Kekana

Education Foundation  
Mpumalanga Province  
CEPD  
Gauteng Province

### *1. OPENING AND WELCOME*

Mr Hubert Mveli officially opened the meeting.

### *2. APOLOGIES*

Mr Nilson Makobe, Mr Thabiso Matia, Mr Solly Maphaila, Ms Miriam Sekgabutla, Mr Solly Ranamane and Mr Aubrey Matlole.

### *3. ADOPTION OF THE MINUTES*

- Date for the Free State provincial congress should be specified and the position of the CEO should be renamed *National Co-ordinator*.
- The issue of officials of teacher unions and departmental officials standing for office in the NASGB was deferred to the National Steering Committee.

### *4. PROVINCIAL REPORTS*

#### **MPUMALANGA by Ms Ntombi Mxenge**

- The process of resuscitating structures in Mpumalanga started immediately after the provincial election process. A programme of action and schedule for meetings has been designed as follows:
  - ◆ Ermelo 13 August 2000
  - ◆ Standerton 20 August 2000
  - ◆ Eerstehoek 27 August 2000
  - ◆ Nelspruit 30 August 2000
  - ◆ Kwa-Mhlanga 10 September 2000
  - ◆ Hazyview 17 September 2000
- Restructuring of the following districts will only be confirmed as soon as other logistical arrangements have been finalised:
  - ◆ Grobelaarsdal which was supposed to be restructured on 7 August 2000 has been cancelled due to the Co-ordinator's work commitments.
  - ◆ Witbank will only be confirmed after the approval of support from the district head of the Department of Education.
  - ◆ The school governance Co-ordinator was on leave and the date of restructuring will be confirmed only when he is back.

- ◆ Malebane District has been delayed due to the Co-ordinator's tight schedule.

### NORTHERN PROVINCE by Mr Mokgawa

- The election of SGB is nearing an end and a conference to welcome the newly-elected SGBs has been proposed for the 14-15 August 2000. The following guests have been invited:
  - ◆ MEC for Education in the province,
  - ◆ Superintendent General,
  - ◆ Deputy Director Generals,
  - ◆ four Chief Directors,
  - ◆ two officials from the NASGB and CEPD,
  - ◆ 29 districts have confirmed their attendance.
- It was also mentioned that the initiative is a joint venture between the provincial Department of Education and the NASGB in the province.

### GAUTENG by Lineo Kekana

- The province is currently working on mechanisms to establish structures which have not yet been established or are not effective.
- It was also reported that a programme of action is in place.

### FREE STATE by Mr Ben Kgabele

- The Deputy Minister of Education has visited the province in support of the Makgotla Campaign initiatives (Community Education Parliaments) which was held at Sabelo School. He also mentioned that he was allotted a slot in the programme of the ANC Branch Education Summit to address the communities on the importance of parental involvement in the education of children.
- Mr Mani added that he attended a meeting on the National Teacher Awards scheme organised by the Department of Education in the province. He mentioned that some educator formations have registered concerns about the selection processes and that the process is temporarily put on hold.

### NORTH WEST by Mr Hubert Mveli

- The process to refresh the mandate of district structures is underway. Tentative dates have also been set for this process, and this would include addressing them on the activities of the NASGB.

### NORTHERN CAPE by Mr Victor Mathonsi

- No report has been obtained. The impression gathered from the previous report is that no formal structure is in place. However, the process is being carried forward by Mr Cyril Scholtz who has an official mandate.

#### WESTERN CAPE by Mr Victor Mathonsi

- Mr Liebenberg, who has been re-nominated as the Organising Secretary, reported that there is progress in the province. He reported that several meetings have been held where information from the Head Office was shared and information about the National Teacher Awards was presented. It was reported that the Association in the province has had a meeting with the MEC for Education to discuss the issue of recognition and to establish a bilateral link. The Association in the province has been proactive in the History Workshop for Teachers, mainly from Khayelitsha, held at the University of the Western Cape.

#### EASTERN CAPE AND KWAZULU NATAL by Mr Victor Mathonsi

- Minimal contact has taken place and there seems to be minimal progress in actual activities of the Association. The Eastern Cape has started with elections of SGBs and the Association in the province has been proactive in the awareness campaign.

#### COMMENTS

- Mr Firoz Patel volunteered to follow-up with the Northern Cape since he is visiting the province in the near future. He will consult with Mr Cyril Scholtz and see how assistance could be provided. The Free State delegates also made themselves available to assist in the Northern Cape.
- Ms Ntombi Mxenge indicated that provincial reports do not reflect the actual activities of the Association. Mr John Pampallis suggested that Mr Victor Mathonsi should design a reporting formula which details the activities of the Association in provinces. This should identify areas of focus. Ms Samiera Zafar supported the suggestion that the reports should be systematically focused and collated to give a national picture.
- On the National Teacher Awards, the meeting decided to take a co-operative stance that is in the interest of the Association. The meeting emphasised that conflicts and disagreements between educator unions and the Department should not have an influence on the position of the Association.

#### 5. NATIONAL CO-ORDINATOR'S REPORT by Victor Mathonsi

- Mr Victor Mathonsi reported that he together with Mr John Pampallis and Mr Firoz Patel had met the Deputy Minister of Education, Father Smangaliso Mkhantswa on 17 July 2000. He mentioned that the meeting was also attended by the Deputy Minister's special advisers and representatives of the Education Management and Governance Directorate which included Mr Bafana Morodi. The purpose for the meeting was to identify areas in which the Ministry could intervene in order to assist

the Association to operate effectively.

- He further mentioned that Mr Bafana Morodi is no longer representing the Department in the Task Team meeting; he attends on a voluntary basis.
- It was reported that the South African Democratic Teachers Union (SADTU) has given the NASGB an amount of R45 000 and the NEC of SADTU is expected to endorse an additional R5 000. Mr Victor Mathonsi indicated that he was informed by the National Treasurer of SADTU that the Union has also secured some funds from an outside company which can only be released by the Union's President who is presently ill.
- Mr Victor Mathonsi further reported that the Association was invited onto the Two Way TV programme for a debate on the Revised C2005 (C21). He mentioned that North West and Mpumalanga Provinces attended. The Northern Province, which earlier confirmed participation, could not make it due to transport problems.
- Mr Victor Mathonsi reported that he received and circulated draft Education Bills to all members of the Task Team and Technical Sub-Committee and to date he has not received any input. He further indicated that he also received an invitation from the Parliamentary Education Portfolio Committee to make both written and oral presentations on 11 and 17 August 2000 respectively.
- Mr Salim Vally suggested that the team should focus specifically on the Bills that have direct implications on the Association and SGBs. The meeting suggested that the Technical Sub-Committee should convene a meeting to draft a submission.
- Mr EDR Thage queried the role of the CEPD in fund management, which was responded to by Mr Hubert Mveli who indicated that it was the arrangement between the National Steering Committee and the CEPD.

## 6. PROGRAMME OF ACTION

- Mr Victor Mathonsi presented the revised Programme of Action for the NASGB which comprised the summarised version of the activities of the Association.
- He mentioned that he could not cost all the activities due to their complexity. Also, he could not determine the salaries of functionaries of the Association although he had consulted with other organisations of the Association's magnitude.
- The meeting suggested that the Programme of Action should be accompanied by a narrative of the activities which details objects, outcomes, plan of action and cost.
- Details and other comments would be reflected in the Programme of Action.

## 7. WAY FORWARD

NASGB - Task Team Minutes

- The Technical Sub-Committee should fine-tune the Programme of Action.
- Mr Victor Mathonsi should circulate the draft Constitution to the Steering Committee members before the meeting which is currently scheduled for 2 September 2000.
- The meeting proposed the second weekend of January 2001 for the official launch of the NASGB. Gauteng and the Free State were suggested as possible venues for the event.
- It was further agreed that the Steering Committee should establish a Conference Committee to deal with logistical arrangements of the launch.

8. CLOSURE

- The meeting officially closed at 16h00. The Technical Committee convened immediately to work on the funding proposal and budget for the launch.

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## **APPENDIX 6**

### **NATIONAL ASSOCIATION OF SCHOOL GOVERNING BODIES (NASGB)**

#### **MINUTES OF THE STEERING COMMITTEE MEETING Held at the Birchwood Hotel, Boksburg, Gauteng, on 2 September 2000**

#### **INTRODUCTION**

These minutes when adopted will serve as a record of the proceedings of the meeting of the Steering Committee of the National Association of School Governing Bodies (NASGB). The meeting was held on 2 September 2000 at the Birchwood Hotel.

The purpose of the meeting was to review and obtain an update of the work of the Task Team. This included a ratification the documents developed by the Task Team and the processes that had been set in motion towards the official launch of the NASGB.

#### **1.OPENING AND WELCOME**

Mr Victor Mathonsi	NASGB
Nilson Makobe	Gauteng
Mr Ben Kgabele	Free State
Mr John Pampallis	CEPD
Mr Rapule Thage	North West
Mr Cyril Scholtz	Northern Cape
Mr Alan Liebenberg	Western Cape
Reginald Chiliza	Kwazulu-Natal
Dunyiswa Mbontsi	Eastern Cape
Mr Hubert Mweli	North West
Mr Firoz Patel	Education Foundation
Ms Ntombi Mxenge	Mpumalanga
Ms Samiera Zafar	CEPD

Mr Reginald Chiliza officially opened the meeting.

#### **2. APOLOGIES**

The following apologies were noted:

- Miriam Sekgabutla, Hubert Mweli and Samiera Zafar for arriving late.
- Mr. Khabele tendered an apology on behalf of Mr. Funda Mani who could not attend for domestic reasons. Mr. Khabele was attending the meeting in his place.
- Thabiso Matia would could not attend due to work commitments.

## **2b. Presence and Status of North-West Chairperson at this Meeting**

The meeting discussed the presence and status of the North-West Chairperson, Mr Thage, who is not officially invited since he is not a member of the Steering Committee. The meeting agreed to allow Mr Thage voice until Mr Mveli arrived; he would then be afforded observer status.

## **3. TABLING OF THE AGENDA**

The Treasurer, Nilson Makobe, handed in his letter of resignation. He indicated that the CEPD was already handling all monies and felt he was not adequately consulted or informed. In discussions, the CEPD pointed out that he had not raised this issue before, either with the CEPD or at the Task Team meetings. The meeting accepted his resignation.

## **4. PROVINCIAL REPORTS**

Provincial delegates presented their progress reports verbally. Those who did not have written reports would submit them within a week and they would be appended to the proposal. The following specific questions and general comments were raised in the discussion of each of the provincial reports that were tabled.

### **KwaZulu-Natal**

The Post Provisioning Norms in KwaZulu-Natal had a negative impact on previously disadvantaged schools and educators. The NASGB (KwaZulu-Natal) has to take this up.

NASGB (KwaZulu-Natal) applauded the Association on its participation on Two-Way and the radio mobilising campaign, and stressed the need for increasing publicity of the Association.

Victor enquired as to the relationship between the Association in the province and the Department, teacher organisations and learner organisations?

The Chairperson (and KwaZulu-Natal representative) indicated that the relationship with the Department was not always healthy due to the political history of the province itself.

The Chairperson further indicated that it is not easy to project membership before the actual registration, which will only be done after the official launch.

### **Mpumalanga**

Ms Ntombi Mxenge reported that the current activities are centred around a Department official who is the only link between the education department in the province and the Association.

Ms Mxenge indicated that a number of meetings at district level have been held with an large attendance. Issues of importance discussed in those meetings include the draft Constitution, NASGB business plans and problems that affect school governing bodies.

She also raised the fact that the provincial association's zero budget constrains co-ordination financially.

### **Western Cape**

At present this province pursues the policy of charging R1 per learner for schools that sign up with the Association. The meeting indicated that this has been discussed at the Task Team and that in fact this could present problems in the absence of the Association being a constituted body, which will also strengthen financial and membership control.

### **Eastern Cape**

Ms Dunyiswa Mbontsi informed the meeting that the PEC has had a meeting with the provincial MEC for Education in the province. It was mentioned that the PEC should develop a business plan and submit it to the EPU Fort Hare. Ms Mbontsi advised that the Association has established a network of partnerships in the province including the provincial Department of Education and the MEC for Education.

### **General Comments, Questions and Concerns raised for all Provincial Reports**

- ❖ It was clear that funding for the current activities of the Association was presenting a serious constraint and that the future of the provincial structures was contingent on the national structure securing long-term funding. At present the bulk of the activities of the Association were being funded from personal funds.
- ❖ It was pointed out that given the current national focus on racism that this issue and the marginalisation of certain schools be brought onto the agenda of the Association.
- ❖ The education departments in KwaZulu-Natal and the Western Cape were not favourably disposed to the Association and invitations to Departmental functions were not readily extended to the Association.
- ❖ A concern was raised over the emergence of new leadership from the parent component of the SGBs in provinces, where the process was currently highly dependent on the provincial officials.
- ❖ The provinces indicated that the leadership potential among the parents and the commitment was clearly there but that the absence of funds has hampered the process.
- ❖ It was also agreed at the meeting that whilst the NASGB should collaborate with the department vis-a-vis school governance, the independence of the Association should be maintained. This will also help to avoid conflicts of interest.
- ❖ The definition of school governance has predominantly come from the state. The Association has not as yet developed its interpretation according to its own needs.
- ❖ Although finance is a major obstacle in the activities of the Association, the Association should be kept alive and sustained until the official launch.
- ❖ The meeting recommended that provincial officials of the Association should ensure that their mandate is renewed before the launch congress.

## **5. NATIONAL REPORT**

### **Discussion of National Report**

Mr Mathonsi reported that he together with the Technical Sub-Committee (Firoz Patel and John Pampallis) and Ms Mxenge had a meeting with the Deputy Minister of Education, Father S. Mkhantswa, at the Department of Education. He mentioned that the meeting was a follow-up to a meeting held between himself and the Department of Education (EMGD Directorate).

In the former, he indicated that the team made a presentation on the needs and expectations of the Association from the Department. The Association was advised to put together a proposal with respect to support services required by the Association.

### **Media**

It was reported that the Association has participated in the mobilising campaign for the election of SGBs through the media (23 community radio stations).

Victor provided some background to the series of radio programmes on the community radio station and indicated that the programmes were made possible from funds received from the national Department of Education.

The programmes were aimed at advocating for school governance in the community.

He also indicated that the Association was invited to participate on Two-Way, a television show which is one of the most popular shows on SABC. The topical issues were corporal punishment and a review of Curriculum 2005.

### **Policy Submissions**

Mr Mathonsi reported that the Association has made a submission to the Parliamentary Portfolio Committee together with CEPD on the Education Laws Amendment Bill 2000 and the Adult General and Training Bill 2000.

### **Funds**

A sum of R 10000 was received from the Anglo American Chairman's Fund. R45 000 was received from SADTU and is in the account of the NASGB.

### **Response to National Report**

Ms Mxenge noted that the electronic and print media is concentrated in Gauteng and that the Association should ensure that media coverage is spread throughout the country by continuing to use community radio stations. It was also mentioned that media coverage is very expensive and that going for more mainstream radio stations may have financial implications.

## **6. PRESENTATION OF FUNDING PROPOSAL**

Mr Mathonsi outlined the rationale for each of the major activities/programmes in the first three years of the Association. He indicated that the budget for these activities was directed to USAID funding for the first three years but that during this time the Association would also try to access funds from other donors and through subscriptions of member SGBs.

Ntombi moved for the adoption of the funding proposal. Seconded by John Pampallis.

## **7. CONSTITUTION**

The Constitution was adopted with the following amendments:

- Pg.10            8.2.5.2. should be deleted
- Pg 12.            Amend to say that office bearers in provincial governance units cannot be office bearers within the Association at the level of the Provincial Executive Committee and the National Executive Committee.
- Pg. 25            Delete latter half of the sentence.
- Pg. 28            15.1.2. should be deleted.
- Pg. 31            17.4. Clause should specify the auditing of the financial statements.

Representation on the NASGB as ensured by the NASGB draft Constitution was raised as another problem. The meeting decided that parents should definitely represent the majority on the NASGB.

The Constitution should be amended to exclude educators who are office bearers on teacher unions from PEC and NEC level.

## **8. PROGRAMME OF ACTION**

Mr Mathonsi presented the detailed draft Programme of Action in both narrative and tabular form. After some discussion, it was adopted with minor changes.

## **9. BUDGET**

The Steering Committee reviewed the budget and Nilson Makobe suggested that there is a need to obtain some quotations and have some consultations before finalising the budget. The meeting suggested that Mr Makobe should assist Victor. Victor should also prepare the launch budget which should be presented to the Technical Sub-Committee which now serves as a Conference Committee.

## **10. LAUNCH PROGRAMME**

The Steering Committee agreed that the official launch should be held on 12-14 January 2001. The Conference Committee should be mandated to contract a conference organiser.

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President Mbeki was to be invited to be the key-note speaker. Minister of Education Prof Kader Asmal would be invited to read out the letter of support to the NASGB.

The meeting decided that Miriam Segabutle and Nilson Makobe will be programme directors for the Congress. The official opening and welcome will be done by Reggie Chiliza. John Pampallis would provide the historical background to the Association, and Victor Mathonsi would provide the progress report of the Association.

The National Steering Committee was to meet a day before the launch.

The launch programme was accepted. It was decided that items 1-8 on the programme for the launch would be open sessions which would include the invited guests. Only delegates and members of the committees of the Association would remain and participate in the rest of the programme.

Several options were raised with respect to sponsorship. We should engage Old Mutual to sponsor bags, caps and stationery. The Conference Committee should do all the necessary preparations for the launch.

### **11. LIST OF INVITEES**

The following were added onto the proposed list of invitees :

SAOU, Co-ordinators of Governance Units from each provincial education department, religious groups including ZCC and the South African Catholic Bishops Council, COSATU and Business SA. Where necessary, Victor Mathonsi would meet with and brief these organisations about the NASGB..

The meeting decided that representation at the meeting would comprise provincial delegates and key members who have been supportive of the work of the NASGB.

### **12. A.O.B**

#### **The National Teacher Awards.**

Reggie Chiliza's name was forwarded to represent the Association at the Teacher Awards scheme.

#### **Offer from DCCS.**

It was reported that Mr Joseph Mokoena of DCCS offered to support the SGBs via the NASGB. It was suggested that if DCCS wants to provide such support, it should do so formally and in writing, giving details.

### **13. WAY FORWARD**

The Conference Committee as mentioned above is to meet and work towards the launch.

**14. CLOSURE**

The Chair thanked all for attending and for their participation.

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## **APPENDIX 7**

### **NATIONAL ASSOCIATION OF SCHOOL GOVERNING BODIES**

#### **EASTERN CAPE PROVINCIAL PROGRESS REPORT**

**02 September 2000**

#### **ESTABLISHMENT**

The National Association of School Governing Bodies (NASGB) (Eastern Cape) was launched on 7-8 April 2000. The launch was delayed due to a lack of resources. The draft Constitution guided the election of the interim Provincial Executive Committee. Participants in the launch event included the South African Council of Churches (SACC) (Eastern Cape), Education Policy Unit (EPU) (University of Fort Hare), South African Democratic Teachers' Union (SADTU), Congress of South African Students (COSAS), and Department of Education officials (regional and provincial).

The MEC for Education in the Province was invited to present a keynote address. He could not attend due to other urgent matters and tendered an apology. Mr Z Tom, Chief Director of Human Resource Management, spoke on behalf of the provincial Education Department.

The province has established sub-structures in circuits, districts and regions.

The PEC in the province consists of the following elected officials:

1. Chairperson: Mr. M.T. Balekesi
2. Deputy Chairperson: Mr. A. Ngini
3. General Secretary: Ms D.F. Mbontsi
4. Deputy Secretary: Mr. C.Z. Njomi
5. Treasurer: Mr. R. Jack

All members of the PEC are parents of learners in public schools and are serving on the governing bodies of these schools. Representation in the PEC was also extended to the Chairpersons of all the regional structures. The Department of Education sponsored the launch.

#### **ACTIVITIES**

Sub-structures at lower levels have been very active and have engaged a variety of institutions on educational issues.

The NASGB (Eastern Cape) was officially introduced to the provincial MEC for Education on 3 May 2000. A key area for discussion with the MEC was expectations of the Association from the Department in terms of financial support. Delegates were advised to approach the Fort Hare EPU and to develop a business plan.

## NASGB - Provincial Reports

Among other areas, the business plan focused on Teachers Awards, encouraging voluntary service to schools, empowering SGBs on financial management, school policy and HIV/AIDS awareness.

The Association received invitations to participate in the Standing Committee for Education on 23 May 2000. The Association was represented by Mr Andile Ngini, Deputy Chairperson, and Mr Tywala, both of the Central Region. Among other issues, the following were discussed:

- ❖ Role of SGBs
- ❖ Norms and Standards
- ❖ Certification

The NASGB (EC) also participated in the Election Strategy Workshop held on 24 May 2000 in East London. Participants in that workshop included teacher formations, Federation of South African Schools (FEDSAS), South African Civic Organisation (SANCO), Farmer's Union and the Department of Education. This workshop was held to strategise school governing body elections and to propose an awareness campaign. A committee was elected at the workshop to actively co-ordinate with the MEC and make a proclamation.

## **RELATIONSHIPS**

The Association has close working relations with most stakeholders in education and civil society. These include the Department of Education, the Education Desk of the African National Congress (ANC), the Standing Committee for Education, teacher formations, learner organisations, civic organisations, EPU Fort Hare, First National Bank and the Imbewu Project.

## **SECOND ELECTIONS OF SGBs**

Elections started on 01 August and were expected to be concluded in September 2000. The Association has played a pivotal role in mobilising communities to participate in the process.