

# Glenstantia Primary School



## **MINUTES OF THE ANNUAL PARENT BUDGET MEETING HELD AT GLENSTANTIA PRIMARY SCHOOL ON MONDAY, 14 OCTOBER 2013 AT 19h00**

### **1. OPENING AND WELCOME**

The Governing Body Chairman, Mr Ivan Qwelane, opened the meeting and welcomed the Parents and School Governing Body parent members to the meeting.

### **2. ATTENDANCE REGISTER AND APOLOGIES**

An apology was received from Mr Louw.

### **3. PRESENTATION, APPROVAL AND ACCEPTANCE OF THE MINUTES OF THE BUDGET MEETING HELD ON 15 OCTOBER 2012**

The minutes of the meeting was approved.

Proposed: Candice Beukes

Seconded: Dominique Haynes

### **4. PRESENTATION OF THE 2014 SCHOOL BUDGET IN TERMS OF SECTION 38 OF THE SOUTH AFRICAN SCHOOLS ACT, ACT 84 OF 1996 AS AMENDED**

Mr P Mokupo, Treasurer of the School Governing Body presented the 2014 budget.

### **5. DISCUSSION OF THE BUDGET**

- 5.1.1 Mr Bhatt requested clarity on why there are some substantial increases/decreases in the draft budget for 2014, e.g. After School Centre expenditure dropped from R412 691.00 in 2013 to R95 650.00, whilst the Debt Collection Fees increased from R60 000.00 to R257 900.00. Mr Mokupo responded that in the case of the After School Centre some of the expenditures were wrongly classified which has now been rectified. Mr Qwelane added that due to the prevailing economic situation in the country, more parents find it difficult to pay and therefore a growing number of bad debt cases are being handed over, resulting in higher collection of fees.

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- 5.2 Mr Lingela suggested that a way to increase the rate of payment of school fees is by offering a higher percentage discount for early payment. He would recommend that the percentage discount be increased in the interest of the school and the parents. Mr Qwelane thanked Mr Lingela for the suggestion and said that the percentage discount has been increased from 8 % in 2013 to 10 % for 2014.
- 5.3 Mrs Angela Neale asked why the expenditure is decreasing so much for Grade R in 2014. Mr Pretorius responded that the equipment/requirements to set up the Grade R classes have been completed therefore it had a drop in expenditure.
- 5.4 Mrs Neale also requested clarity on the maintenance and repairs needed to warrant the big increase requested for 2014. Mr Pretorius, Mr Haynes and Mr Qwelane responded that the projects envisaged for 2014 include the resurfacing of the Basketball and Netball courts, gutters and the roof needs to be repaired and painted, a wall at the Netball field is leaning over and needs to be repaired and additional shade netting must be installed at the swimming pool area. The facilities were originally designed for 800 learners and not the current number of 1360, which puts more strain on the facilities and therefore an increase in the cost of the maintenance and repairs was needed.
- 5.5 (a) Mr Alister Watts requested an explanation why there was a reduction in costs by the GDE for Resource Allocation that dropped by R400 000.00. Mr Pretorius responded that we received additional resource allocation last year, outside the normal allocation, to purchase textbooks for Grades 4, 5 and 6.
- (b) Mr Watts also wanted to know why there were 6 new payment categories added to the Self Funding Tours. Mr Mokupo responded that although these new items were budgeted for in previous years, the categories were now correctly allocated in the specific grades and the correct accounts allocated to these tours.

## 6. VOTE ON RESOLUTIONS

Mr Qwelane explained the process to be followed in voting for the resolutions tabled at the meeting.

### 6.1 Resolution 1

***Approve the school budget for the 2014 school year, as proposed by the Governing Body, as table in terms of the South African Schools Act, Section 38(1).***

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Parents For	Parents Against	Abstentions
52	0	1

It was resolved that Resolution 1 be **adopted**.

## 6.2 Resolution 2

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

Against	Abstentions
0	0

Resolution 2 was **passed**.

## 6.3 Resolution 3

***Glenstantia Primary School is a fee paying school and school fees have been determined and levied in accordance with the provisions of Section 38 and 39(1) of the South African Schools Act.***

- a. The 2014 school fees for Grade 1 to 3 learners have been set at R14 850.00 per learner.***
- b. The 2014 school fees for Grade 4 to 7 learners have been set at R14 300.00 per learner.***
- c. A pre-payment of R3 300.00 for Grade R to 7 has been set for the 2015 school year.***
- d. A pre-payment of R500.00 for the After Care Centre has been set for the 2015 school year.***
- e. The above school fee is determined in terms of the above Act and is in relation or participation of the learner in the school programme as defined below and approved by the parents.***
- f. All other programmes or activities as defined below are not part of the school programme and are voluntary and carry an additional cost.***
- g. School fees are charged in advance.***
- h. 2014 fees may be paid in full by 31 January 2014, in which case a discount of 10 % will be granted. If the full fees are paid for a child in a multi-child account***

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- (i.e. not the entire family account) and the discount has been granted, if the remaining account falls into arrears, the discount will be reversed.*
- i. Fees must be paid in 9 equal instalments commencing on the 31<sup>st</sup> of January 2014 and ending the 30<sup>th</sup> of September 2014.*
  - j. If any instalment is outstanding by the due date the full outstanding amount school fees will become due and payable.*

It was **resolved** that bullet (d) will be removed from Resolution 3.

<b>Against</b>	<b>Abstentions</b>
0	0

The amended Resolution 3 was **passed**.

## 6.4 Resolution 4

***The following academic and extra mural programme is adopted.***

- ***The following form part of the Glenstantia Primary School academic programme:***
- ***English Home Language***
- ***Afrikaans First Additional Language***
- ***Northern Sotho (Conversational Skills)***
- ***Mathematics***
- ***Life Skills (Including Creative Art, PSW and PET)***
- ***Natural Science & Technology***
- ***Social Sciences***
- ***Media***
- ***Computers***
- ***Economic and Management Sciences***
- ***Educational Day Trips***
- ***At School Productions***
- ***Speech Festival***

***The following form part of the Glenstantia Primary School extra-mural programme:***

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## Sports

- **Athletics**
- **Basketball**
- **Cricket**
- **Hockey**
- **Mini-cricket**
- **Mini-rugby**
- **Mini – Soccer**
- **Mini-tennis**
- **Netball**
- **Rugby**
- **Soccer**
- **Swimming**
- **Table Tennis**
- **Tennis**

## Cultural

- **African Drumming**
- **Art Club**
- **Chess**
- **Choir**
- **Computer Club**
- **Junior Rangers (Excluding Tours)**
- **Lego League**
- **Recorder**
- **Science Club (Excluding select outings)**
- **Scrabble**
- **Scripture Union**
- **Speech and Drama**

<b>Against</b>	<b>Abstentions</b>
0	0

Resolution 4 was **passed**.

## 6.5 Resolution 5

***The following activities are excluded from the school programme***

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- a. After Care**
- b. Voluntary Tours**
- c. Grade R**
- d. Toastmasters**
- e. Olympiad International**
- f. Conquesta Olympiad**
- g. Sporting Academies – Cricket, Soccer, Swimming & Gymnastics**

Against	Abstentions
0	0

Resolution 5 was **passed**.

## 6.6 Resolution 6

***Tours are offered on a voluntary basis. The fees for school tours are not included in the annual compulsory school fees amount and parents would be required to pay for the following tours:***

- a. All Prefect Camps**
- b. All Choir Camps**
- c. Grade 3 Overnight Tour**
- d. Grade 4 Overnight Tour**
- e. Grade 5 Overnight Tour**
- f. Grade 6 Overnight Tour**
- g. Grade 7 Overnight Tour**
- h. Grade 5 – 7 Year End Outings**
- i. Junior Rangers Overnight Tours**
- j. Overnight Sporting Tours (both local and international)**
- k. Science Club Excursions**
- l. State Theatre Productions**

Against	Abstentions
0	1

Resolution 6 was **passed**.

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## 6.7 Resolution 7

***Annual learner stationery is included in the school fees for Grade R – 3 and excluded from the school fees for Grade 4 – 7.***

Against	Abstentions
0	0

Resolution 7 was **passed**.

## 6.8 Resolution 8

***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 debt as listed under voluntary programmes. All money received from the parents will first be allocated to arrear school fees.***

Against	Abstentions
0	0

Resolution 8 was **passed**.

## 6.9 Resolution 9

***All parents shall be obligated to pay school fees in terms of the School's Policy and 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, will be determined in accordance with the criteria set out in The Exemption of Parents from School Fees Regulations (as amended in Government Gazette 39392 of 17 November 2006).***

Against	Abstentions
0	0

Resolution 9 was **passed**.

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## 6.10 Resolution 10

***The 2014 Grade R fees shall be an amount of R20 360.00 per learner. The payment plan voted on in Resolution 3 (g to i) applies to these fees. Resolution 12 does not apply to these fees.***

Against	Abstentions
0	0

Resolution 10 was **passed**.

## 6.11 Resolution 11

***The 2014 After School Centre fees shall be an amount of R6740.00 per learner. The payment plan voted on in Resolution 3 (g to l) applies to these fees. Resolution 12 does not apply to these fees.***

It was **resolved** that the following be **added** to Resolution 11: A pre-payment of R500.00 for the After School Centre has been set for the 2014 school year.

Against	Abstentions
0	0

The **amended Resolution 11** was passed.

## 6.12 Resolution 12

***That the Governing Body shall, upon application for exemption from payment of school fees, apply the following formula in its determination of such application in accordance with the Regulations published in Government Gazette Number 29311, Vol 496, of 18 October, 2006 [Regulations in connection with the exemption from the payment of school fees by parents in Public Ordinary Schools].***

Against	Abstentions
0	0

Resolution 12 was **passed**.



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## 6.13 Resolution 13

***That the school budget shall reflect the estimated cumulative effect of the established tendency of non-payment of the school fees; and the total, partial and provisional exemptions granted to parents in terms of the Regulations promulgated in accordance with Article 39(4) of the South African Schools Act, Act 84 of 1996 as amended.***

Against	Abstentions
0	0

Resolution 13 was **passed**.

## 6.14 Resolution 14

***Write off depreciation on Fixed Assets at year end in terms of the Income Tax Act.***

Against	Abstentions
0	0

Resolution 14 was **passed**.

## 6.15 Resolution 15

***Write off Doubtful Debts at year end in terms of the accounting policy.***

Against	Abstentions
0	0

Resolution 15 was **passed**.

## 6.16 Resolution 16

***Process surpluses and losses on grade tours at year end to each grade.***

Against	Abstentions
0	0

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Resolution 16 was **passed**.

## 6.17 Resolution 17

***Allowances to staff – subject to approval of GDE, (Section 38A) for GDE staff and taxable in terms of SARS.***

- ***Cell phone: Estate Manager R150 per month max  
2 x gate monitors R50 per month max***
- ***Travelling: Reimbursement at R3.00 per km for school business as recommended by Salaries Committee and SGB.***
- ***Allowances:Principal, Deputy Principals, School Governing Body appointed HOD's, Grade Leaders and Keyman.***

Against	Abstentions
0	0

Resolution 17 was **passed**.

## 6.18 Resolution 18

***S and T Allowances to staff – subject to approval of GDE, Section 38A) for GDE staff and taxable in terms of SARS.***

- ***Staff accompanying the self funding tours R80.00 per day as recommended by Salaries Committee and School Governing Body.***

Against	Abstentions
0	0

Resolution 18 was **passed**.

## 6.19 Resolution 19

***Benefit to staff***

- ***Accommodation, food and transport included in self funding tour package for educators accompanying learners on overnight trips.***

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Against	Abstentions
0	0

Resolution 19 was **passed**.

## 6.20 Resolution 20

***Authorising the School Governing Body to invest surplus funds of the school in more than one bank account. {Section 37(3)} subject to the submission of the GDE application for approval as per Circular 45/2003.***

Against	Abstentions
0	0

Resolution 20 was **passed**.

## 6.21 Resolution 21

***The School has the right to verify information and perform a background search.***

Against	Abstentions
0	0

Resolution 21 was **passed**.

## 7. CLOSURE

Mr Qwelane thanked the Parents for attending and closed the meeting at 20h30.

M I Qwelane  
**CHAIR: SCHOOL GOVERNING BODY**

**DATE**