

NOTICE IS HEREBY GIVEN OF THE 2018 AGM AND 2019 BUDGET PRESENTATION FOR PARENTS ON WEDNESDAY 24 OCTOBER 2018 AT 18:30 IN THE SCHOOL HALL
(Registration from 18:00 in hall foyer. Parking available on the sports field)

AGENDA

1. Welcome & opening remarks
2. Attendance/Apologies
3. Confirmation of the previous minutes
4. Reports on 2018 activities
 - 4.1. Principal's report
 - 4.2. SMT reports
 - 4.2.1. Deputy Principal's report
 - 4.2.2. HOD Foundation Phase report
 - 4.2.3. HOD Intersen Phase report
 - 4.2.4. HOD Educational Guidance (Gr 1 – 3) report
 - 4.2.5. HOD Educational Guidance (Gr 4 – 7) report
 - 4.2.6. HOD Extra-Curricular report
5. Fundraising Committee Chairperson's report
6. SGB Chairperson's report
7. 2018 Financial report
8. 2019 Budget Presentation
 - 8.1. Resolution to accept 2019 Budget as proposed
 - 8.2. Resolution to supplement budget deficits from other budgeted items
 - 8.3. Resolution w.r.t. the cumulative effect of exemptions & bad debts
 - 8.4. Payment of additional remuneration to GDE employees, as disclosed
 - 8.5. Resolution to charge school fees in 2019
 - 8.6. Resolution w.r.t. School fee amount per learner per annum.
 - 8.7. Resolution to maintain an Investment Account
 - 8.8. Resolution w.r.t. the appointment of Auditors
9. Resolutions to be adopted w.r.t. 2019
 - 9.1. Academic Programme
 - 9.2. Extra Curricular Programme
 - 9.3. Resolutions regarding School fees:
 - 9.3.1. Method of Payment of School fees
 - 9.3.2. School fee payment plan
 - 9.3.3. When School fees are due
 - 9.3.4. Procedures – Non – payment of School fees
 - 9.3.5. The charging of interest on late payments
 - 9.3.6. Procedures followed w.r.t. the granting of exemptions
 - 9.3.7. Discount on School fees
 - 9.3.8. Additional monetary contributions

Questions and answers

10. Closure

(The full proposed budget will be available for scrutiny during normal school hours, by Parents, in the Admin office from 09/10/2018 to 19/10/2018 – regret it may not be removed from the School premises. **Comments/queries are to be submitted in writing, at the Admin Office, or via email to info@ckps.co.za, by 12:00 on 19/10/18).** Kindly direct your comments/queries to: **The SGB Treasurer: Constantia Kloof Primary School.**

**PROPOSED: 2019 BUDGET
INCOME/EXPENSE STATEMENT**

ITEM	2018	2019	2018	2019	% increase
GDE - Resource Allocation			722 040	722 040	0.00%
INCOME					
Fees			13 500 000	14 364 000	6.40%
Fund Raising Committee			200 000	200 000	0.00%
Interest Received			90 000	90 000	0.00%
Tuck-shop Rental			16 500	25 000	51.52%
Vumatel Rental				48 000	#DIV/0!
INCOME (FEES ONLY)			13 806 500	14 727 000	6.67%
GDE - Resource Allocation			722 040	722 040	0.00%
TOTAL INCOME (GDE INCLUDED)			14 528 540	15 449 040	6.34%
EXPENSES					
Capital Expenses			250 000	150 000	-40.00%
Early Bird Discounts - (2% - 2019)	2	2	270 000	287 280	6.40%
Educational - (Fees)			5 114 819	5 430 895	6.18%
Educational - (GDE - learner TLSM)			361 020	361 020	0.00%
Extra Mural - Fees			414 600	705 770	70.23%
Fees - Provision for Bad debts - (16% - 2019)	16	16	1 862 784	2 004 525	7.61%
Fees - Full Subsidy - (5% - 2019)	6	5	793 800	703 836	-11.33%
Fees - Partial Subsidy - (5% - 2019)	5	5	661 500	703 836	6.40%
Fees - Conditional Subsidy - 1% - 2019)	1	1	132 300	140 767	6.40%
Fundraising Committee			200 000	200 000	0.00%
Maintenance - (Fees)			1 199 488	1 252 363	4.41%
Maintenance - (GDE - Maintenance)			86 645	86 645	0.00%
Medical Contingency Fund			-	-	#DIV/0!
Operational - (Fees)			2 820 364	3 105 438	10.11%
Operational - (GDE - services)			274 375	274 375	0.00%
Vehicle Replacement Fund			50 000	-	-100.00%
Expenses - (Fees)			13 769 655	14 684 710	6.65%
Expenses - (GDE)			722 040	722 040	0.00%
TOTAL EXPENSES			14 491 695	15 406 750	6.31%
NETT INCOME (FEES)			36 845	42 290	14.78%
NUMBER OF LEARNERS			1 080	1 080	0.00%
ANNUAL SCHOOL FEES / LEARNER			12 500	13 300	6.40%

2019 Budget Resolutions Letter

15 October 2018



Dear Parents

Herewith a preview of the Resolutions we will be asking you to pass at the Budget Presentation meeting on *Wednesday 24 October 2018*. (The numbering corresponds with that on the agenda previously sent out):

8. 2018 BUDGET PRESENTATION

8.1. **We propose that** the 2019 Budget is accepted as presented.

8.2. **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.

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

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

8.5. **We propose that** Constantia Kloof Primary School, as a Section 21 School, will be charging School fees in 2019.

8.6. **We propose that** the school fees for 2019 will be R13 300.00 per learner.

8.7. **We propose that** the School will maintain a second, Investment, bank account

8.8. **We propose that** the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2018.

9. RESOLUTIONS TO BE ADOPTED WITH REGARDS TO 2019

9.1. Academic Programme

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

Gr 1 - 3	Home language- English	First Additional Language - Afrikaans	Second Additional Language – Gr 1 & 2 Zulu (+ Gr 3 provided the timetable can accommodate)
	Life Skills	Mathematics	
Gr 4 - 6	Home Language - English	First Additional Language – Afrikaans	Life Skills – 1.) Physical Education, 2.) Arts & Crafts and Music, 3.) Moral & Religious Studies.
Gr 4 – 6	Natural Science & Technology	Mathematics	Social Science
Gr 7	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)

9.2. Extra-Curricular Programme

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

Sport	Swimming	Tennis (All ages)	Cricket (All ages)
	Netball (All ages)	Soccer (All ages)	Hockey (All ages)
	Athletics (track events only)	Chess	Learn to swim
Cultural	Drama	Art	Choir
	Concerts	Cultural Evenings	K4J

9.3. Resolutions regarding School fees

9.3.1. Method of payment of School fees

We propose that we adopt five 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)** directly 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** directly 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. **Stop 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.
5. **Debit Orders:** Parents complete an authorisation form at the School's Finance Office and CKPS collects the school fees on behalf of the parent. If the debit order is, however, returned unpaid, it will be cancelled and parents must pay fees a.s.a.p. to ensure that the account does not fall in arrears.

9.3.2. School fee payment plan

We propose that School fees are paid in one of the following manners (Parents' choice):

- **Plan 1** Once off payment of annual fees
- **Plan 2** Ten (10) equal monthly payments

9.3.3. When School fees are due

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

- **Plan 1** **Once off** payment made by 31/12/2018 – Qualifies for **10%** discount (provided that the previous year's school fees have been paid in full)

Once off payment made between 01/01/2019 and 31/01/2019 – Qualifies for **5%** discount (provided that the previous year's school fees have been paid in full)

- **Plan 2** **Ten (10)** equal monthly payments due on:

07/02/2019; 07/03/2019; 08/04/2019; 07/05/2019;
07/06/2019; 08/07/2019; 07/08/2019; 09/09/2019;
07/10/2019 & 07/11/2019.

9.3.4. Procedure – Non Payment of School fees

A parent's school fee debt (to the extent that he has been exempted) is a **statutory obligation** and thus **takes priority** over other voluntary debts as listed under voluntary programmes. Any money received will first be allocated to the **oldest amount** of school fees outstanding and then to current school fees. The school can record the non-performance on school fee obligation to a bureau.

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.

9.3.5. The charging of interest on late payments

We propose that the School charges interest on overdue accounts. It is further proposed that interest be charged at a rate of 10% per annum.

9.3.6. Procedures followed with regards to the granting of exemptions

All parents shall be obligated to pay school fees in terms of section 40 of the South African Schools Act, unless they have been granted exemption from the payment of school fees. The criteria for the total, partial or conditional exemption of parents, who are unable to pay compulsory school fees, to be determined in accordance with the criteria set out in *The Exemption of Parents from School Fees Regulations (as amended in Government Gazette 39392 of 17 November 2006)*

We propose that the following procedures be adopted 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: -**

- | | |
|------------------|--|
| Married | One application form is required and the documents of both Mother and Father are required. The applicant is both the biological mother and the biological father . |
| Divorced | Particulars of both Parents are required. Separate application forms must be completed by each Parent and the required documents of each applicant must be attached to the relevant application form. |
| Widowed | One application form is required with the necessary documentation. |
| Unmarried | Separate application forms must be completed by each Parent and the required documents of each applicant must be attached to the relevant application form. |
| Separated | Separate application forms must be completed by each Parent and the required documents of each applicant 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, and delivered to the school by hand (**obtain a signature as confirmation of receipt**) or by registered post.

The School Governing Body prefer to have exemption applications **by the end of April** each year. Incomplete application forms received and/or those submitted without the legally required documentation will be returned to the applicant without being processed. All applications for exemptions received, are subject to credit checks.

The SGB Chairperson and the SGB Treasurer will evaluate each application by applying the relevant legislation and regulations before granting or declining an application.

Applicants will be informed via email, or in writing if no email address was given, of the outcome of their application, by the School's Governing Body.

NB!!! NB!!! THE FOLLOWING IS AN EXTRACT FROM THE SCHOOL'S EXEMPTIONS POLICY

- (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:

$$E = 100 (F + A)$$

- 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>	1	2	3	4
	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%
9.7%	98%	98%	99%	99%
9.8%	98%	99%	100%	100%
9.9%	100%	100%	100%	100%
10.0%	100%	100%	100%	100%

9.3.7. Discount on School Fees

We propose that if a learner's school fees are paid in full by the 31st of December 2018, a **10%** discount will be given (provided that the previous year's school fees have been paid in full).

We further propose that if a learner's school fees are paid in full between 01st and 31st of January 2019, a **5%** discount will be given (provided that the previous year's school fees have been paid in full).

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 for amounts
- * Cost of sports tours & weekend tours to other provinces
- * Any activities that require sleepover (other than **curricular** excursions/camps)
- * Leadership 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.

Kind regards

CKPS - SGB

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2019 Budget – SGB Chairman's Letter

15 October 2018

Dear Parents

This correspondence serves to provide pertinent information underpinning the 2019 Budget. The Budget is to be tabled at a presentation scheduled for **Wednesday 24 October 2018 at 18:00 for 18:30 in the CKPS School Hall.**

As you will be aware, it is the responsibility of the current Governing Body and the School Management Team, to ensure that a tradition of sound financial management is being upheld. This is crucial to ensuring the continued well-being of our children in every respect.

Our tasks include the areas summarized below:

1. Academics:

- * Retain a superior level of academic emphasis in the curriculum;
- * Emphasise and embed life skills education;
- * Continuously re-assess the curriculum to ensure continued relevance.

2. Staffing issues:

Provision:

- * Continue to provide additional staff in non-subsidised posts;
- * Continue to provide additional qualified coaches;
- * Retain the services of quality educators.

Development:

- * Continue to develop the staff through relevant, value-added training;
- * Give the necessary focus to the adjustment of the anomalies in the structure and composition of the staff.

Conditions of service:

- * Develop a sound, yet flexible framework to improve conditions of service;
- * Optimise and continuously improve teaching facilities and infrastructure;
- * Encourage and reward above average performance.

3. Learners and their Environment:

- * Continuously improve the overall self-confidence of our learners in the academic and extra mural spheres;
- * Develop a sound value system amongst all our learners;
- * Stimulate optimum participation to develop potential at all levels;
- * Continue to involve our learners in community services and projects;
- * Instill the principles of democracy, equality, open-mindedness and mutual respect.

4. Parental involvement:

- * Improve liaison and communication with parents;

5. Facilities:

- * Continuous improvement of teaching and extra mural facilities;
- * Proper, pro-active maintenance of the buildings, grounds, equipment and facilities;
- * Maintain a safe and secure environment.

6. Extra murals:

- * Ensure appropriate choices for learners;
- * Encourage healthy competition;
- * Maximise utilisation of our facilities, infrastructure and other opportunities;
- * Target the highest levels of coaching, participation and performance.

7. Flexibility:

- * Encourage and support innovative ideas;
- * Stimulate awareness of changing trends in education;
- * Training for, and implementation of CAPS;

The goals and objectives listed above are daunting, yet essential to the ongoing provision of the continuously superior standards of excellence for which we are renowned.

We are very pleased to report that the following new initiatives have been successfully implemented during the 2018 book year. They are detailed as follows:

- Extension of roof over waiting area & additional seating
- Installation of a UPS system in the Computer Center
- Installation of E-beam technology in 17 remaining classrooms
- Installation of CCTV Security cameras throughout the school
- New cricket nets & 2 x cricket ball machines
- Repairs to 2 x tennis courts

Our heartfelt thanks go to the Fund Raising Committee and all our Parents, who have contributed so generously to fundraising activities

We have compiled a "wish list" of the Capital Projects that will be addressed as the funds become available. In no specific order of priority, they are detailed as follow:

- Retiling of the hall floor as well as those of identified class rooms
- Replacement of weathered doors. Paving of service entrance
- Upgrade of cricket pitch and nets
- Paving/tarring of service entrance
- Painting of school building's roofs & replacement of gutters
- Repair of 2 x tennis courts and 2 x netball courts

The above clearly demonstrates the commitment that the SGB and the SMT have shown to date, as well as the financial challenges facing us in the year to come. It's true to life however, that these achievements must come at a cost. Our philosophy has always been to regard these costs as an investment in our future – our children. Naturally the costs involved are susceptible to the ravages of a volatile economy and resultant inflation.

Taking these factors into account, we have completed our budgetary planning. A summary draft budget is available for perusal in the front office from 09 - 22 October 2018. In the interest of professionalism, we trust that you will submit your questions/queries regarding the proposed budget to the School, as requested elsewhere in the notice. This will enable us to ensure that we have the necessary research relevant to your questions on hand, and that we are able to answer your questions fully and comprehensively.

Thank you for having given this correspondence your attention.

A Barnes

SGB Chairperson