



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

9TH JULY 2019

Special Newsletter – School Governing Body By-Election 9 July
2019

1. **SGB BY-ELECTIONS AND PARENTS DAY** **SATURDAY, 13 JULY 2019**

A school governing body by-election will be held on **Saturday, 13 July 2019** to elect two parents to serve on the governing body. Registration for the by-election starts at 08:30. Please be seated in the hall at 09:00 as the quorum must be determined at 09:00.

Nominations can be done before the above date.

We will also have a Parents Day on the same date immediately after the election has taken place.

We request that all parents take part in the elections, as the SGB plays a very important role in the school. Please make a special effort to attend as we must have a quorum before we can proceed with the election.

All voters and nominees to bring their I.D. document on Election Day.

The nomination forms are attached to this newsletter. Copies can be obtained from the admin office on request.

2. PARENTS MEETING WITH TEACHERS AND THERAPISTS

This will take place immediately after the election process has been done.

3 PARKING ON SATURDAY, 13 JULY 2019

Parking in New Forest Road (in front of the school) is reserved for staff who will be on duty. Please park in Rannoch, Cowie and Birnam Roads where we will have car-watchmen on duty.

4. SKILLS AND EXPERTISE REQUIRED FROM SGB MEMBERS

- A person who is available at all times, attending all meetings and is willing to get involve wherever the need arises.
- The following skills/expertise (to name but a few) will be an asset in assisting the school to function as a centre of excellence:
 - Legal expertise.
 - Financial expertise.
 - Marketing and fundraising knowledge.
 - Human resource skills.
 - Knowledgeable on educational laws/policies.
 - Business skills.
 - Building and maintenance skills/knowledge.

5. NOMINATIONS

- Only parents may vote for the parent representatives.
- A nomination form, duly completed by the proposer, seconder and candidate, must be submitted to the Electoral Officer not more than 7 days and not less than 24 hours prior to the commencement of the nomination and election meeting.
- **PLEASE DO NOT FILL IN THE NOMINATION FORM IF YOU DO NOT INTEND TO SERVE ON THE SGB.**
- **A member can also be proposed during the nomination section of the election meeting,** provided that another person from the category concerned seconds the proposal and a nomination is duly completed by the proposer, the seconder and the candidate, and is submitted to the Electoral Officer. The Electoral Officer will determine the time and duration of the nomination process in the nomination and election meeting.

6. INTRODUCING CANDIDATES

The Electoral Officer must ask every candidate to speak for about 3 minutes, introducing themselves, the names and grades of his/her children in the school, three things which he/she will do for the school occupation, and any skills and/or experience that may enhance the function of the SGB.

7. PARENTS OR GUARDIANS OF LEARNERS AT THE SCHOOL

A parent means the biological parent or adoptive parent, or legal guardian of a learner, or the person legally entitled to custody of a learner; or the person who undertakes to fulfil the obligations of a parent or guardian towards the learner's education at school.

8. DUTIES AND RESPONSIBILITIES

It is important to know up front what the duties and responsibilities of members of the Governing Body are and what are expected of members. All members are expected to be available to serve on one or more sub-committees. Members are invited to training sessions, workshops, cluster meetings and general meetings and are expected to represent the school. The Governing Body meets at least once per term, finance committee once a month, staffing committee about three times a year and the others as the need arises.

Mrs. RONALDA LUCAS
ACTING PRINCIPAL



**GAUTENG DEPARTMENT OF EDUCATION
GOVERNING BODY ELECTIONS
NOMINATION FORM**

NOMINATION OF PARENT MEMBER FOR THE SCHOOL GOVERNING BODY

DISTRICT: **JOHANNESBURG EAST D9**

SCHOOL: **FOREST TOWN SCHOOL**

PERSON PROPOSED: _____

(Please print name)

NOMINATED AS A CANDIDATE FOR ELECTION AS A PARENT MEMBER OF THE SCHOOL GOVERNING BODY

PROPOSER:

Name of Parent/Guardian Signature School

SECONDER:

Name of Parent/Guardian Signature School

Candidate:

I, _____ (Full names), being a Parent/Guardian of a learner officially enrolled at the school, accept nomination as a candidate for election as a Parent Member of the Governing Body of the above-mentioned school.

Signed: _____ Date: _____

Signed: _____ Date: _____

ELECTORAL OFFICER