

**Minutes of the 2021 AGM and 2022 Budget presentation meeting for Parents
held in the School hall at 18:00 for 18:30 on Wednesday, 20 October 2021**

1. **Welcome and Opening**

Prior to the commencement of the meeting, Mr High, Chairperson of the SGB, explained to all parents present the reasons why the meeting was changed from an “online” meeting to an “in person” meeting. The Department of Education will not acknowledge virtual meetings during lockdown level 1.

Mr Bergsma welcomed everybody to the meeting and reminded them to register in the hall quad as they would not be allowed to vote if they have not registered and been given a green 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**

Class lists on which attendees were ticked off are available on request.

A quorum of **250** is required for the Budget Meeting to proceed.

3. **Confirmation of the previous minutes**

Proposed : Mr A Barnes
Seconded : Mrs K Gush

4. **Reports on 2021 activities**

4.1. Principal’s report

Mr. J P Fourie (see report attached)

4.2. **SMT Reports**

4.2.1 Deputy Principal: Grounds & Properties

Mr. H Bergsma (See report attached).

4.2.2. Deputy Principal: Academics

Mrs. K Bergsma (See report attached)

4.2.3. HOD Foundation Phase: Academics

Mrs. S Pillay (See report attached).

4.2.4. HOD Intersen Phase: Academics

Mrs. J Beeslaar (See report attached).

4.2.5. HOD Educational Guidance, Foundation Phase

Mrs. K Mahlangu (See report attached)

4.2.6. HOD Educational Guidance in Intersen Phase

Mrs. J Fleetwood (See report attached)

4.2.7. HOD Extra-Curricular

Mr. R van Dyk (See report attached).

5. Fundraising Committee Chairperson’s report – **Mr. Mrs K Gush** (See report attached)

6. SGB Chairperson’s report – **Mr. J High** (See report attached).

7. **2021 Financial report** – **Mrs. M Dube** (See presentation attached).

The 2021 Financial report, from January 2021, to date, was presented.

The parents were reminded that they had the opportunity to view the proposed 2022 budget, no parents came to view the proposed budget, no queries/concerns were tabled.

A quorum of **250** was required for the Budget Meeting to proceed. As the total number of parents attending the Budget meeting was **181**, the Budget Presentation could not proceed and the proposed 2022 Budget was not presented to the parents present. The Budget Presentation meeting will be reconvened at **18:00 on Wednesday, 27/10/2021** – no quorum requirement for this meeting.

The meeting was adjourned at 20:00

CONSTANTIA KLOOF PRIMARY SCHOOL

Principal's report to the Parents at the AGM held in the hall at 18:30 on Wednesday 20 October 2021

The year 2021 has been a fast-paced, challenging year, with many achievements of which we are, justifiably, proud. We are grateful of the academic, sporting and cultural achievements of our learners and can safely say that the CKPS staff and Parents played a huge role in affording our learners the opportunity to excel. The various SMT members will expand on this in their presentations.

We commenced the year with 1122 learners and our numbers remained relatively stable throughout the year. Our anticipated enrolment figures for 2022, to date, indicate that numbers will remain at this level.

Unfortunately we are still finding it a challenge to convince some of our Parents of their legal obligation to honour their financial commitments to the school. A number of Parents have already indicated that they will be applying for exemption from the payment of school fees in 2022 and it is going to be up to the SGB to continue managing this situation, and to institute legal proceedings, without fear or favour.

Due to continued curriculum delivery pressures, the school will continue with the 7 day, 8 periods a day, cycle in 2022. We are happy to report that we have sufficient textbooks in all the grades for 2022 and each teacher has a set of text books in the class so that our learners don't have to carry their text books around. Basic stationery will also be available in all classrooms for use by learners who do not have their own.

At present we have 29 GDE employed and 6 SGB employed Educators, as well as 12 SGB employed teacher interns/assistants.

I would like to thank, and commend my entire staff, the SGB and the FRC, for a successful 2021 and believe that some exciting challenges await you in 2022 and here I am referring mainly to the establishment of a Gr R site for CKPS.

Lastly, as this is my final AGM as Principal of CKPS, I would like to thank you all for the best 28 years of my life, spent at CKPS. Your support and co-operation, throughout the years, have made my tenure at CKPS, memorable indeed. Take care of this wonderful school and, I'm sure, it will grow from strength to strength in the coming years.

I will now hand over to the SMT members to report on their respective departments –
Mr. Bergsma.

Thank you.

J P Fourie
Principal

Deputy Principal Report, regarding Grounds and Properties, at the 2021 AGM

In the 2nd year of the COVID-19 pandemic, it is a welcome relief to know that our learners are being educated in a stable environment, where they can focus on their education. Thanks to the support of our SGB and parents, a lot more have been achieved this year, with regards to development and maintenance.

As the school buildings in our district and province age, we face the growing challenge of maintaining school facilities at the level that enables our educators to meet the needs of 21st century learners. It is also important that our learners are educated in a safe and healthy environment.

Our school building is currently 42 years old and old buildings have more frequent age-related issues that can lead to high maintenance bills. Because we know that routine, and unexpected, maintenance demands are bound to arise, every school must proactively develop and implement a plan for dealing with these inevitabilities. With the assistance and support of our SGB, staff and parents, we are on track with all our maintenance related challenges. We have also refurbished our school hall, so that every learner, parent, and staff member can be proud of our facilities.

However, school facilities maintenance is concerned about more than just resource management, it is about providing a clean and safe environment for learners.

During the AGM in 2020 we announced that the SGB and SMT will evaluate the development projects for 2021 and then determine to which projects will be in our planning for 2021/2022. Unfortunately, we had to put all other projects on hold due to financial constraints caused by the COVID-19 pandemic and the difficult situation in our country's economy.

School facilities maintenance affects the physical, educational, and financial foundation of the school and should therefore focus on both, day to day operations and long-term priorities.

I want to take this opportunity to thank the Mr Fourie, who took care of this school the past 28 years, as well as SGB and parents for their support with our maintenance projects. I also want to thank Mr van Dyk, Mr High and the ground staff for their continuous commitment to make CKPS a clean and special place for our learners, educators and parents.

Kind regards

H Bergsma

Deputy Principal

CONSTANTIA KLOOF PRIMARY SCHOOL

DEPUTY PRINCIPAL ACADEMICS REPORT
MRS. K. BERGSMA



PRIMARY RESPONSIBILITY

- AFRIKAANS FAL GR 7 EDUCATOR
- LIFE ORIENTATION GR 7 EDUCATOR



CORE RESPONSIBILITIES



Head of Academics

Learner Discipline

LTSM Co-ordinator

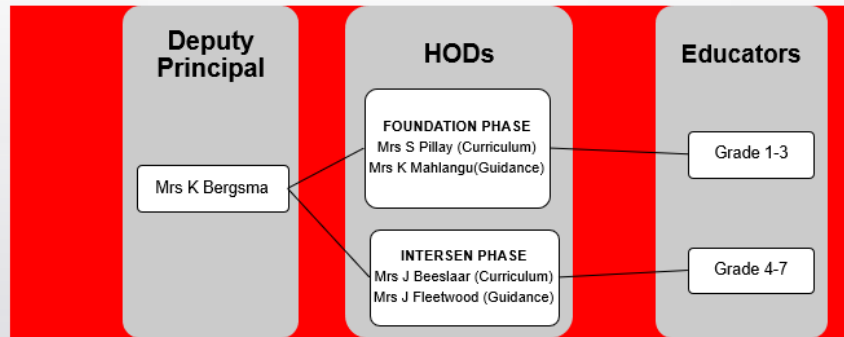
IQMS Co-ordinator

Teacher Development

Control School's Councillor system



HEAD OF ACADEMICS



LEARNER DISCIPLINE



- **Code of Conduct:**
 - A set of moral values and norms which must be complemented by the commitment and acceptance of responsibility by educators, learners and parents.
 - Respect and accountability is the foundation for the success of learner discipline.
 - Our admin system is used to send out warnings via SMS as well as allocating merits. At CKPS we believe in awarding the positive attitude of learners.



LEARNER DISCIPLINE

- **Late coming:**
 - To be punctual is a very important value that you can instill in your child.
 - Frequent late coming will lead to substantial loss of important classroom routine and academic work in our learners.
 - Learners that arrive at school after 07:35 are classified as "late". Parents will be notified via SMS and stats are reported to the District office.
- **Absenteeism:**
 - We have seen a general increase in absenteeism in our school during Covid-19. This raises a huge concern. Learners are falling into the trend that it is acceptable to be absent/late without any good reason. We have seen the effect of frequent absenteeism in the overall academic results of some learners.
 - Learners that attend school religiously form a strong academic foundation and achieve good results.



LEARNER DISCIPLINE

Uniform and General appearance:

- CKPS is proud of our uniform and expect all learners to wear the uniform with pride.
- Please remember that it is all parents' responsibility to see to it that learners are neatly dressed.
- Hairstyles must be according to the School Code of Conduct. Parents will be requested to attend to hairstyles where they are not according to the school rules. Please assist us in this regard.

Cell phones:

- Are allowed at school if it is switched off and not taken out of the bag during the school day.
- If learners do not adhere to the rules, the device will be confiscated.
- Please monitor your child's cell phone for any irregularities. Limit screen time.



SCHOOL'S COUNCILLOR SYSTEM



- SMT members that assist me are:
 - Mrs J Fleetwood
 - Mr R Van Dyk
- Gr 6 learners will start shadowing our current councillors and monitors in Term 4.
- An in-house Leadership Development camp will be hosted in Term 1 (2022).
- The selection process is transparent and fair and additional monitors and councillors can be selected during terms 2 and 3.



LTSM & IQMS CO-ORDINATOR TEACHER DEVELOPMENT

LEARNER TEACHER SUPPORT MATERIAL

- Sufficient due to sound financial management and distribution of funds.
- Effective procurement management are also evident.



IQMS & TEACHER DEVELOPMENT

- Teachers are assessed and appraised according to the Internal Quality Management System.
- We are proud to report that CKPS staff is abreast with new developments in education and are continuously trained by various service providers.



CONCLUSION



Thank You

To all CKPS staff, SGB members, parents and learners for your continuous support and commitment to achieve and deliver the best education to every learner at Constantia Kloof Primary School.

I salute you.



Constantia Kloof Primary School

HOD Foundation Phase Report for the 2021 AGM

Good evening ladies and gentlemen. I am Ms Pillay, the Academic Head Of Department for Foundation Phase.

Our Foundation Phase is a place where learning, love and laughter go hand in hand. From a quick hug to a listening ear, our teachers use positive discipline techniques to create a safe and caring learning environment that enables our learners to encounter new challenges, confidently, so they can build success upon success.

I would like, at the very outset, to thank the educators for all their hard work and for the manner in which learners have been guided and supported, especially during these last few months. Thank you to the SGB, FRC and the parents for allowing us to have interns. To the interns, thank you for being willing to do whatever was requested of you and for taking on the extra responsibilities during the pandemic.

There are 4 Grade 1 to 3 classes, thus making a total of 12 classes in the Foundation Phase Department, offering Home Language English, First Additional Language Afrikaans, Mathematics and Life Skills as the teaching subjects. IsiZulu is our Second Additional Language and is taught in an informal manner using songs, stories and greetings.

The following are guidelines to determine whether a learner should be permitted to progress from Grade 1 to 3 in the Foundation Phase:

- (a) Adequate Achievement (Level 4) in English
- (b) Moderate Achievement (Level 3) in Afrikaans
- (c) Moderate Achievement (Level 3) in Mathematics

The website and communicator have a clear explanation of the requirements.

Schooling evolved as the alert levels dropped, teachers became accustomed to the new normal, screening in the morning, and afternoon, sanitising regularly, wearing of masks, sadly depriving our children of hugs, shaking hands with our colleagues and parents, learners not running and playing. Sharing and caring was our motto and although no longer is, yet we persevered. I commend our learners for their strength and bravery.

Throughout this year, we have faced many challenges because of the pandemic, but with the help of the SMT, all the teachers, interns, parents and learners we overcame these challenges.

We have completed all work and assessments successfully for 2021 thus far. And considering the circumstances most of our learners have achieved the assessment standards and I am proud of them. Our Grade 3 learners participated in a story writing competition.

The educators have attended online courses and talks to broaden their knowledge and refresh them with new ideas. These aspects have then been successfully implemented in the classroom.

A big thank you to the parents who ensure that homework is done daily. Thank you to those parents who have supported our decisions and strengthened our hands regarding discipline. Your support is appreciated and valued as your child's education is a combination of teacher, child and parent working together to get the optimum performance from them.

I thank you for listening attentively and I wish you and your family all the best for the rest of the year.

Thank you.

S Pillay

HOD Foundation Phase Academics (Gr 1 – 3)

CONSTANTIA KLOOF PRIMARY SCHOOL

HOD INTERSEN PHASE REPORT FOR 2021

CKPS AGM

Good evening, ladies and gentlemen.

I am Mrs Beeslaar the HOD for the Intersen Phase.

At CKPS, we continuously strive to keep our academic standards high. Reports are handed out after each term, thus ensuring that parents are kept fully up to date with the progress of their children for each term. Reports will be issued to learners on the last day of school, which is WEDNESDAY, 15 DECEMBER.

The TOP TEN system is still in place, and learners who made it onto this prestigious list are given their badges during the first Intersen Phase Assembly of each term, in recognition of their hard work and persistence. This is based on the learner's overall academic performance for each term.

Selected learners participated in the Grade 7 NS Online Quiz. We are proud to announce that our learners kept the CKPS flag flying high at all these events.

Once we receive information regarding the end of year assessments and tests, this information will be posted on the D6 Communicator as well as the various other platforms used in each grade.

Sadly, we had to cancel our Annual Honours evening in 2020. However, we are looking forward to, once again, hosting this event, although the format might be slightly different from what we are used to. During this evening we will reward those learners who have achieved academic excellence throughout the year. This event is by invitation only.

Our educators have attended all their Subject Cluster meetings and other courses as well, for self-improvement. Attending these meetings ensure that the educators at CKPS are up to date with the latest developments in education and Departmental Requirements for our District. The District officials also visited CKPS during the course of the year and, I am proud to announce, that they are very satisfied with the quality of education at CKPS.

I would like to commend our educators for the way in which they adapted to the new method of teaching. There is a vast difference in the way that we were trained and the kind of teaching that we were expected to do. The educators continuously aspire to keep the academic standards at CKPS as high as they have always been. I would like to commend our parents for the way in which they supported, not only their children, but also the educators at CKPS. Lastly, the learners, as a school is only a building, without the learners that we teach. They also adapted to so many changes, during the course of the year, and like the heroes they are, they just got on with the business of learning.

Thank you, to all my colleagues, for your professionalism, dedication, enthusiasm and continuous support during this year. Thank you to the SMT for their support and to the SGB, who ensures that we have the tools in order to do our jobs to the best of our ability. And lastly, a very big thank you to Mr Fourie, for everything that you have done for the staff, parents and learners of CKPS.

I would like to leave you with the following quotes:

"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice" – Brian Herbert
"Education is the passport to the future, for tomorrow belongs to those who prepare for it today"- Malcolm X

We look forward to a productive 2022!

Thank you.

J Beeslaar

HOD Intersen Phase – Academics (Gr 4 – 7)

HOD Guidance FP Report at the 2021 AGM

Good Evening Ladies and Gentlemen, I am the HOD Educational Guidance for the Foundation Phase.

We, at CKPS, are passionate about our learners' total well-being. Learners who are experiencing learning and emotional difficulties are closely monitored throughout the year and extra assistance and support is continuously given by educators.

A special gratitude goes to all our teachers who wear many hats to ensure the smooth running of our school. Not only are they teachers, but they are nurses, law enforcements, counsellors, social workers, moms and friends, to all our learners. Some events and interventions that we have provided this year are:

- **Extra- lessons** – under strict Covid 19 rules we have managed to provide learning support to our learners who need extra academic support. We, unfortunately, had a challenge with big numbers of our Learner's at risk. Only the learners, who were performing below average, were catered for in Term 2 and 3, our borderline learners were referred to other reading and learning centres as we couldn't cope with the volumes of our Learner's at risk.
- **Eye-screening:** On the 17th of June, the school invited Spectacle warehouse to eye-screen our learners. Over 300 learners were tested and two thirds of the learners were referred for further, more comprehensive, eye-screening. Spectacle warehouse donated 20 vouchers for learners who need a little help with the cost of the screening.
- **Build -A- Bear** teddy bears are our new helpers with counselling our little clients. Covid 19 has impacted so much on our number of learners who need emotional support. Some days our learners come to school very fragile. The Teddy Bears have a heartbeat and, when held close by an emotional learner, that tends to help our learners pace their breathing and eventually that calms them down.

Our Educational Psychologist, Mrs Virginia Schoombie has been working with us for over 20 years. She helps diagnose possible learning problems identified by the educators. Mrs Schoombie also sees several learners for play therapy on a regular basis.

After identifying learners who continue to have challenges with barrier to learning in the classroom, the SBST referred 5 learners to the District Support Based Team to assist with placement of these learners in remedial schools.

Sadly, there has been a rise in the number of child abuse cases this year. Most parents are experiencing a lot of stress and frustration, understandably, but that does not give any parent a right to take it out on a child. We, as a school, have an obligation to report any form of abuse to the District and the Social Development Department.

Times are tough and, as a school, we can assist with uniform items and with providing lunch to our learners if there is a need.

We, as a school, would also like to thank you, the parent, for the added support you have given to the learners and for your co-operation.

I wish you and your family a safe 2022.

Thank you

Mrs K Mahlangu

HOD FP Educational Guidance

HOD Guidance IP Report at the 2021 AGM held on Wednesday 20 October 2021

2021 has indeed been a very challenging year, with many changes resulting not only from the COVID 19 pandemic, but also within the school itself. We have a new Deputy Principal and we will soon be saying goodbye to a dearly loved Principal. We have lost several parents and grandparents to Covid, bringing about enormous changes in the lives of some of our learners. We have to change the way we teach and adapt these changes with more changes as the year has unfolded. At CKPS, we have definitely taken the challenges along with the opportunities and endeavoured to keep CKPS's flag flying high, no matter what.

We have continued to instil important values in our learners through the assembly themes covered this year which covered:

- Term 1 – Manners
- Term 2 – How children can change the world
- Term 3 – Issues relating to bullying
- Term 4 – Fruits of the Soul

Through these beautiful assembly presentations, put together by each grade, per assembly, we hope to have imparted, not just values, but important life skills on to our learners too.

Our youth Council was actively involved in raising funds towards our Charity account with various Youth Day activities we had. The learners really pulled together well and proved that TEAM WORK, WORKS. Women's Month and Literacy Day was celebrated with various activities with the assistance of Mrs Fox and Mrs van Heerden, in the Media Centre. We also recently celebrated Heritage Day and learners were allowed to dress in beautiful, colourful attire reflecting the diverse cultures we have at CKPS.

CKPS has continued to serve the community by way of donations of the following:

- Women's hygiene products
- Dry groceries donated to families in need and The St Laurence Children's Haven
- Blankets – made of squares lovingly knitted by our very own CKPS parents, grandparents and even a few learners took up the challenge. This is an ongoing drive, so keep those squares coming.

I would like to take this opportunity to thank all our parents who gave so generously to these drives.

Although we could not host the High School Expo this year, we have remained in touch with the High Schools who have diligently delivered flyers and information which we have posted on the Communicator on an ongoing basis. CKPS learners remain sought after and many have been offered scholarships for 2022.

As far as academic intervention is concerned, the SBST pre-screened almost 50 learners in the first term, of which 35 have been granted accommodations for exams which entitles them to some additional time to complete their exams, if needed. We have referred a few learners to the District Support Based Team to assist with placement of these learners in remedial or special schools, based on identified learning barriers that continue to be a challenge for these learners within the classroom. We are in the process of referring 6 learners in the IP, with one already placed at the West Rand School.

On the counselling front, we have been kept busy and, sadly, have had to deal with several cases involving bereavement and different forms of abuse. My sincere thanks go to the counselling team for their assistance. Without your help I think I may have ended up on a couch on a daily basis.

Numerous Parent Meetings have been held on an ongoing basis throughout the year, be it in person or online, providing parents and educators an opportunity to discuss academic or behavioural concerns, and together, work on a way forward to support and assist the learners in a positive manner.

Attendance at Extra Lessons was good in term 2 – thank you to all the parents and educators who continue to support these learners by monitoring and encouraging them. We focused on reading and comprehension and resumed with normal lessons from Term 3. In Term 4 our focus will be exam preparation.

We were able to source a few online study skill courses and parent webinars to assist both learners and parents as far as assessment and exam prep goes. Thank you to the parents who attended. I know that your children value your support.

The Charity account has again proven invaluable in order to assist several learners with breakfasts and lunches from school, clothing and even grocery items as needed.

I would like to conclude by thanking my colleagues, who all form part of the School Based Support Team, for their assistance and support over the last year, especially for going the extra mile, as always. For diligently identifying learners in need and working endlessly with parents and paperwork in order to provide the right means of support for these learners, colleagues, I thank you. Thank you to you, as parents, for supporting your children by attending meetings, following up where needed and allowing the SBST to assist your children as and where needed.

I wish you a very successful year further with your children and look forward to working with you again in 2022.

Thank you,

Mrs J Fleetwood

HOD IP Educational Guidance

AGM – 2021
EXTRA – CURRICULAR REPORT



Good Evening Ladies and Gentleman,

The Extra – Curricular report includes the sport highlights for 2021.

Unfortunately, due to the ongoing Covid-19 pandemic, we only had a number of netball matches and no other sport matches were held. We, however, had practice sessions throughout the year to keep CKPS learners fit and healthy. We are looking forward to 2022 and hope to be out there on the sports fields, courts and swimming pool!

I would like to thank all the teachers and coaches for their time and effort. Your willingness and enthusiasm were always evident, when it came to clinics, coaching courses and coaching sessions. Without your expertise and support none of the above would be possible.

Finally, I would like to thank all the Parents for all your support. Thank you for keeping Constantia's Flag Flying High!!

Thank you Ladies and Gentlemen.

R v Dyk

HOD Extra - Curricular Activities

Fund Raising Committee Report – AGM 2021

The first half of 2021 has been relatively quiet for the FRC. None of our usual fundraising events have been able to take place due to the ongoing Covid-19 pandemic, as well as the financial strain we know many of our parents are facing.

Due to these constraints we have not spent any Funds on projects during 2021.

Money raised so far for 2021 has come from the following sources:

Clothes horse: R 30 340.06

My School rewards: R 26 173.71

Retail Crossing Spar: R 4 816.01

Total funds raised: R 62 080.68

We are currently still running our silver coin weigh-in Fundraiser, this will wrap up in October.

As always we would like to thank all of the learners, parents, FRC members and our fabulous C.K.P.S staff members for the tremendous support we receive every year.

Thank you.

K Gush

FRC Chairperson

SGB CHAIRMAN'S REPORT AT THE 2021 AGM HELD IN THE HALL ON WEDNESDAY 20 OCTOBER 2021

Good Evening Parents

The past year has been extremely challenging to everyone involved in the educational sector.

The pandemic has wreaked havoc with regard to planning, learning and teaching schedules. At CKPS we have gone from full online classes, to platooning of learners. We returned to normal timetabling only to have it stopped within 48 hours by the District.

The year has offered us lots of ups and downs. Some of the highlights of the year were the complete revamp of our school hall. The school is currently busy with the acquisition of a Grade "R" site which will add extreme value to CKPS. This is currently being met with great excitement by our Foundation Phase educators and all other parties involved.

Grade 1 admissions went smoothly and the admissions process ran from 13 September – 08 October 2021.

Grade 2 – 7 opened on the 19 August – 30 September 2021.

By the amount of applications that were received, it was once again made extremely clear that CKPS is one of the most sought after schools on the West Rand.

As time is quickly running out towards the end of the year, we are preparing to bid a very fond farewell to one of the CKPS stalwarts, as Mr Fourie will be retiring at the end of the year. It is with a heavy heart that we say goodbye and wish him all the best for the future.

The final stretch of the year has arrived for our learners and Educators as they return to normal timetabling and a final push to exams at the end of the year. I would like to encourage all learners to work hard to ensure academic success.

To all the parents, a special word of thanks for the time and effort you have had to contribute to the success of your child, with regard to assisting our learners where possible.

Finally, to all learners, parents, educators, SMT and the SGB, thank you for making this year a success and once again ensuring CKPS remains the best public school in the District.

Regards

J. High
SGB Chairman

8. **Presentation of Proposed 2022 School Budget on Wednesday, 27/10/2021**
– Mrs. M Dube (SGB Treasurer)
 (143 Parents attended – Attendance register available on request)



CKPS BUDGET 2022

SCHOOL GOVERNING BODY

The finance committee has prepared a budget which was approved by the School Governing Body.

- The budget has been prepared according to the process defined by the SGB Constitution and Standing Orders.
- The budget is being presented tonight according to the procedures outlined by the Gauteng Department of Education.
- 0 parents viewed the detailed budget that was available at the school.
- **Questions/queries must be directed via e-mail to sgbsecretary@ckps.co.za.**

MAJOR EXPENSES – 4 CATEGORIES

Operational

- Employ a Bursar, 1 Finance Clerk, 2 Admin clerks and an IT Support Technician
- Pay for services such as Administration System, water, electricity, telephones, printing newsletters, notes, tests and exams.

Educational

- SGB employs 6 Educators and 12 teacher interns to compliment the 29 Educators employed by the GDE. This reduces class sizes and allows us to offer additional subjects.
- Budget for the payment of incentive and year end bonuses, monthly management allowances for Grade Heads and SMT (i.r.o. the management of SGB employees).
- Educators receive a negotiated (trade unions) increase.
- Budget for the cost of substitute teachers due to Maternity and Study Leave.
- Budget is allocated towards learning support material such as duplicating, text books, paper etc.

Extra Mural

- Funding of additional coaches, the cost of transport to events, etc.

Maintenance

- Employ a Security Guard and 5 support staff.
- Pay for cleaning consumables such as toilet paper, repairs and maintenance costs (which increase as our buildings age).

3

RATIONALE BEHIND EMPLOYING SGB EDUCATORS IN 2022

i.e. If we were to decide not to employ any SGB Educators:

- 3 x GDE posts would be allocated to the Principal, 2 x Deputies, 5 x HOD's and 7 Grade Heads to allow them time for admin.
- This would mean that Post Level 1 Educators would have no admin periods!
- We would only have 26 Educators teaching.

The scenario would be as follows:

4

Class sizes without SGB intervention

Grade	No. of learners in grade	No. of classes/ Educators	Class sizes
1	160	4	4 x 40
2	160	4	4 x 40
3	160	4	4 x 40
4	160	4	4 x 40
5	160	4	4 x 40
6	160	3	2 x 53 & 1 x 54
7	160	3	2 x 53 & 1 x 54
TOTAL	1 120	26	Average of 43 learners/class

- In order to prevent the previous scenario, we propose that the SGB employs the following staff: 6 SGB Educators and 12 SGB Teacher Interns allocated as follows:
 - **4 x Educators** to cover Grades 5 & 7 as well as an HOD Extra Curricular Activities who will also teach P.E, and to enable SMT & Grade Heads' admin periods.
 - **2 x Educators** dedicated to teaching 1 x Class Music and 1 x Creative Arts. These employees will further enable Educators' admin periods.
 - **12 x Teacher Interns** deployed as follows: 2 x Gr1, 1 each in Gr 2 – 7, 1 to assist with FP isiZulu (SAL) & 3 to assist with Gr 1 – 7 PE, in order to assist the relevant Educators to cope with larger class sizes.

In employing the above Educators, we aim to assist the Educators with class management, marking assessments, etc.

Grade	No. of learners currently in grade	No. of classes/ Educators	Current class sizes
1	160	4	4 x 40 + 2 Teachers' assistants
2	160	4	4 x 40 + Teachers' assistant
3	160	4	4 x 40 + Teachers' assistant
4	160	4	4 x 40 + Teachers' assistant
5	160	4	4 x 40 + Teachers' assistant
6	160	4	4 x 40 + Teachers' assistant
7	160	4	4 x 40 + Teachers' assistant
TOTALS	1 120	28	Average of 40 learners/class

RESOLUTIONS

- 8.1. Resolution to accept 2022 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. Resolution w.r.t payment of additional remuneration to GDE employees.
- 8.5. Resolution to charge school fees in 2022.
- 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 to the appointment of Auditors for the 2022 financial year-end.

- 9.1 Resolution to adopt the 2022 Academic program.
- 9.2. Resolution to adopt the 2022 Extra – Curricular Program.
- 9.3. Resolutions to adopt structures w.r.t 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 Procedures followed w.r.t. the granting of exemptions
 - 9.3.6 Discount on School fees
 - 9.3.7 Additional monetary contributions

PROPOSED BUDGET FOR 2022

	2021	2022	% change
INCOME			
GDE – Resource Allocation	824 670	824 670	0.0%
Fees	14 904 000	15 840 000	6.28%
Early Bird Discount (2020:2% - 2021:2%)	(298 080)	(316 800)	6.28%
Subsidies (Full/Partial = 5%, Conditional = 1%)	(1 752 710)	(1 862 784)	6.28%
Bad Debts Provision (2021:16% - 2022:17%)	(2 185 046)	(2 322 271)	6.28%
Fund Raising Committee, Interest Received, Tuck Shop, Vumatel	213 000	218 000	2.3%
TOTAL INCOME	11 710 834	12 380 815	5.7%

PROPOSED BUDGET FOR 2022

EXPENSES	2021	2022	% change
GDE Allocation	(824 766)	(824 670)	0%
Operational	(3 514 524)	(3 583 383)	1.96%
Educational	(5 587 114)	(5 786 044)	3.56%
Extra Mural	(614 100)	(618 100)	.65%
Maintenance	(1 063 725)	(1 061 975)	-.16%
Fund Raising Committee	(50 000)	(50 000)	.00%
Capital Expenses	(50 000)	(270 500)	.0%
Vehicle Replacement Fund	0	50 000	0%
TOTAL EXPENSES	(11 704 229)	(12 244 672)	1.04%

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SECTION 38A PAYMENTS - 2022

GDE requires that Section 38A payments be declared to parents and agreed upon:

Performance Incentives for GDE employed staff:

- Operational Staff - R 15 420
- Educational Staff - R 305 020
- Maintenance Staff - R 15 400

Management Allowance for GDE employed SMT members to manage School Governing Body Staff.

Educational Staff - R 473 760

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8.1. **Resolution to accept 2022 Budget as proposed**

We propose that the School Budget for 2022 is accepted as presented.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	135
No	:	6
Abstain	:	2

It is thus resolved that the Budget for 2022, 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.

Mrs. Dube put the resolution to the vote and the result was as follows:

Yes	:	140
No	:	2
Abstain	:	1

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.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	116
No	:	4
Abstain	:	23

It is thus resolved that the cumulative effect of exemptions and bad debts for 2022, 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.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	137
No	:	3
Abstain	:	3

It is thus resolved that Section 38A payments for 2022 are accepted, as proposed.

8.5. **Resolution to charge school fees in 2022**

We propose that Constantia Kloof Primary School, as a Section 21 School, will be charging School fees in 2022.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	140
No	:	2
Abstain	:	1

It is thus resolved that Constantia Kloof Primary School, as a Section 21 School, will be charging School fees in 2022.

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

We propose that the school fees for 2022 will be **R 14 400.00** per learner per annum.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	116
No	:	21
Abstain	:	6

It is thus resolved that the school fees for 2022, will be R 14 400.00 per learner, as proposed.

8.7. **Resolution that the School will maintain a second, Investment Bank account, in 2022**

We propose that the school will maintain a second, Investment Bank account, in 2022.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	139
No	:	0
Abstain	:	4

It is thus resolved that the School will maintain a second, Investment, Bank account in 20220

8.8. **Resolution that the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2022, using a different Auditing team from the one used in 2021.**

We propose that the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2022, using a different Auditing team from the one used in 2021.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	101
No	;	13
Abstain	;	29

It is thus resolved that the Auditing firm, Meintjies, Putter and Koch, be re-appointed as the School's Auditors for 2022, using a different Auditing team from the one used in 2021.

9. **Resolutions to be adopted w.r.t. 2022 – Mrs M Dube** (See presentation attached).

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.
	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)

Mrs Dube put the resolution to the vote and the result was as follows:

Yes : **134**
No : **6**
Abstain : **3**

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:

Sport	Swimming – All ages	Tennis – All ages	Cricket – All ages
	Netball – All ages	Soccer – All ages	Learn to swim
	Athletic – track events only	Chess	
	Chess – All ages		
Cultural	Drama	Choir	
	Concerts	Cultural Evenings	
	Public Speaking	K4J	

Mrs Dube put the resolution to the vote and the result was as follows:

Yes : **143**
No : **0**
Abstain : **0**

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 five payment methods:

- Payments are made at the School's payment office by **cash or credit card** – no cheques will be accepted.
- **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.

- **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.
- **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.
- **Debit Orders:** Parents complete an authorisation form at the School's Finance Office for CKPS to collect school fee payments 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. **PLEASE NOTE:** Parents won't be able to re-instate a debit order again.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	143
No	:	0
Abstain	:	0

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

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

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	140
No	:	2
Abstain	:	1

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 **31/12/2021** – Qualifies for **10%** discount (Provided that the previous year's school fees have been paid in full).

Once off payment between **01/01/2022 and 31/01/2022** – 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:
07/02/2022; 07/03/2022; 07/04/2022; 07/05/2022;
07/06/2022; 07/07/2022; 07/08/2022; 07/09/2022;
07/10/2022 & 07/11/2022.

Mrs. Dube put the resolution to the vote and the result was as follows:

Yes	:	133
No	:	5
Abstain	:	5

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

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.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	99
No	:	31
Abstain	:	13

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. Procedures followed w.r.t. 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 on Government Gazette 29392 of 17 November 2006)*.

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:**

Widowed **One** application form is required with the necessary documentation (**Refer Regulation 29311**).

Divorced/Married/Separated/Single

Particulars of **both** biological Parents are required irrespective of their marital status as they are jointly and severally responsible for the payment of school fees (**Refer Regulation 29311**)

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. All applications 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.

**THE FOLLOWING IS AN EXTRACT FROM THE SCHOOL'S EXEMPTIONS
POLICY AS PER REGULATION 29311:**

- (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**.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	124
No	:	7
Abstain	:	12

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

9.3.6. **Discount on School Fees**

We propose that if a learner's school fees are paid in full by the **31st December 2021**, a **10%** discount will be granted (provided that the previous year's school fees have been paid in full).

It is further proposed that if a learner's school fees are paid in full between **01 and the 31st January 2022**, a **5%** discount will be given (provided that the previous year's school fees have been paid in full).

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	123
No	:	8
Abstain	:	12

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

9.3.7. **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

- Cost of sport tours and weekend tours to other provinces
- Any other 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. Gladiator Day, Fun Run, Winter Sports day, etc.).
- Events such as: Concerts, cultural evenings, musical evenings, carols by candlelight, etc.

Mrs Dube put the resolution to the vote and the result was as follows:

Yes	:	138
No	:	2
Abstain	:	3

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

The SGB Chairman, Mr J High, addressed the parents after the Budget Presentation. He informed parents that the school received an unqualified audit for the last 3 financial years, 2018 - 2020. This, in essence, means that the school's finances are impeccably managed. CKPS are one of a few schools in Gauteng that managed that distinction.

Mr High then discussed the traffic issue, around the school, in depth. All parents present are concerned/upset/worried about the traffic issues in the mornings and afternoons.

Several possible solutions were investigated before, but with no success. Mr High then proposed to the parents that CKPS obtain the service of two Outsurance Pointsmen for the mornings and the afternoons. This, however, comes at a cost and he proposed that parents pay an additional R20 – R25/month school fees to cover this cost.

Two opportunities were given to the parents to vote.

Final result was as follows:

Yes	:	18
No	:	125
Abstain	:	0

The meeting was adjourned at: **19:40**

Mr J High
SGB: CHAIRPERSON

Mrs L Thessner
SECRETARY