

# CONSTANTIA KLOOF PRIMARY SCHOOL

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HERITAGE  
 KNOWLEDGE  
 GROWTH

***From the Principal's desk...***

**05/03/2018**

Dear Parents & learners

The 2018 SGB (School Governing Body) elections are upon us! We will be going to the vote on **06 March 2018**. Registration, in the hall foyer, commences at **18:00**. Nomination meeting commences at **18:30** and the Election meeting @ **19:00**, in the school hall. Please read the information given elsewhere in this newsletter carefully. As in the past, the children of Parents who attend, and stay until the end of the election meeting, will qualify to wear civvies to school on Friday 09 March 2018. Child minding will be available for children of Parents who attend, as well as secure parking on the field.

As a follow on from Mr. Moyce's presentations regarding the school's communication tools, we'd like to remind parents to update their data on the D6 Communicator annually (it does not happen automatically as it is not linked to the administration database). Ensure your child's grade is updated as well as your selection of whatever other info you would like to receive.

Herewith some important dates and activities for the next two weeks:

DAY	DATE	TIME	ACTIVITY
<b>FEBRUARY</b>			
7	Tue 06	18:00 18:30	Registration for SGB Parent Elections in the hall foyer CKPS SGB Parent Nomination & Election meeting (Alternative date 13/03/2018)
1	Wed 07	07:30 09:00-14:00 14:00 18:30	SGB FinCom sub-committee meeting "The Book People" display & sale in the hall Interhouse Hockey FRC meeting
2	Thu 08	09:00-14:00	"The Book People" display & sale in the hall
3	Fri 09		<b>Civvies day for learners whose Parents attended the 2018 SGB Elections</b>
	Sat 10	08:00 tba	Netball tour to Camp Discovery (to return ± 13:00 on Sunday 11/03) Hall to be used for voter registration
	Sun 11	tba	Hall to be used for voter registration
4	Mon 12	07:30 09:30	SGB FinCom meeting West Rand Gala @ CKPS
5	Tue 13	18:00 18:30	2 <sup>nd</sup> date for Registration for SGB Parent Elections in hall foyer 2 <sup>nd</sup> date for CKPS SGB Parent Nomination & Election meeting
6	Wed 14	07:30 09:30	SGB FinCom sub-committee meeting West Rand Gala @ CKPS – Alternative date
7	Thu 15	18:00	CKPS Night Gala
1	Fri 16	15:00	1 <sup>st</sup> Term extra murals finish

**J P Fourie**  
 Principal



## **School Governing Body (SGB) – Explanation of Portfolios**

At the first meeting of a newly elected SGB, office bearers (Chairperson, Vice-Chairperson, Treasurer & Secretary) are elected from amongst the cadre of the parent members of the SGB. Office bearers are elected annually, at the first SGB meeting of the year. SGB members then volunteer their services for a portfolio of their choice (one per member). Herewith a description of the current SGB portfolios.

**Chairperson:** This person oversees the functions and activities of the SGB, and its sub-committees, and attends meetings/functions as representative of the parents of the school. The chairperson does not necessarily have to have a portfolio allocated to him/her, but may elect to do so.

**Administration & Human Resources:** By virtue of his/her position at the school, the Principal is in overall charge of all educational matters of the school. He reports back to the SGB on matters that have an impact on the governance of the school. The Principal has to; 1.) ensure that the school's insurance portfolio is updated and sufficient and, 2.) ensure the efficient functioning of administrative equipment, systems & procedures.

**Buildings & Grounds:** This person, in consultation with the Principal and the Grounds Supervisor, is responsible for matters relating to the maintenance, improvement & extension of school facilities.

**Information Technology:** This member is responsible to liaise with the IT manager and the IT Technician to ensure the efficient functioning of all computer hardware and software in the school. Constant interaction is necessary to ensure that our systems are always up to date and utilised optimally.

**Educational & School Improvement:** This person assists the Principal with educational matters as well as co-ordinates planned improvement in the School be it to the physical infrastructure, enhancement of the teaching and learning process or extra-curricular improvements.

**Extra-Curricular Activities:** This person works very closely with the Principal with regards to all organisational matters relating to the school's extra-curricular programme (i.e. extra murals, educational excursions, tours, etc.)

**Financial (Sound financial background required):** This person is the SGB elected Treasurer and works very closely with the Financial Administrator & the Principal in ensuring fiscal discipline, controlling expenditure, setting the annual budget, etc. Reports to the SGB w.r.t. the financial performance of the school. The **Finance sub-committee** comprises of the Chairperson, the Treasurer, the Principal, the School Financial Administrator and any other **Parent** members of the SGB who volunteer to serve on this committee (except in potential cases of conflict of interest). The treasurer chairs the sub-committee meetings. Detailed minutes must be kept of all meetings/discussions.

**Fundraising (FRC):** Although the Fundraising Committee is a volunteer body, an SGB member is elected to act as liaison between the Fundraising Committee and the SGB and keeps the SGB informed of all fundraising activities organised by Parents of the school as well as all projects identified by the FRC.

**Marketing:** This person liaises with SGB & School management in all matters regarding the marketing of the school (i.e. contributions to the media, Open Days, Sports events, etc.)

**Legal (Legal background, especially w.r.t. Education laws, required):** This person is responsible for ensuring that legal advice is given, or obtained, as and when necessary. This implies a sound knowledge of all legal matters relating to education.

**Relationships & Communication:** This person is responsible for the various areas of communication (SGB/Parents, SGB/FRC, SGB/Educators, etc.) as well as ensuring that positive relationships are established and maintained amongst the various stakeholders in the school environment.

**Staff well-being:** This person assists the Principal & SGB in ensuring the well-being of all employees at the school. This includes, but is not limited to: supporting staff when dealing with difficult learners & parents, acknowledgement of good work and/or notable achievements, incentivizing employees, etc.

### **So, should you stand for election?**

**(With grateful acknowledgement to Mr. Tim Gordon, CEO of the Governing Body Foundation)**

#### **If you are:**

- someone with **skills** that are in short supply in the school;
- a **selfless server** willing to play a bit-part in a larger cast; and
- someone who wants to **create** a good and sustainable education, not just for your own children, but also for your children's children; then you are probably a strong candidate!

**If, on the other hand, you:**

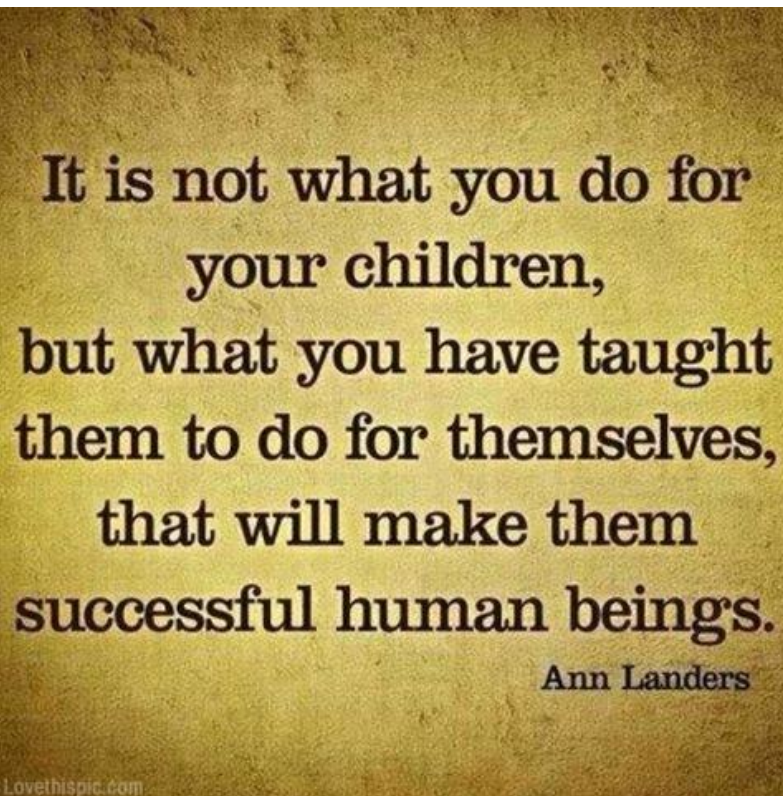
- feel you have a **score to settle**, or **bear a grudge**;
- are **forceful**, a bit **authoritarian** or **dictatorial**, highly **assertive** or a **little arrogant**, with an **own agenda** that you want to implement; or
- are a **control freak**, **wanting to micro-manage** a portfolio;

then you will probably be better off – and so will the school – if you find yourself a role in another sphere. Remember, a governor is part of democratic governance, not of forceful management!

We trust that the above will provide you with some clarity on the “workings” of an SGB.

Kind regards

**School Electoral Team**



HERITAGE  
KNOWLEDGE  
GROWTH



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**Notice is hereby given of a School Governing Body Nomination and Election meeting to be held in the hall from 18:00 on Tuesday, 06 March 2018.  
(Secure parking on the field & child minding available)**

## AGENDA

1. 18:00 – Registration commences in the hall foyer - maximum 2 parents/guardians per family, with the **youngest child's class teacher**.
  - a.) Collect voting slip upon registration
2. 18:30 - Nomination meeting commences in the hall
  - a.) Call for further nominations from the floor
  - b.) Open nomination box
  - c.) Check all nomination form for correctness
  - d.) Announce nominees
  - e.) Nominees given an opportunity to introduce themselves
    - Who are you & what are your qualifications?
    - Child/ren's grades & teacher/s?
    - What do you have to offer the school as an SGB member?

**If the 15% Quorum is achieved, we continue with the Election meeting – Parents need to vote for six (6) SGB members from the Parent body**

3. 19:00 - Election meeting – Nominees sit in front row, clearly displaying the numbers allocated to them
  - a.) Votes cast on stage – come up via the left-side stairs
  - b.) Cast your vote for a **maximum** of **six (6)** of the nominated parents.
  - c.) Leave stage via right-side stairs
  - d.) Ballot paper placed in ballot boxes
  - e.) Collect your child/ren's civvies day slips as you leave the hall  
(Parents are welcome to leave at this stage, but are also welcome to stay & observe the counting process)
4. Ballots counted in the staffroom – Candidates may observe this process but **may not** interfere with the process in any way.
5. The names of the 6 successful candidates are announced.



## STAR OF THE WEEK - FOUNDATION PHASE

**27 February 2018**

- Grade 1** Layla Neilson; Minenhle Blose; Macaela Crawford; Liam Govender; Kira Van Louw; Prininvin Chetty; Oliver Scott; Bontle Mthombeni
- Grade 2** Kgabo Mojela; Vhulenda Mbulaheni; Blayn Berriman; Kaymia Rousseau; Khaya Mafuleka; Chloe Greeff; Levi Johnston; Riya Govender
- Grade 3** Nakia Carelsen; Cale Firmin; Silvana Bosman; Omphile Seatloholo; Keesha Mooi; Unakho Ndwandwa; Isago Leburu; Phiwo Mavundla



## MERIT VOUCHERS

**Grade 4:** **24/02/2018**

Joshua van der Westhuizen; Meekailah Budhia; Tarryn Barnes; Keiran Brookstein; Nonjanulo Tshiceka; Devon Jordaan; Khutso Monyepao; Molemo Kolozi; Matthew Schönfeldt; Rirhandzu Sibisi; Levi Devaraj; Mzwandole Nyoni; Alex Coetzeex2; Matthew Bole; Alyssa Ingleby; Keira Sinequin; Njabulo Ncube; Dylan de Jesus; Fatima Dindar; Thabile Kleinbooi; Hazel Mudungwe; Shilaya Sukhu; Bonolo Mahinini; Nikhail Covenden; Crystal van der Merwe; Kayla Herbst

**Grade 6:**

Cheyenne George; David Ingram; Gemma Rochat; Yaseen Hendricks; Neo Mofokeng; Nuha Domingo; Chelsea Cole; Bohlale Masupha; Mackenzie Harvey; Shaziah Karriem; Lesdi Mofolo; Hannah Edwards; Nikhil Sewnarain; Shival Salikram; Tyla Dunn; Leigh Anne Mtuwa; Ammarah Khader; Ateeyah Esoof

### ADMINISTRATIVE

#### **ITEMS LEFT AT HOME**



We have noticed an increasing number of parents calling on the school office to deliver clothing, lunches, messages, etc. Parents are encouraged to teach their children **responsibility** in ensuring that children leave home in the morning with **all** their requirements for the day.

#### **Contact Details**

Kindly ensure that the office is aware of any changes in contact details. If a child is ill or injured we need to get hold of you **urgently**, and we rely on the information that you have supplied.



## ***FUND RAISING***

Our main Fund Raising event, for the 1<sup>st</sup> term is the Father / Child campout taking place on Friday 23 March 2018 from 16:00.

As tickets are limited, please ensure you purchase your tickets timeously. No tickets will be on sale at the gate.

Please note that **NO ALCOHOL** will be permitted at the campout.



## **READING COMPETITION**

We would like to wish the following Grade 6 learners well for a Reading Competition they are entering through the South African Literacy Association during March.

1. Portia Bwanali
2. Erin Gordon-Davis
3. Summer Poolman
4. Amber Van Eden
5. Muram Elzubeir
6. Mayil Marimuthu
7. Bohlale Masupha
8. Abigail Brereton Martin
9. Cheyenne George
10. Tshegofatso Xaba
11. Brianna Parmasiven

12. Sidn Minnaar

13. Amber Botha

14. Lesedi Mofolo

## LOST ITEMS

We are receiving a large number of “lost” glasses at the office. As these are very expensive items to replace, we request that parents please try and find a way of marking the glasses with your child’s name so that the glasses can be returned to their owner as soon as possible.



## TERM THEME : KINDNESS

### THE FARMER AND THE EAGLE (Adapted from Aesop's Fables)

One sunny day a hungry eagle soaring high in the sky saw a serpent slithering through a grassy meadow. The eager eagle swooped down upon the serpent, seized it with his talons, and began carrying the surprised serpent away so he could devour it.

The sly serpent quickly recovered from the sudden attack. He wrapped his coils around the eagle and foiled its attempts to fly. The two fierce competitors began a life-and-death struggle.

A farmer, walking through the meadow at the time of this violent brawl, saw the eagle's desperate situation. Running over to the battling enemies, he loosened the coils of the snake and enabled the eagle to escape and fly up into the sky. As he quickly slithered to safety from the farmer, the revengeful serpent spat some of his poison into the man's water jug while the farmer watched the eagle fly away.

The man was thirsty after his heroic rescue effort, so he picked up his water jug and prepared to drink the water. Just before it touched his lips, the eagle suddenly swooped down again and knocked it out of his hand. Its poisoned water spilled onto the ground.

Thereafter, whenever the two saw each other, the farmer who rescued the eagle waved his hand to greet the eagle who protected the farmer.

ONE KIND WORD  
can change  
someone's  
entire day

