

**Minutes of the 2019 AGM held in the School hall at 18:00 for 18:30  
on Wednesday, 16 October 2019**

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 at the 2020 Budget Presentation if they have not registered and been given a blue voter's slip. Achievement of the quorum will be confirmed at the end of the AGM.

Mrs Jonker also welcomed Mr Koch and Christine from Auditors Meintjes, Putter & Koch Incorporated and thanked them for taking the time to attend our Annual General Meeting.

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**

See class lists on which attendees were ticked off.

A quorum of **227** is required for the Budget Meeting to proceed.

3. **Confirmation of the previous minutes**

Proposed : Mr Alex Barnes  
Seconded : Mrs Heather Dolley

4. **Reports on 2019 activities**

4.1. Principal's report – **Mr. J P Fourie** (See report attached).

4.2. **SMT reports**

4.2.1. **Deputy Principals' reports**

4.2.1.1. Deputy Principal: Academics – **Mrs. S Jonker** (See report attached).

4.2.1.2. Deputy Principal: Grounds & Properties – **Mr. H Bergsma** (See report attached)

4.2.2. HOD Foundation Phase: Academics – **Mrs. S Pillay** (See report attached).

4.2.3. HOD Intersen Phase: Academics – **Mrs. J Beeslaar** (See report attached).

4.2.4. HOD Educational Guidance in Foundation Phase – **Mrs. K Mahlangu** (See report attached)

4.2.5. HOD Educational Guidance in Intersen Phase - **Mrs. J Fleetwood** (See report attached)

4.2.6. HOD Extra-Curricular – **Mr. R van Dyk** (See report attached).

5. Fundraising Committee Chairperson's report – **Mr. J High** (See report attached)

6. SGB Chairperson's report – **Mr. A Barnes** (See report attached).

7. **2019 Financial report** – **Mr. J High** (See presentation attached).

The 2019 Financial report, from January 2019, to date, was presented.

**(See attached Auditor's report)**

The parents were reminded that they had the opportunity to view the proposed 2020 budget, only 1 parent came to view the proposed budget, no queries/concerns were tabled. The presentation of the 2020 Budget will, therefore, proceed.

8. Auditors Report – Mr Koch (See report attached)

A quorum was not met as only **128** parents registered. We will continue with our budget presentation meeting on Wednesday, 23 October 2019 at 18:00 for registration, meeting to commence at 18h30. Points 8 – 10 of the attached agenda will be done at this meeting.

The meeting adjourned at 20h10.

## **CONSTANTIA KLOOF PRIMARY SCHOOL**

**Principal's report to the Parents at the AGM held in the hall at 18:30 on Wednesday  
16 October 2019**

The year 2019 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.

I am saddened to remind you of the passing of Mr. Moses Mafhondo, a much loved GA staff member of CKPS, on 27 September 2019. His passing is mourned by all who knew and worked with him.

We commenced the year with 1080 learners and our numbers remained relatively stable throughout the year. Our anticipated enrolment figures for 2020, to date, show a minimal increase over that of 2019, despite challenges with the admissions process.

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 2020 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 2020. We are happy to report that we have sufficient textbooks in all the grades for 2020 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 9 SGB employed Educators, as well as 9 SGB employed teacher interns. Sadly, Mrs Coombes (Gr 4 teacher), and Mr. J Mathase (GA staff), will be retiring at the end of the year. We are also saying farewell to Ms Johnson (Gr 1 Intern) as she is qualifying this year and will be taking up a teaching position at Randpark Ridge High. We wish them all the very best with their future endeavours

Lastly, I would like to thank, and commend my entire staff, the SGB and the FRC, for a successful 2019 and look forward to the excitement and challenges of the year 2020.

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

Thank you.

**J P Fourie**  
Principal

## **Deputy Principal - Academic's report for 2019**

I am an *educator* first of all; I am teaching Social Sciences to the Gr7's.

At our school I am also in charge of **discipline** – a well-disciplined child is a child who is able to learn. We have been enjoying the camera system we installed last year. We can already see an improvement in overall discipline in the school, as learners are very aware of consequences of their actions. The discipline in the school includes:

**Code of conduct** – A set of moral values and norms which must be complemented by the commitment and acceptance of responsibility by educators and parents. Our admin system simplifies this whole process. Warnings for various offences can be sent via SMS. We do have our positive reinforcement in place and learners can deserve merits for several different things. It is heart-warming to see how important that R8 tuck shop voucher is for even Gr 7 learners.

**Late coming** – The bad habits that you instil in your child now, will stay with them forever. Please don't teach them to lie – lying becomes normal and acceptable and you do want to raise a child who knows the value of honesty. When the 7:35 bell rings, learners who are late go to the waiting area and are marked as a late-comer by Vusi. He takes the results to the office, and with our admin system, parents receive a SMS to inform them of this. This gets send to the District.

**Absenteeism** – Don't be fooled by your child to stay off from school if not absolutely necessary, as absenteeism is seen as a huge negative factor in academic results of our learners. Once again you need to instil the message that school attendance is vital and staying off is not an option.

**Bullying** – Normal bullying incidents are handled by the educators, but if it becomes a serious problem, I deal with it in the office. Parents are informed and counselling is arranged for both parties. We do investigate every case and check camera footage to deal with the incident fairly.

**Cell phones** – Cell phones are allowed at school if the phone is switched off and not taken out of the bag during the school day. If a child uses the phone in class, during break and in the waiting area, the phone will be confiscated and kept in the safe till the end of the term. I am of the opinion that no primary school learner should have a smart phone, as they are not old enough to deal with the dangers of social media. Please read articles on the Communicator and be aware of the fact that teenagers push away their parents, as they have a whole group of friends on WhatsApp to consult. They don't receive good advice!

**Uniform** - I am not going to go into a lot of detail as the policy says it all.

**Councillors and monitors** – Mr van Dyk and I organize a leadership camp early in the year and I am in charge of their duties at school, as well as collections to be taken to the community. We have already started with the selection of next year's leaders, and although we have reminded the Gr 6's that good behaviour this year is a requirement, they have not taken us seriously, with the result that they will not be considered in the 1<sup>st</sup> round. We do choose additional monitors and councillors in term 2 and 3.

**Weekly reports** – I have to complete a Safe School Incident report as well as a Case Management report every Friday as part of our reports submitted to the Department.

**LTSM** – I am in charge of the Learning and Teaching Support Material, as well as the stock take thereof.

**Staff Development** – I try to source courses and workshops that are directly related to and will keep educators abreast of latest trends and developments. I also manage the educators' IQMS and internal appraisals.

**SGB & FRC** – I am on the SGB & FRC. I am also an electoral officer and run elections at one of our neighbouring schools.

Last but not least I would like to make use of this opportunity to thank not just the CKPS staff, but also the FRC and SGB who continuously give of their best and remain dedicated to the school and our children.

Thank you.

**S Jonker**

Deputy Principal – Academics

# Deputy Principal Report 2019 – Grounds and Properties

CKPS is a second home to many of our learners. In the midst of all the chaos in the world it is a welcome relief to know that our learners are being educated in a stable environment, where they can focus on their education, sporting and cultural activities.

As South African school buildings age, we face the growing challenge of maintaining school facilities at the level that enables our educators to meet the needs of 21<sup>st</sup> century learners.

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.

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

During 2019 the following school development projects were finalised:

- 2 Structural investigations were done by a structural engineer – April 2019 and August 2019. With both investigations, he confirmed that the structure of the school is in a good condition.
- Maintenance was done to the administration office.
- The service road was prepared and covered with tar.
- The Adventure playground was fenced with palisade fencing.
- Old cricket nets and run-ups were upgraded.
- Rust proofing and painting of the perimeter palisade fence was done.
- All the roofs in the school were waterproofed and painted.
- Tiles in one of the Foundation Phase classrooms were replaced.
- Tiling was done in the field bathrooms to upgrade it.

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

Therefore, we undertake to finalise the following school development projects in 2020:

- Retiling of hall floor and identified classrooms.
- Replace of weathered doors.
- Replacement of all gutters.
- Painting of the school building and window frames.
- Refurbishment/replacement of the structures in the Adventure Playground.

I want to take this opportunity to thank the SGB, and parents, for their support with all our projects. I also want to thank Mr. Pauwels and the ground staff for their continuous commitment to make CKPS a clean and safe place for our learner, educators and parents.

Kind regards

**H Bergsma**

Deputy Principal: Grounds & Properties

**Constantia Kloof Primary School**

**HOD Foundation Phase Report for 2019**

**CKPS- AGM**

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

Our Foundation Phase classes are 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. Thank you to the SGB, FRC and the parents for allowing us to have interns to make our loads bearable. They have been of invaluable service to us. To the interns, thank you for being willing to do whatever was requested of you and for smoothing the rough patches for us.

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. A Second Additional Language, isiZulu, was introduced in Grade 1 in 2016 and in Gr 1 and 2 in 2017 and has been introduced in Grade 3 at the beginning of this year. This was done in an informal manner using songs 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 has a clear explanation of the requirements.

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

Grade 3's did a spelling challenge at school and Kylie Afrika went through to Cluster level and came first. Grade 3 learners also took part in a Life Skills Dance Celebration. Our learners won and one of our learners, Hannah Solomon was chosen as the best. In July the grade 3 Learners participated in a story writing competition. Grade 1 to 3 learners took part in a Mental Mathematics challenge at school level. Kylie Afrika in Grade 3 need special mention, as she won at school level and went through to Cluster level and came first. Our Grade 3 learners also participated in a story writing competition and Kaymia Rousseau came first in the cluster level. The above learners were awarded a certificate and a trophy at district level at a special Prize giving morning. In August some learners in each grade were exposed to an external exam called Conquesta Olympiads. The questions are based on general knowledge and reading short paragraphs and answering questions.

Our Grade Threes will be writing Provincial papers in Maths and English in November.

A big thank you to the parents who ensure that homework is done on a daily basis. 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)

## HOD INTERSEN PHASE REPORT FOR 2019

Good evening ladies and gentlemen.

I am Mrs Beeslaar the HOD for the Intersen Phase.

### ACADEMICS:

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, 4 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 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. The top 10 learners in the learning areas of English, Afrikaans, NS, EMS, Social Sciences, Mathematics and Arts & Culture also participated in the Conquesta Olympiads during August. The results of the Top 20 schools in each subject will only be available in January 2020.

Selected learners participated in the Grade 7 NS Astro Quiz, Technology, NS & Tech, Maths and SS Olympiads, Public speaking and an Art exhibition. We are proud to announce that our learners kept the CKPS flag flying high at all these events.

The End of year Exams will be commencing on 6 November. All the information regarding these Exams can be found on the Website and the D6 Communicator.

At the end of the year, on 2 December, our annual Honours Evening will be held, to 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 happy with the quality of education at CKPS. They also asked permission to distribute the Moderation Tools, set up by our educators, to other schools in our district.

### CULTURAL ACTIVITIES

We believe that the cultural side of any school needs to be looked after and nurtured. Our children were exposed to live theatre this year, with a visit from On-Cue Theatre during the first half of the year. We are looking forward to our Foundation Phase Concert later on this month. We are also very proud of our public speakers as well as the learners who participated in the Spelling bee and Sign Language spelling competitions.

The educators continuously aspire to keep the academic standards at CKPS as high as they have always been. Thank you, to all my colleagues, for your professionalism, dedication, enthusiasm and continuous support during this year.

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 2020!

Thank you.

**J Beeslaar**

HOD Intersen Phase – Academics (Gr 4 – 7)

## **HOD GUIDANCE (GR 1 – 3) REPORT FOR YEAR 2019**

### **Good Evening Ladies and Gentlemen**

I am the HOD Educational Guidance for the Foundation Phase and my duties are, not just the emotional wellbeing of our learners, but also the academic wellbeing of learners who need support.

I am the co-ordinator of the School Based Support Team, or SBST. Learners who are experiencing learning difficulties are closely monitored throughout the year and extra assistance and support are continuously given by educators.

After necessary intervention, we implement an Academic Support Programme, for these learners, in the Learning Areas of Maths and English. This consists of extra lessons after school and runs concurrently with the Extra-mural timetable. We accommodate the learners by running the lessons from 14h00 to 14h30 so that they can still attend sport afterwards.

We are fortunate to have a team of in-house therapists who we call on for additional assistance.

Mrs Virginia Schoombie, our Educational Psychologist, helps by diagnosing possible learning problems identified by the educators. Mrs Schoombie also sees several learners for play therapy on a regular basis.

Our Occupational Therapist, Tennille, also assists by helping our learners overcome their particular problems ranging from fine motor function to visual perception and concentration. Working together with Tennille is Candice and Ashley who also help learners with speech, language and auditory disorders.

Where a learner's problems prove to be beyond the scope of our interventions and after consultations with the parents, I process referrals for these learners to the District Office, for Remedial school placement. Sadly, not all learners are able to progress in a big class of 40 learners, and placement in a school, or class, for special needs is inevitable.

The emotional wellbeing of our learners –

The School Based Support Team offers counselling in case of any trauma in our learner's lives – divorce, death in the family, high-jacking's, armed robbery, molestation, etc. Again, we do this in collaboration with Mrs. Virginia Schoombie.

A Feeding Scheme –

On occasion we supply learners with lunch. We also help the family with essential groceries. This is handled with complete confidentiality.

School uniform –

I keep a few items of school uniform on hand in case families are experiencing difficulty.

If your family needs help, let the school know, not attending to learners with no lunch, torn or inappropriate uniform, is considered as neglect. Your support is highly appreciated by the educators.

Looking forward to working with you in 2020!

Thank you.

**K Mahlangu**

HOD Educational Guidance: Gr 1 – 3

## HOD Educational Guidance (Gr 4 – 7) report on 2019 activities for AGM held on Wednesday 16 October 2019

2019 has again been a busy year, but also an exciting one with the inclusion of activities such as:

- Ongoing termly themes to build character
- Introduction of Dignity Packs for the girls and the HPV Vaccine and Deworming campaign
- Study Skills courses
- Extra Lessons and Be Wise and Revise Programme
- Counselling
- Intervention – accommodations, referrals and placement of learners in LSEN classes and remedial schools
- Spellathon

2019 saw the continuation of the **Character Solutions programme** which was started in 2015, the goal being to encourage and reward positive, good character, shown through acts of *loyalty, kindness, humility, self-discipline, conviction, courage, perseverance and respect*. This year we covered Kindness, humility, courage and thankfulness.

The **High School Expo** in February was once again well attended with a few new schools in attendance. The next one, which will be held on the 18 February 2020, is open to all current Grade 5 and 6 parents and parents. Please make every effort to attend this time worthy event. With the new online application system, this is a perfect opportunity to ask all the relevant questions before applying. We are very proud to mention that 33 of our Grade 7 learners have been offered academic bursaries for 2020, 21 have received sports bursaries offers and 5 have been offered cultural bursaries. One learner was offered sporting scholarships from 6 schools. Our learners are well sought after indeed. We wish all the Grade 7 parents and learners every success as they embark on this new stage of their school careers.

As far as **academic intervention** is concerned, 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. 1 learner was placed this year and we are hoping to hear regarding the rest before the start of the New Year. Two more of our educators also attended training this year for the new SIAS referral system and we also had several educators attend training for the implementation of the updated national HIV Aids Policy, pertaining to Life skills and LO in particular, with scripted lesson plans to be used in the classrooms. The aim here is to address the issues around teen age pregnancy, HIV and TB.

On the **counselling** front, we have been kept exceptionally busy this year and have had to step in with a few cases of neglect and abuse. 9 of our educators attended a basic counselling course with the JPCCC and have been a g=huge help with the counselling load this year. My sincere thanks go to the counselling team for their assistance.

Numerous **Parent Meetings** have been held on an ongoing basis throughout the year, over and above the 3 scheduled Parent Afternoons, as well as our Open Day, 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** has improved this year – thank you to all the parents and educators who continue to support these learners by monitoring and encouraging these learners. The results are showing. We also had 3 Study Skills courses throughout the year enabling 180 learners an opportunity to learn new skills and exciting ways to study. Thank you to the parents who attended with their children, I know that they valued your support.

The **Charity account** has again been well utilised in order to assist a few learners with lunches, clothing and even grocery items as needed. We also supported a few other worthy causes by the way of donations. In order to replenish the account, we are having a Spellathon in Grade 4-7, next week. Please support this by way of sponsorship or a donation. Every rand makes a difference.

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, 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. 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 exam period with your children and look forward to working with you again in 2020.

**J Fleetwood**

HOD Educational Guidance (Gr 4 – 7)

**BUDGET / AGM – 2019**  
***HOD EXTRA – CURRICULAR REPORT***



Good Evening Ladies and Gentleman

The Extra – Curricular report includes the sport highlights for 2019, as well as the Grade tours.

**Swimming** - The A-Team finished in 16<sup>th</sup> place in the Johannesburg Primary Schools A-League this year. In the highlight of the season, the West Rand Gala, CKPS finished in Fourth place.

Our annual CKPS Night Gala was a success this year.

**Netball** – Our netball did exceptionally well this year. All coaches went for grading and training and we introduced various new aspects to our netball. Players attended a netball workshop with Lennox netball academy in the first term. These skills enabled them to grow as netball players. Our senior netball had a very busy and successful year.

Overall, our netball players have grown and matured thanks to all the additional experiences and activities that they attended.

**Hockey** – 2019 was not as busy as the previous season.

Congratulations to the following players who were selected to play in the D 12 Hockey teams in 2019: Kabo Mofokeng and Zeyad Davids.

### **Soccer**

This is the biggest sport at CKPS with over 200 boys and girls taking part in practises and matches during a season. U/11, U/12 and 13 went on a pre-season soccer tour to Camp Discovery, which definitely prepared our teams for the season. Our U/13 soccer team placed second in the John Tennesen tournament this year.

All teams performed admirably in the CKPS and WPPS winter sports days with our Soccer ending in 3<sup>rd</sup> at WPPS Sports day and in 3<sup>rd</sup> place at our annual CKPS Sports day this year. Five boys Laees Khalek, Jonathan Solomons, Kallen Stafford, Tshepo Kekana, Zeyad Davids and one educator were selected to represent the Province at the Bill Stewart National u/13 week in Limpopo. Soccer continues to be strong at CKPS and we hope to reach even greater heights in the coming seasons.

**Athletics** – Our Athletics team placed 6<sup>th</sup> in the English Primary Schools Athletics A-League this year. Our Coaches input was exemplary all round with great attention assigned to the finer details, especially in the relays.

**Cricket** – CKPS once again hosted a cricket clinic. The U/11 and u/13 teams went on the annual tour to Jubaweni. A number of our players were selected for Central West: u/9 – Liam High, u/11 – Jaydon Peters, u/12 – Luke Jones, Taariq Deveduth, Mzwandile Moyo, u/13 – Nathan Du Toit, JP Fourie. The Open Cricket Team played in the Joburg West Pro 15 Day/Night Cricket tournament and lost in the Plate final to Muldersdrift.

**Chess** – This year has been an exciting year for the chess players. Apart from the league, friendly matches against neighbouring schools were also organised. We have 3 Learners that have made it to the Roodepoort Chess team.

**Tennis** – We have had a total number of 12 children entered into the league teams, thus increasing competition and interest in the sport. We are looking at taking tennis to the next level therefore development and talent identification will be done later in the term by Kinetik Tennis Academy for Schools.

### **Tours**

Our Gr 3's toured to Konka in the North West the weekend of the 4<sup>th</sup> October to 6<sup>th</sup> October 2019 and thoroughly enjoyed it. The past weekend of 11<sup>th</sup> October to 13<sup>th</sup> October 2019 the K4J learners had their camp at Achterbergh in Rand-en-Dal.

The weekend of 25<sup>th</sup> to 27<sup>th</sup> October 2019 the Gr 4's will be touring to Ukutula Lodge in North West Province, the Gr 5's to Kwalata in Limpopo Province, the Gr 6's to Thaba Morula in North West Province and the Gr 7's to Maraneman in the Free State.

I would like to thank all the teachers and coaches for their time and effort, especially over weekends, and some during the holidays. Your willingness and enthusiasm were always evident, when it came to planning tours, clinics, coaching courses and tournaments. 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 whether it is next to the field or courts or swimming pool. 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 2019**

The FRC has had a successful 2019, with one event left for the year, being the Annual fun run and arrangements are in full swing. Annually, this is our biggest event.

The SGB set a target of R 200 000.00 for the year and we are currently at R 162 000.00 for the year to date.

We started off the year with the Father/child campout which was practically washed away, however, turned out to be very well supported.

The FRC then hosted the 40<sup>th</sup> birthday celebration, which was a huge success and both learners and parents enjoyed the day. We extended the time as it was so busy. At one stage we had in excess of 2000 people on the field.

Mothers' day hampers were next on the agenda which went off very well.

Winter sport day was a great success! Once again, this event is always well attended by both the CKPS parents and the participating school's parents.

Silver coin laying was met with great excitement by all our learners and competition was fierce amongst the learners as to which two classes would walk away with the accolades this year.

Gladiator day, which is a huge hit with all the learners, went off without any incidents and a great time was had by all learners.

Unfortunately, we have had to remove all gender sensitive events from the calendar. The FRC is currently investigating alternative events to replace the Father/child campout and the mother's day hampers.

We would like to thank all the learners, and parents, for the great support which we received this year.

A special word of thanks to the educators and the FRC committee that work tirelessly to ensure that our events are a success.

Thank you.

**J High**  
FRC Chairman

## **SGB Chairperson's report at the 2019 AGM**

Good evening all

I would like to thank you for taking time out from your busy schedules to be here, knowing that what you are doing is in the best interests of your children. Without you, dedicated parents, we as the SGB would find our roles a lot more difficult, but knowing that the parents have the learner's best interests at heart, makes it a lot easier for us.

The school has had a good year to date, with regard to academic achievement and, with exams coming up, I urge you to assist with exam preparations as much as possible to make you own child's dreams become a reality. There is no better feeling of pride than when one's child's performance reflects on the hard work that you as parents help them put in.

The grounds and surrounds look in excellent condition, so a big thank you to all involved.

The projects completed this year have improved the feel and quality of the school as a whole, so once again, thank you to all involved.

Discipline is all for the better and we fortunately have had no serious incidents this year.

To Mr Fourie, and your entire staff, thank you for once again for ensuring that CKPS remains one of the best schools in our district.

Thank you.

**Alex Barnes**

SGB Chairman

# MEINTJES, PUTTER & KOCH INCORPORATED

Chartered Accountants (S.A.)  
Registered Accountants and Auditors

Reg. No. 1996/004942/21

Member of



The South African Institute of Chartered Accountants

Practice Number 904112

Date : 16 October 2019

Your Ref. :

Our Ref. : CLK/cvs/259069

## **CONSTANTIA KLOOF PRIMARY SCHOOL** **AGM – 16 OCTOBER 2019**

### **Requirements of the GDE – Guidelines for the preparation of Public Schools Financial Statements.**

#### ***That is shortly:-***

1. Bookkeeper of School to prepare books to trial balance.
2. A professional Accountant to prepare the financial statements to be audited.
3. The School's Governing Body to decide to have these financial statements audited or examined. (Audit – reasonable assurance; Examination – limited assurance)
4. Fixed assets to be accounted for.
5. Debtors to be accounted for.

New requirements in the Guidelines for the disclosure of Fixed assets and debtors. The Governing Body to adopt a policy for disclosure within the set guideline of the Department.

### **AUDIT AND AUDIT REPORT**

Our audit is planned and performed so that we have reasonable, but not absolute, assurance of detecting material misstatements in the financial statements or accounting records, including any material misstatements resulting from fraud, error, irregularities or non-compliance with laws or regulations.

In conclusion after the audit of the schools financial statements, we are of the opinion that the school funds are being utilised for the purpose it is intended for and that the management thereof is in line with the schools financial policy.

An unqualified opinion was given for the financial year ending 31 December 2018.

#### **MEINTJES, PUTTER & KOCH INC**

Chartered Accountants (S.A.)  
Registered Auditor – MR. C.L. Koch

Auditor and firm registration details  
SAICA membership number – 00178066  
IRBA registration number - 538434  
IRBA practice number – 904112

**NOTICE IS HEREBY GIVEN OF THE 2019 AGM AND 2020 BUDGET PRESENTATION FOR PARENTS ON WEDNESDAY 16 OCTOBER 2019 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 2019 activities
  - 4.1. Principal's report
  - 4.2. SMT reports
    - 4.2.1. Deputy Principal's report
      - 4.2.1.1. Academics, Discipline, etc.
      - 4.2.1.2. Grounds & Properties
    - 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. 2019 Financial report
8. 2020 Budget Presentation
  - 8.1. Resolution to accept 2020 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 2020
  - 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. 2020
  - 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. Procedures followed w.r.t. the granting of exemptions
    - 9.3.6. Discount on School fees
    - 9.3.7. 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 01/10/2019 to 14/10/2019** – 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 [treasurer@ckps.co.za](mailto:treasurer@ckps.co.za), by 12:00 on 14/10/19**). Kindly direct your comments/queries to: **The SGB Treasurer: Constantia Kloof Primary School.**

PROPOSED:

2020 BUDGET

**INCOME/EXPENSE STATEMENT**

ITEM	2019	2020	2019	2020	% increase
GDE - Resource Allocation			773 956	773 956	0.00%
<b>INCOME</b>					
Fees			14 364 000	14 904 000	3.76%
Fund Raising Committee			200 000	200 000	0.00%
Interest Received			90 000	90 000	0.00%
Tuck-shop Rental			25 000	25 000	0.00%
Vumatel Rental			48 000	48 000	0.00%
<b>INCOME (FEES ONLY)</b>			<b>14 727 000</b>	<b>15 267 000</b>	<b>3.67%</b>
GDE - Resource Allocation			773 956	773 956	0.00%
<b>TOTAL INCOME (GDE INCLUDED)</b>			<b>15 500 956</b>	<b>16 040 956</b>	<b>3.48%</b>
<b>EXPENSES</b>					
Capital Expenses			150 000	160 000	6.67%
Early Bird Discounts - <b>(2% - 2020)</b>	2	2	287 280	298 080	3.76%
Educational - (Fees)			5 430 895	5 614 300	3.38%
Educational - (GDE - learner TLSM)			386 978	386 978	0.00%
Extra Mural - Fees			705 770	703 570	-0.31%
Fees - Provision for Bad debts - <b>(16% - 2020)</b>	16	16	2 004 525	2 079 883	3.76%
Fees - Full Subsidy - <b>(5% - 2020)</b>	5	5	703 836	730 296	3.76%
Fees - Partial Subsidy - <b>(5% - 2020)</b>	5	5	703 836	730 296	3.76%
Fees - Conditional Subsidy - <b>1% - 2020)</b>	1	1	140 767	146 059	3.76%
Fundraising Committee			200 000	200 000	0.00%
Maintenance - (Fees)			1 252 363	1 316 725	5.14%
Maintenance - (GDE - Maintenance)			92 875	92 875	0.00%
Medical Contingency Fund			-	-	#DIV/0!
Operational - (Fees)			3 105 438	3 196 139	2.92%
Operational - (GDE - services)			294 103	294 103	0.00%
Vehicle Replacement Fund			-	-	#DIV/0!
<b>Expenses - (Fees)</b>			<b>14 684 710</b>	<b>15 175 348</b>	<b>3.34%</b>
Expenses - (GDE)			773 956	773 956	0.00%
<b>TOTAL EXPENSES</b>			<b>15 458 666</b>	<b>15 949 304</b>	<b>3.17%</b>
<b>NETT INCOME (FEES)</b>			<b>42 290</b>	<b>91 652</b>	<b>116.72%</b>
<b>NUMBER OF LEARNERS</b>			<b>1 080</b>	<b>1 080</b>	<b>0.00%</b>
<b>ANNUAL SCHOOL FEES / LEARNER</b>			<b>13 300</b>	<b>13 800</b>	<b>3.76%</b>