

**Minutes of the 2016 AGM and 2017 Budget presentation meeting for Parents  
held in the School hall at 18:00 for 18:30 on Wednesday, 26 October 2016**

1. **Welcome and Opening**

Mrs. Jonker welcomed everybody to the meeting and reminded them to register in the foyer as they would not be allowed to vote if they have not registered and been given a blue voter's slip.

SGB members were thanked for their input in the proposed budget.

Our most valuable possessions are our children. Your child won't have integrity, be successful, nor happy in life, unless you carefully plan and put steps in place, daily, to help them in their journey to adulthood to compete in a very demanding world.

2. **Attendance/Apologies**

A quorum of **240** was required for the Budget Meeting to proceed. Total number of parents attending the AGM/Budget meeting was **275**. The Budget Meeting could therefore proceed and the proposed 2017 Budget was presented to the parents present. See class lists on which attendees were ticked off.

3. **Confirmation of the previous minutes**

Proposed : Mr Barnes  
Seconded : Mrs Kloppers

4. **Reports on 2016 activities**

- 4.1. Principal's report – **Mr. J P Fourie** (See report attached).
- 4.2. SMT reports
  - 4.2.1. Acting Deputy Principal – **Mrs. S Jonker**(See report attached).
  - 4.2.2. HOD Foundation Phase – **Mrs. Y J Smith** (See report attached).
  - 4.2.3. HOD Intersen Phase – **Mrs. J A Holloway** (See report attached).
  - 4.2.4. HOD Educational Guidance in Foundation Phase – **Mrs. S Pillay**
  - 4.2.5. Acting HOD Educational Guidance in Intersen Phase - **Mrs. J Fleetwood**
  - 4.2.6. HOD Extra Curricular report – **Mr. J Richard** (See report attached).

5. **Fundraising Committee Chairperson's report** – **Mrs. A van Blerk** (See report attached)

6. **SGB Chairperson's report** – **Mr. R Emery** (See report attached).

7. **2016 Financial report** – **Mr. R Emery** (See presentation attached).

The parents were reminded that they had the opportunity to view the proposed budget, but only 3 parents came to view the proposed budget, and no queries/concerns were raised.

8. **Presentation of Proposed 2017 School Budget** – **Mr. R Emery** (See presentation attached)

**RESOLUTIONS**

8.1. **Resolution to accept 2017 Budget as proposed**

**We propose that** the School Budget for 2017 is accepted as presented.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>242</b>
<b>No</b>	<b>:</b>	<b>0</b>
<b>Abstain</b>	<b>:</b>	<b>33</b>

***It is thus resolved that the Budget for 2017, as proposed, is adopted***

8.2. **Resolution to supplement budget deficits from other budgeted items**

**We propose that** the Governing Body be authorised to supplement any deficits that may arise on budgeted amounts for particular budget items, from surpluses that may arise on other budgeted items, provided that the total budget shall not be exceeded without obtaining the approval therefore at a parent meeting.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>243</b>
<b>No</b>	<b>:</b>	<b>0</b>
<b>Abstain</b>	<b>:</b>	<b>32</b>

***It is thus resolved that the Governing Body be authorised to supplement any deficits that may arise on budgeted amounts for particular budget items, from surpluses that may arise on other budgeted items, provided that the total budget shall not be exceeded without obtaining the approval therefore at a parent meeting.***

8.3. **Resolution w.r.t the cumulative effect of exemptions & bad debts**

**We propose that** the cumulative effect of exemptions and bad debts is accepted as presented.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>218</b>
<b>No</b>	<b>:</b>	<b>0</b>
<b>Abstain</b>	<b>:</b>	<b>57</b>

***It is thus resolved that the cumulative effect of exemptions and bad debts for 2017, is accepted, as proposed.***

8.4. **Payment of additional remuneration of GDE employees**

**We propose that** Section 38A payments (Additional Remuneration of GDE Employees) are accepted as presented.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>247</b>
<b>No</b>	<b>:</b>	<b>0</b>
<b>Abstain</b>	<b>:</b>	<b>28</b>

***It is thus resolved that Section 38A payments for 2017 is accepted, as proposed.***

8.5. **Resolution to charge school fees in 2017**

**We propose that** Constantia Kloof Primary School, as a Section 21 School, will be charging School fees in 2017.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>247</b>
<b>No</b>	<b>:</b>	<b>2</b>
<b>Abstain</b>	<b>:</b>	<b>26</b>

***It is thus resolved that Constantia Kloof Primary School, as a Section 21 School, will be charging School fees in 2017***

8.6. **Resolution w.r.t School fee amount per learner per annum**

**We propose that** the school fees for 2017 will be R 11 600.00 per learner.

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **233**  
**No** : **0**  
**Abstain** : **42**

***It is thus resolved that the school fees for 2017, will be R 11 600.00 per learner, as proposed.***

8.7. **Resolution that the School will maintain a second, Investment Bank account, in 2017**

**We propose that** the school will maintain a second, Investment Bank account, in 2017.

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **225**  
**No** : **1**  
**Abstain** : **49**

***It is thus resolved that the School will maintain a second, Investment, Bank account in 2017***

8.8. **Resolution that the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2017.**

**We propose that** the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2017.

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **219**  
**No** : **0**  
**Abstain** : **56**

***It is thus resolved that the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2017.***

9. **Resolutions to be adopted w.r.t. 2017 – Mr. C Emery**(See presentation attached).

9.1 **Academic Programme**

**We propose that** the school's academic programme consists of the following subjects:

<b>Gr 1 - 3</b>	Home language- <b>English</b>	First Additional Language - <b>Afrikaans</b>	Second Additional Language Gr 1 & 2 - <b>Zulu</b>
	Life Skills	Mathematics	
<b>Gr 4 - 6</b>	Home Language - English	First Additional Language – Afrikaans	Life Skills – 1.) Physical Education, 2.) Arts & Crafts and Music, 3.) Moral & Religious Studies.
	Natural Science & Technology	Mathematics	Social Science
<b>Gr 7</b>	Literacy (English First Language)	Literacy (Afrikaans First Additional Language)	Mathematics
	Natural Science	Technology (Includes Computer literacy)	Social Science
	EMS	Arts & Culture (Arts and Crafts & Class Music)	Life Orientation (Educational Guidance & Physical Education)

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **236**  
**No** : **4**  
**Abstain** : **35**

*It is thus resolved that the academic programme, as proposed, is adopted.*

## 9.2 Extra-Curricular Programme

**We propose that** the school's Extra Curricular programme consists of the following activities:

<b>Sport</b>	Swimming	Tennis	Mini - Tennis
	Netball	Soccer	Hockey
	Cricket	Mini - Cricket	Athletics (track events only)
	Chess		
<b>Cultural</b>	Drama	Art	Choir
	Concerts (biennially)	Cultural Evenings (biennially)	Carols by Candlelight (biennially)
	K4J		

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **237**  
**No** : **0**  
**Abstain** : **38**

*It is thus resolved that the Extra Curricular programme, as proposed, is adopted.*

## 9.3 Resolutions regarding School Fees

### 9.3.1. Method of Payment of School Fees

**We propose that** we adopt four payment methods:

1. Payments are made at the School's payment office by **cash or credit card** – no cheques will be accepted.
2. **Electronic Payments (EFT)** straight into the School's bank account. When using this option it is the Parents' responsibility to ensure that the correct School fee account number is used – **not** the Parent's or child's name.
3. **Direct cash deposits** straight into the School's bank account. When using this option it is the Parents' responsibility to ensure that the correct School fee account number is used – **not** the Parent's or child's name.
4. **Debit Orders**. When using this option it is the Parents' responsibility to ensure that the correct School fee account number is used – **not** the Parent's or child's name.

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **239**  
**No** : **0**  
**Abstain** : **36**

*It is thus resolved that the two payment methods, as proposed, are adopted.*

### 9.3.2. School Fee Payment Plan

**We propose that** School fees are paid as follows:

- \* **Plan 1** Once off payment of annual fees  
**or**

- \* **Plan 2** Four (4) equal quarterly payments  
**or**
- \* **Plan 3** Ten (10) equal monthly payments

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	:	<b>242</b>
<b>No</b>	:	<b>0</b>
<b>Abstain</b>	:	<b>33</b>

***It is thus resolved that the proposed school fee payment plan, as proposed, is adopted.***

### 9.3.3. When School Fees are due

**We propose that** the various payment plans' dates are as follows:

- **Plan 1** **Once off** payment due by 31/12/2016 – Qualifies for **10%** discount.  
  
**Once off** payment between 01/01/2017 and 31/01/2017 – Qualifies for **5%** discount.
- **Plan 2** **Four (4)** equal quarterly payments due each term on:  
08/02/2017; 08/05/2017; 08/08/2017 & 10/10/2017
- **Plan 3** **Ten (10)** equal monthly payments due on:  
08/02/2017; 07/03/2017; 07/04/2017; 08/05/2017;  
07/06/2017; 07/07/2017; 08/08/2017; 07/09/2017;  
10/10/2017 & 07/11/2017.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	:	<b>236</b>
<b>No</b>	:	<b>0</b>
<b>Abstain</b>	:	<b>39</b>

***It is thus resolved that the various payment plans' dates, as proposed, are adopted.***

### 9.3.4. Procedure - Non Payment of School Fees

**We propose that** the following legal steps are taken by the School in cases of non – payment of School fees:

- 30 Days in arrears -** Final warning sent **via email** (per **registered mail only** if no email address has been given) prior to handing account over for collection. It is the Parents' **legal responsibility** to ensure that the School always has the **correct email, postal & residential addresses**.
- 60 Days in arrears -** **Full** amount becomes due and payable, legal procedures **will** be instituted.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	:	<b>209</b>
<b>No</b>	:	<b>2</b>
<b>Abstain</b>	:	<b>64</b>

***It is thus resolved that the legal steps to be taken by the School in cases of non – payment of School fees, as proposed, are adopted.***

9.3.5. **The charging of interest on late payments.**

**We propose that** the School charges interest be charged on overdue accounts. It is also proposed that this interest be charged at a rate of 2% per month.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	:	<b>181</b>
<b>No</b>	:	<b>23</b>
<b>Abstain</b>	:	<b>71</b>

***It is thus resolved that the School charges interest on overdue accounts at a rate of 2% per month, as proposed.***

9.3.6. **Procedures followed w.r.t. the granting of exemptions.**

**We propose that** the following procedures are followed by the School when receiving, evaluating and granting/refusing a parent's application for the exemption from paying the annual School fees:

The prescribed form "**Annexure B**" as per **Regulation 29311** must be completed by Parents as follows: When

<b>Married</b>	<b>One</b> application form is required and the documents of <b>both</b> Mother and Father are required. The applicant is <b>both the mother and the Father</b> .
<b>Divorced</b>	Particulars of <b>both</b> Parents are required. Separate application forms must be completed by <b>each Parent</b> and the required documents of <b>each applicant</b> must be attached to the relevant application form.
<b>Widowed</b>	<b>One</b> application form is required with the necessary documentation.
<b>Unmarried</b>	<b>Separate</b> application forms must be completed by <b>each Parent</b> and the required documents of <b>each applicant</b> must be attached to the relevant application form.
<b>Separated</b>	<b>Separate</b> application forms must be completed by <b>each Parent</b> and the required documents of <b>each applicant</b> must be attached to the relevant application form.

The application form and accompanying/substantiating documents must be sealed in an envelope addressed to the School's Bursar, Mrs Louise Thessner, and delivered to the school by hand **(obtain a signature as confirmation of receipt)** or by registered post.

The School Governing Body would prefer to have exemption applications **by the end of April** each year. Incomplete application forms received and/or those submitted without the required documentation will be returned to the applicant without being processed.

**THE FOLLOWING IS AN EXTRACT FROM THE SCHOOL'S EXEMPTIONS POLICY AS DISCUSSED WITH THE MEETING:**

- (1) The Governing Body must consider the application subject to these Regulations and make a decision within **30 days** after receipt thereof
- (2) The Governing Body must apply the following formula when considering the application for exemption:

$$E = 100 \frac{(F + A)}{C}$$

- Where:
- E = Exemption level

- F = Annual school fees that a school charges any parent in terms of section 39 of the Act
  - A = Additional monetary contributions explicitly demanded by school
  - C = Combined gross annual income of parents
  - 100 = The answer arrived at on the right-hand side of the equation is multiplied by 100 so as to convert it into percentage.
- (3) If **E** is equal to or less than **2%**, the parent qualifies for **no exemption**.
- (4) If **E** is less than **10%**, then the parent may qualify for **partial exemption**.
- (5) If **E** is equal to or more than **10%**, the parent qualifies for **total exemption**.

The Table below determines total, partial or no exemption and the extent of the partial exemption.

#### LEVELS OF FEE EXEMPTIONS

	<u>EXEMPTION</u>	<u>NUMBER OF LEARNERS</u>			
	<u>LEVEL</u>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	2.0%	0%	0%	0%	0%
	2.1%	0%	0%	0%	0%
	2.2%	0%	0%	0%	0%
	2.3%	0%	0%	0%	0%
	2.4%	0%	0%	0%	0%
	2.5%	0%	0%	0%	14%
	3.0%	0%	7%	22%	33%
	3.1%	0%	11%	25%	36%
	3.2%	0%	15%	28%	39%
	3.3%	0%	19%	31%	42%
	3.4%	0%	23%	35%	45%
	3.5%	7%	26%	38%	47%
	3.6%	11%	29%	41%	49%
	3.7%	15%	32%	43%	51%
	3.8%	19%	35%	45%	53%
	3.9%	23%	38%	47%	55%
	4.0%	25%	40%	50%	57%
	4.1%	28%	52%	58%	64%
	4.2%	31%	54%	59%	65%
	4.3%	34%	56%	61%	66%
	4.4%	37%	48%	58%	63%
	4.5%	39%	51%	59%	65%
	4.6%	41%	53%	61%	66%
	4.7%	43%	55%	63%	67%
	4.8%	45%	57%	64%	68%
	4.9%	47%	58%	66%	69%
	5.0%	50%	60%	67%	71%
	5.1%	51%	62%	69%	73%
	5.2%	53%	63%	70%	74%
	5.3%	55%	65%	71%	75%
	5.4%	57%	66%	72%	76%
	5.5%	59%	67%	73%	77%
	6.0%	67%	73%	78%	81%
	6.1%	68%	74%	79%	82%
	6.2%	69%	75%	80%	83%
	6.3%	70%	76%	81%	84%
	6.4%	71%	77%	82%	85%
	6.5%	73%	78%	82%	85%
	6.6%	74%	79%	83%	86%
	6.7%	75%	80%	84%	84%

**Education**

**expenditure**

**(E/1)**

6.8%	76%	81%	85%	88%
6.9%	77%	82%	86%	88%
7.0%	79%	83%	86%	88%
7.1%	80%	84%	86%	88%
7.2%	81%	85%	87%	88%
7.3%	82%	86%	88%	89%
7.4%	82%	86%	89%	90%
7.5%	83%	87%	89%	90%
7.6%	84%	87%	89%	90%
7.7%	85%	88%	90%	91%
7.8%	86%	89%	91%	92%
7.9%	87%	89%	92%	93%
8.0%	88%	90%	92%	93%
8.1%	88%	90%	92%	93%
8.2%	89%	91%	94%	94%
8.3%	90%	92%	94%	95%
8.4%	91%	93%	94%	95%
8.5%	91%	93%	94%	95%
8.6%	91%	93%	94%	95%
8.7%	91%	93%	94%	95%
8.8%	92%	94%	95%	95%
8.9%	93%	95%	95%	96%
9.0%	94%	96%	96%	97%
9.1%	94%	96%	96%	97%
9.2%	95%	97%	97%	98%
9.3%	96%	97%	97%	98%
9.4%	97%	98%	98%	98%
9.5%	97%	98%	98%	98%
9.6%	97%	98%	98%	98%

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **230**  
**No** : **0**  
**Abstain** : **45**

***It is thus resolved that the proposed procedures are followed by the School when receiving, evaluating and granting/refusing a parent's application for the exemption from paying the annual School fees, as proposed.***

9.3.7. **Discount on School Fees**

**We propose that** if a learner's school fees are paid in full by the 31st December 2016, a 10% discount will be given (provided that the previous year's school fees have been paid in full, where applicable).

It is proposed that if a learner's school fees are paid in full between 01 and the 31st January 2017, a 5% discount will be given (provided that the previous year's school fees have been paid in full).

Mr. Emery put the resolution to the vote and the result was as follows:

**Yes** : **230**  
**No** : **1**  
**Abstain** : **44**

***It is thus resolved that discount on School Fees, as proposed, is given.***



9.3.8. **Additional monetary contributions**

**We propose that** the budgeted School fees **exclude** the following:

- \* School and sport uniform, learner book cases and lunches.
- \* Cost of excursions and presentations / plays, which is in excess of the budgeted amounts
- \* Sports and other tours to other provinces
- \* Any other activities that require sleepover (other than **curricular** excursions / camps)
- \* Leaderssship camps
- \* Additional / personal learner stationery (school provides only the basics)
- \* Additional / personal sports kit (school fees only cover the basics).
- \* Charity donations (including civvies days, charity spellathon/mathsathon), cake & candy sales.
- \* Funds needed to do school projects at home.
- \* Cost incurred for Entrepreneurs' Day
- \* Lost textbooks/library & exercise books that need to be replaced.
- \* Photocopies/duplicating of work lost by learner.
- \* Gr 7 Farewell (if not enough funds raised during the year).
- \* Replacement of/repairs to, deliberately/maliciously damaged school property.
- \* Activities arranged by the Fundraising Committee (i.e. Father/Child campout, Gladiator Day, Mother/Daughter tea, Mother/Father's Day raffles, Bingo evenings, Fun Run, etc.).
- \* Events such as: Concerts, cultural evenings, musical evenings, carols by candlelight, etc.

Mr. Emery put the resolution to the vote and the result was as follows:

<b>Yes</b>	<b>:</b>	<b>226</b>
<b>No</b>	<b>:</b>	<b>0</b>
<b>Abstain</b>	<b>:</b>	<b>49</b>

***It is thus resolved that the exclusions from budgeted school fees, as proposed, are adopted.***

**Questions and Answers**

The meeting concluded at 20:40

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**R EMERY**  
SGB: CHAIRPERSON

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**A WHEELER**  
SECRETARY DESIGNATE