

ACTING PRINCIPAL  
C.E. STAFFORD  
TEL: 021-7126600  
FAX: 021-7120032  
admin@westcottprimary.co.za



MYBURGH ROAD  
DIEP RIVER  
7800

# WESTCOTT PRIMARY SCHOOL

Where the individual counts

8 March 2021

## Election of Parents of Learners as Members of Governing Body

accept the abovementioned nomination.

\_\_\_\_\_  
SIGNATURE OF CANDIDATE (Regulations 18, 19, 21 and 22 of the Procedures for the  
Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)

NAME OF SCHOOL: WESTCOTT PRIMARY SCHOOL

PROPOSER:

I,

\_\_\_\_\_  
(Full name)

of

\_\_\_\_\_  
(Residential address)

being a parent of a learner of the above-mentioned school, hereby propose

\_\_\_\_\_  
(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_  
SIGNATURE OF PROPOSER

SECONDER:

I,

\_\_\_\_\_  
(Full name)

of

\_\_\_\_\_  
(Residential address)

being a parent of the above-mentioned school, hereby second

\_\_\_\_\_  
(Full name of candidate)

as a member of the governing body of the above-mentioned school.

\_\_\_\_\_  
SIGNATURE OF SECONDER

CANDIDATE:

I,

\_\_\_\_\_  
(Full name)

with ID number

\_\_\_\_\_  
of

\_\_\_\_\_  
(Residential address)

hereby declare that I am fully aware that —

4. I may not be nominated for or appointed as a member of governing body or I cease to be a member of a governing body if I —

(b) take the following factors into account when nominating and voting for parent candidates:

- (i) the principle of equity;
- (ii) the need to redress past injustices; and
- (iii) the need for representivity.

10. If the number of parent candidates nominated equals the number of members to be elected, the parent candidates will be deemed to be elected governing body members.

11. If the number of parent candidates nominated is less than the number of members to be elected, the school electoral officer will call for more nominations of parent candidates.

2021-03-08

DATE




SIGNATURE OF SCHOOL ELECTORAL OFFICER

Mr C. De Kock  
Principal

ADDRESS:

Parkwood Primary School  
23 Acacia Road  
Parkwood Estate  
7941

WESTERN CAPE EDUCATION DEPARTMENT	
	<b>PARKWOOD PRIMARY SCHOOL</b> 23 Acacia Road, Parkwood Estate, 7941 Tel: 021-707-1013 Email: parkwoodps@gmail.com Principal: Mr C De Kock
WESTERN CAPE EDUGATION DEPARTMENT	

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# WESTCOTT PRIMARY SCHOOL

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## ANNEXURE A

### Notice of Nomination Validation Meeting and Election

#### Election of Parents of Learners to the Governing Body

*(Regulations 18, 19, 21 and 22 of the Procedures for the Establishment and Election of Governing Bodies at Public Schools Regulations, 2021)*

NAME OF SCHOOL: **WESTCOTT PRIMARY SCHOOL** EMIS NUMBER: **0105309375**

Notice is hereby given that:

1. a parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school, may nominate any other parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school, or second the nomination of any parent, whose name appears on the voters' roll of the above-named school, of a learner attending the above-named school.

A candidate may be nominated by lodging with the School Electoral Officer, by no later than **20 March 2021**. For this purpose, nominations can be hand delivered by **Friday 19 March 2021** (1pm) or emailed to the school at admin@westcottprimary.co.za\_latest **23h59 on Saturday, 20 March 2021**.

2. Various nomination validation meetings, which may be attended by parent candidates, may be held on:

(a) **TUESDAY, 23 MARCH 2021** at **WESTCOTT PRIMARY SCHOOL** at **15:00**; and

(b) **MONDAY, 29 MARCH 2021** at **WESTCOTT PRIMARY SCHOOL** at **15:00**; and

(c) **THURSDAY, 18 APRIL 2021** at **WESTCOTT PRIMARY SCHOOL** at **15:00**

To transact the following business:

- (i) consider all nominations;
  - (ii) to reject all nominations that are ineligible; and
  - (iii) to compile a list of parent candidates who are eligible to be nominees.
3. The voters' roll of parents, which is based on the school admission register, will be available for scrutiny at the school as from **WEDNESDAY, 17 MARCH 2021**, and a parent has the right to lodge a dispute until **WEDNESDAY, 24 MARCH 2021** at **14:00** with the school principal. The principal will consider all disputes prior to publishing the voters' roll for parents by **TUESDAY, 30 MARCH 2021**. No names will be added after **TUESDAY, 30 MARCH 2021**.
  4. Any parent may lodge an objection with the school electoral officer, **MR C. DE KOCK**, in writing w.r.t. any nomination by **16h00** on **SATURDAY, 3 APRIL 2021**. Objections may be hand delivered to the school or emailed to [admin@westcottprimary.co.za](mailto:admin@westcottprimary.co.za) addressed to the electoral officer.
  5. An election will be held on **TUESDAY, 6 APRIL 2021** at **WESTCOTT PRIMARY SCHOOL HALL**, and the polls will open at **07:00** and close at **20:00**. This election will only be held if more parent candidates are nominated than the number of members to be elected.
  6. A follow-up election may be held on **WEDNESDAY, 14 APRIL 2021** at **WESTCOTT PRIMARY SCHOOL HALL**, and the station will open at **07:00** and close at **20:00**. This follow-up election will only be held if more parent candidates are nominated than the number of members to be elected and a quorum was not reached at the previous election.
  7. Counting of ballots, after a quorum was established, will be held on **TUESDAY, 6 APRIL 2021** at **WESTCOTT PRIMARY SCHOOL HALL**, after polling at the election has closed and nominees may attend the session.
  8. Counting of ballots will be held on **WEDNESDAY, 14 APRIL 2021** at **WESTCOTT PRIMARY SCHOOL HALL**, after polling at the follow-up election has closed and nominees may attend the session.
  9. You are hereby reminded to—
    - (a) bring a form of identification to be allowed to vote. The form of identification must be a South African identity card or green barcoded identity document, or a temporary identity document issued by the Department of Home Affairs or, in the case of a foreigner, a permit issued in terms of the Immigration Act, 2002 (Act 13 of 2002); and

- (a) have at any time been convicted by a court of law of an offence for which I received a suspended prison sentence without the option of a fine, or was sentenced to imprisonment without the option of a fine, unless I have received a free pardon, or the period of suspension or imprisonment has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
- (b) have been declared unsuitable to work with children in terms of the Children's Act, 2005 (Act 38 of 2005), or the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007);
- I am mentally ill and have been declared as such by a court of law;
- (d) am an unrehabilitated insolvent;
- I (in the case of an educator, in the employ of the Western Cape Education Department, appointed in terms of the Employment of Educators Act, 1998 (Act 76 of 1998)), have been found guilty of misconduct and have—
  - (i) received a fine;
  - (ii) been suspended without pay;
  - (iii) been demoted; or
  - (iv) received a combination of the sanctions contemplated in subparagraphs (i) to (iii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
- (f) (in the case of a non-educator, in the employ of the Western Cape Education Department, appointed in terms of the Public Service Act, 1994, or by the governing body) have been found guilty of misconduct and have—
  - (i) been suspended without pay;
  - (ii) been demoted; or
  - (iii) received a combination of the sanctions contemplated in subparagraphs (i) and (ii), unless the period of my sanction has expired at least three years prior to the date of my nomination or appointment as a member of the governing body;
- (g) do not have a child enrolled as a learner at the school concerned and am not a caregiver of a child enrolled as a learner at the school.

2. I further declare, based on the points listed in (1) above, that I am not ineligible to be nominated or to serve on the governing body of a school under the auspices of the Western Cape Education Department.

3. I further declare that I consent to being vetted by an accredited vetting agency to determine compliance with point (1) above, if I am elected to the governing body and an allegation based on point (1) is made against me.

4. I further declare that, after having considered points (1), (2) and (3) above, I  
duly

I,

\_\_\_\_\_  
(Full name)

the undersigned, hereby declare that this nomination is accepted / rejected.  
(Delete which is not applicable)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF SCHOOL ELECTORAL OFFICER

STAMP

Please affix  
the school

the stamp of office of  
electoral officer.

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# WESTCOTT PRIMARY SCHOOL

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8 March 2021

Dear Parent/Guardian

## Notice of Governing Body Elections 6 April 2021

This letter is to inform you of the upcoming School Governing Body elections that will take place on Tuesday 6 April 2021. All registered parents and guardians will be allowed to **elect Five (5) Parent members** from all the eligible parents and guardians nominated, to serve on the Westcott Primary Governing Body.

There would need to be a quorum of 10%, of the registered parents and guardians for the election to take place and be validated.

Our Electoral Officer, Mr C. De Kock, Principal of Parkwood Primary, will determine whether a quorum has been met on our election day. Should a follow up election meeting be needed, it will be held on **Wednesday, 14 April 2021**.

Kindly refer to the letter, Notice of Nomination Validation Meeting and Election - Election of Parents of Learners to the Governing Body, which contains all the necessary information and dates- available on the Westcott Primary website. The nomination forms have been sent home with the Notice of the School Governing Body Elections (depending on which cohort your child is in).

A School Governing Body is the heartbeat of any well-functioning school. Hence, Westcott requires parents who are invested in wanting to serve and to put the interest of the Westcott community first.

Stay safe.

Kind regards

*C.E. Stafford*

Mrs CE Stafford

Acting Principal



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# WESTCOTT PRIMARY SCHOOL

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8 March 2021

## NOTICE OF SGB ELECTION

### ELECTION OF PARENTS OF LEARNERS AS MEMBERS OF THE SCHOOL GOVERNING BODY

NAME OF SCHOOL: WESTCOTT PRIMARY SCHOOL

Notice is hereby given that a **Manual Election** of candidates of PARENTS of learners as members of the school Governing Body for the above-mentioned school will take place on **TUESDAY, 6 April 2021** from **07h00 – 20h00** at the School Hall.

The purpose is to **elect 5 eligible parents** to serve on the SGB.


Should a quorum **not be reached**, a follow-up election will be held on **WEDNESDAY, 14 April 2021**. A quorum is not required for the second / follow up election.

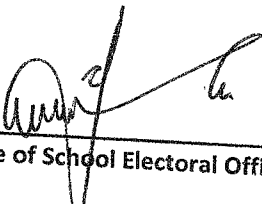
It shall be determined at **20h00** on the evening of the election meeting whether a quorum of enfranchised parents was represented. Parents are thus requested to cast their votes manually, by **20h00 on 6 April 2021**.

A candidate may be nominated by lodging with the School Electoral Officer, by no later than **20 March 2021**. A nomination form must be duly completed by the proposer, seconder and candidate. For this purpose, nominations can be hand delivered by **Friday 19 March 2021 (1pm)** or emailed to the school at [admin@westcottprimary.co.za](mailto:admin@westcottprimary.co.za) latest **23h59 on Saturday, 20 March 2021**. (Nomination forms are attached to this notice or can be obtained from the Admin office).

A Nomination Verification Meeting will take place on **Tuesday, 23 March 2021** to ensure all nominees are eligible for elections and that all nominations are valid. If only 5 candidates are nominated, the 5 nominees will immediately be declared duly elected. If more than the number of members required are nominated to be elected, a poll will be conducted as per the date, and using the mode mentioned above.

Electoral Officer: **Mr C. De Kock**  
Principal  
Parkwood Primary School  
Acacia Road  
Parkwood Estate  
7945

WESTERN CAPE EDUCATION DEPARTMENT	
	<b>PARKWOOD PRIMARY SCHOOL</b> 23 Acacia Road, Parkwood Estate, 7941 Tel: 021-707-1013 Email: parkwoodps@gmail.com Principal: Mr C De Kock
WESTERN CAPE EDUCATION DEPARTMENT	

  
\_\_\_\_\_  
Signature of School Electoral Officer

2021-03-08  
Date

Please read the information relevant to SGB Elections that has been provided.