

Glenstantia Primary School



MINUTES OF THE COMBINED ANNUAL GENERAL MEETING AND ANNUAL PARENT BUDGET MEETING HELD IN THE SCHOOL HALL OF GLENSTANTIA PRIMARY SCHOOL ON TUESDAY 14 OCTOBER 2014 AT 19:00

1 OPENING AND WELCOME

Mr M I Qwelane, Chairman of the School Governing Body, welcomed everyone to the meeting and opened the meeting in prayer. He requested that 11 members of the School Governing Body stand, six SGB members are parent members elected by the parents.

2 ATTENDANCE REGISTER AND APOLOGIES

Apology received from Mr T Abioye.

The Chairman reminded all parents to sign the attendance register because it is important according to the constitution of this meeting to verify that there is a quorum present. The Chairman reminded the parents that this meeting is in the best interest of the school and requested that all members respect each other and each other's views and allow each other to have different views. He expressed his wish that the meeting run smoothly.

3 PRESENTATION, APPROVAL AND ACCEPTANCE OF THE MINUTES OF THE ANNUAL PARENT BUDGET MEETING HELD ON 14 OCTOBER 2013 AND ANNUAL GENERAL MEETING HELD ON 17 MARCH 2014

The Chairman explained that the two meetings had to be combined according to a circular and instruction received from the GDE. In 2015 a meeting will be held early in the year to report back on budget expenditure and then later in the year a combined AGM and Budget meeting.

It was requested that questions be submitted and these questions will be addressed at the end. Additional questions will be taken from the floor if it relates to the budget being presented tonight.

3.1 Minutes of the Budget Meeting 2013 was read, approved and signed by the Chairman.

3.2 Minutes of the Annual General Meeting held on 17 March 2014 was read, approved and signed by the Chairman.

4 GOVERNING BODY CHAIRMAN'S REPORT

The current School Governing Body was elected in March 2012 with a three year tenure. The School Governing Body members are fully committed to the vision and mission of our school, namely to holistically develop our learners towards excellence. Our goal is to provide the best education and learning environment for our learners which is done by supporting the School and Teachers that provide it.

The School Governing Body has completed some excellent work and was responsible for a number of key capital projects. These projects include:



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- *New Sand Pit with cover installed*
- *Upgrade of the telephone system*
- *Wi-Fi installed throughout the school*
- *Laptops bought for all teachers*
- *Eduboard installed in all Grade 1 classrooms*
- *Aerating, levelling, fertilizing and top dressed the main and Netball fields*
- *Purchased a new bakkie*

We continue working through our policies in order to make sure that they remain relevant as per the regulations and guidelines set out by the GDE. Current School policies (subject to change) are available on the school communicator for parents to familiarise themselves with the rules and regulations e.g.

- *Finance Policy (Procurement)*
- *Health and Safety Policy*
- *Religious Policy*
- *SGB Constitution*
- *Learner Code of Conduct and Discipline Policy*
- *Admissions Policy*
- *Language Policy*

I would like to appeal to parents to help and support the school in matters of discipline as we need to present a united front to teach our children to respect each other, their Teachers, the School and their environment.

As the current SGB reaches the end of our tenure I would like to take this opportunity to thank the outgoing members, Mr Haynes, Mr Beukes and Mrs Munday for their excellent work and support to the school.

It is important for parents to have a full understanding of the role and responsibilities of the School Governing Body at Glenstantia Primary School. This is embodied in the Constitution of the School Governing Body which has been re-written to be in line with the South African Schools Act.

The School Governing Body consists of eleven members made up as follows: six Parents, three Educators, one Non-Educator and the Principal Ex Officio. The School Governing Body has also co-opted the following members: Adv Baloyi to advise on legal matters and Mrs Warren from the Finance Department and Deputy Principals in an advisory capacity.

Sub-Committees of the School Governing Body include:

Finance

Chairman: Mr P Mokupo

Members: Mr M I Qwelane

Mr T Abioye

Mr J Beukes

Mr M Haynes

Mr H Pretorius

Mrs M Moopanar

Mr M Setlhabi

Mrs G Warren

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Safety & Security

*Chairman: Mr J Beukes
Members: Mr H Pretorius
Mrs D Davey
Mrs A Jacobsz
Mr P Matlala
Mrs M Davey
Mr M Haynes
Mr A Parag
Mr D O'Kelly
Mr S Shikwambana*

Academics Committee

*Chairman: Mr J Beukes
Members: Heads of Departments*

Sport Commit

*Chairman: Mr M Haynes
Members: Staff and Coaches involved in Sport*

HR Committee

*Chairman: Mrs L Munday
Members: 2 SGB parent Members
Principal
Deputy Principal*

STAFF

The School Governing Body has continued to support the academic staff of the school through the appointment of replacement teachers.

PARENT ASSOCIATION

I would like to thank the PA, under the leadership of Jacques Beukes, for their dedication and hard work to raise funds for the school. They have been successful in raising R231 000.00 in 2014 thus far from a variety of events and activities. The future funding of the school remains a major concern for the School Governing Body.

FINANCES

Mr Mokupo will brief the meeting on the financial issues and the budget for 2015, which will run to R24 Million. It is important for the parents to be aware that in order to operate and ensure continuous maintenance and upgrade of the school, the only income we have to finance the school, is through school fees. The School Governing Body continue to strive to ensure that we have sufficient reserves to ensure that we are in a position to meet our financial obligations and keep the school operating optimally.

The development of the school therefore cannot continue without further outside finance. Thus a need to apply for a loan to supplement the allocated money for the building project is necessary.

The School Governing Body will endeavour in 2015 to raise more money for the continued provision of quality teaching and learning.

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Glenstantia Primary School has a proud tradition of producing excellent learners and sports stars. The academic results speak for themselves with the 96,6% pass rate reflecting the professionalism and dedication of its academic staff. We continually produce learners with outstanding academic and sporting achievement who perform at the highest level of competition in South Africa.

It should be clear from the above that Glenstantia Primary School offers excellent value for money if we compare ourselves to the other public and private schools in our area.

The Governing body is proud of the progress made during its tenure and we will continue to support the school to the best of our abilities for the remainder of our term in office.

A copy of this report will be published on the School Communicator on 15 October 2014.

5 PRINCIPAL'S REPORT – MR H P J PRETORIUS

Together with the parents, staff and learners we have strived towards excellence during the last 6 months.

In all aspects of school life we cater for children displaying diverse interests, skill-levels and attitudes.

Together with the Governing Body we continue to provide and maintain excellent facilities and highly skilled and knowledgeable teachers who dedicate many hours to their profession in order to give each child the best possible opportunity at achieving his / her goals and reaching their full potential.

STAFF

At the beginning of 2014 there were 110 staff members at Glenstantia, 65 educators and 45 support staff members.

Of these 43 staff members were paid by the GDE and 67 paid by the Governing Body.

We are privileged that we are able to offer the many services to our parents and that we are able to employ the additional teachers and support staff.

The following new staff members joined the school during 2014:

Mr L Pretorius, Mrs L Smit, Mr M Oberholzer, Mr H S Pretorius, Mrs C Struwig, Miss C de Villiers, Mr D O'Kelly and Mrs D Davey.

Mrs G Bezuidenhout was appointed as Deputy Principal and Mrs P Maharaj was appointed as HOD Mathematics in GDE positions.

The SGB Deputy post was rotated between Mrs Kunitz, Mrs Temane, Mr Heyns and Ms Shongwe for the year.

The following staff members left during the year: Mr L Pretorius, Mrs R Uys, Mrs K Viljoen, Mr S Phirwa, Miss T Ngema, Mrs C van Bergen retired in June and Mrs P Maharaj was appointed as Deputy Principal at Brooklyn Primary.

Thank you to all staff for their continued support and hard work.



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ADMISSIONS

The total number of learners on the 10th School Day for 2014 was 1379.

We are constantly under pressure from parents in the area due to there not being any other English Medium Public Primary School in the east of Pretoria. There is a high number of learners on the waiting lists and many learners are turned away. There is still no indication of a new public primary school being built in the area. The GDE constantly puts pressure on us to increase the number of children per class.

ACADEMIC

The Intermediate Phase (Gr 4 – 6) learners are in their 2nd year of CAPS and have adjusted and it is going much better. The Grade 7 learners are doing their 1st year of CAPS and are experiencing some challenges.

The CAPS causes more pressure on teachers and learners with great volumes of work and specific prescribed Assessment criteria and demands. This is difficult to fit into the term planner.

We have received excellent feedback from the district officials after their visits to the school for inspection and support of our various Departments. This is due to the SMT's hard work and good control.

The Annual National Assessments in English and Maths were written during September 2014 , Glenstantia's ANA 2013 and 2014 averages are:

Grade	ENGLISH		MATHS	
	2013 %	2014 %	2013 %	2014 %
1		79		69
2		78		74
3	66	79	74	78
4		68		56
5		72		64
6	76	56	64	72

The District or National results are not yet available for comparison. These results were analyzed in detail.

We once again participated in the Horizon Maths Competition, Speech Festival, Spelling Competitions, Natural Sciences and Technology Expo as well as the Pretoria News Design an Ad Competition.

DISCIPLINE

The Discipline of the learners has improved from last year. Challenges remain with poor work ethics continuing to be a concern. A research survey was done involving Grade 6 and 7 learners and teachers. The results of this survey indicated that there is not a discipline problem at our school. Individual cases are addressed and where needed the learner(s) are called to appear in front of the Disciplinary Committee. In order to try and combat the amount of learners arriving late for school, a drive was held to address this issue with

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parents. Another issue being addressed with parents is the number of learners not being collected after school.

EVENTS

We hosted the following events at our school:

AMESA Maths Challenge

Reading Competition

Woman's Day

Heritage Day

Entrepreneurs Fair

The Foundation Phase held a very successful Concert "Adventures in Wonderland".

Three of our boys from the First Lego League were winners in the World Robotics Olympiad and invited to participate in Russia later in the year.

The various grades attended different productions presented at school, day outings as well as overnight tours. 16 girls, accompanied by two teachers, went to the UK on a Netball tour.

VALUES

This year we focussed on 12 specific values during assemblies and in the classroom. Children are reminded to live their values and were given Values Charts to make it more practical. Grade 7 learners were addressed on Sexuality, family guidance and Anti bullying shows and talks were held.

CHARITIES

We participated in charity drives on a large and small scale as we believe this is an important way of teaching children to think of others and appreciate what they have.

Our own Cake and Candy sales raised funds for the School Community Fund which supports many families within our community.

EXTRAMURAL ACTIVITIES

During 2014 we continue to offer many activities at our school: 16 sports and 16 cultural activities.

There are also 4 sports academies and 11 activities offered privately.

We unfortunately have to again mention the lack of commitment shown by some of our learners. This is very embarrassing in front of other schools and makes it extremely difficult for the team managers to find replacements on the day. This is also not fair to the other members of the team who are committed.

SPORT

Athletics

Although we ended in fourth place at the Interschool Athletics Meeting, our Athletes performed very well overall. We also hosted a very successful Invitational Athletics meeting where we ended in first place.

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Basketball

We once again participated in the High Schools League as there is still no league for Primary schools. Our players played very well but were unfortunately out played by the older players we were up against.

Chess

Our Chess team has 10 enthusiastic players who have gained a lot of experience under Coach Sasabola.

Cricket

In June Mr Oberholzer accompanied the Open Cricket boys to Camp Discovery where they attended a very successful Cricket Clinic. On average our Cricket teams fare very well in the league, we are fortunate to have many promising young players.

Hockey Junior

Attendance still remains a problem with our little ones and we need to recruit more players in the Foundation Phase if we want Hockey to grow in future.

Hockey Senior

Our senior teams did not perform so well the past two seasons with commitment to attend the Saturday matches being the biggest problem. We often have to play a match with only 8 players.

Girl's Soccer

A lot of soccer practices have been scheduled and participants have been invited to play in friendly Tournaments around the CBD of Tshwane. All matches and tournaments were well attended.

Soccer

Glenstantia has once again experienced one of their best years in soccer for 2014. Open C and under 11 B teams won their respective leagues. The under 14 A team qualified to play in the finals of the Challenge Cup. Seven of the Open A team soccer boys were selected for the Central East District Team. They played in the John Collier Tournament with Mr M Heyns as their coach. Ifeay Okolo and Justin Loutfie were selected for Gauteng North and played in the Bill Steward Tournament in September 2014.

Swimming

We have several enthusiastic swimmers in our Swimming teams and through hard work and dedication we fare well in the galas. The only challenge is many swimmers swim at private clubs thus their time is limited to attend practice sessions at school.

Tennis

We entered 4 teams into the Tshwane South Tennis League. Our open teams performed very well with both the boys and girls teams qualifying for the final round and winning their matches.

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CULTURAL ACTIVITIES

We offer a wide variety of Cultural Activities for our learners.

The Junior choir participated in the Pretoria Eisteddfod Competition and won their category.

Our Junior and Senior Choirs participated in the ATKV-Appous and won Gold. The Senior Choir also won Gold at the ATKV Final. They sang with the Pretoria Youth Philharmonic Orchestra (PYPO). They are really an asset to the school and excellent ambassadors.

I would like to thank the Chairman, Mr Qwelane, and all members of the Governing Body for their continued support and dedication towards the school and me during this year. I would like to express a special word of thanks to Mr Jacques Beukes, Mr Melvyn Haynes and Mrs Letitia Munday who will be leaving at the end of the year. Thank you for your many hours of unselfish service.

Thank you to the Parents Association for another successful year. Thank you to all those parents who volunteered their assistance and supported our fundraising events throughout 2014.

Thank you to the Finance and Admin staff, Maintenance staff, After School Centre and Tuck Shop staff. To my dedicated teachers a big Thank You for Striving Joyfully towards excellence. Your tremendous support is greatly appreciated.

A copy of this report will be published on the School Communicator on 15 October 2014.

6 PARENT ASSOCIATION CHAIRMAN'S REPORT

Mr J Beukes, Chairman of the Parent Association addressed the meeting.

Mr Beukes outlined the fundraising events held during the year and the income generated. The target amount for the beginning of the year was R121 000.00 but with the hard work and dedication of the parents an amount of R319 776.82 was reached. Every cent raised by the PA goes back into the school. He thanked the parents for supporting the PA events and encouraged them to become involved with the PA in 2015.

FUNDRAISING EVENTS	INCOME GENERATED
Valentine Dance	R6 255.60
Spring Dance	R6 695.80
Golf Day	R54 253.79
X-Box Lucky Draw	R118 690.00
Autumn Fair	R133 881.63
TOTAL FUNDS	R319 776.82

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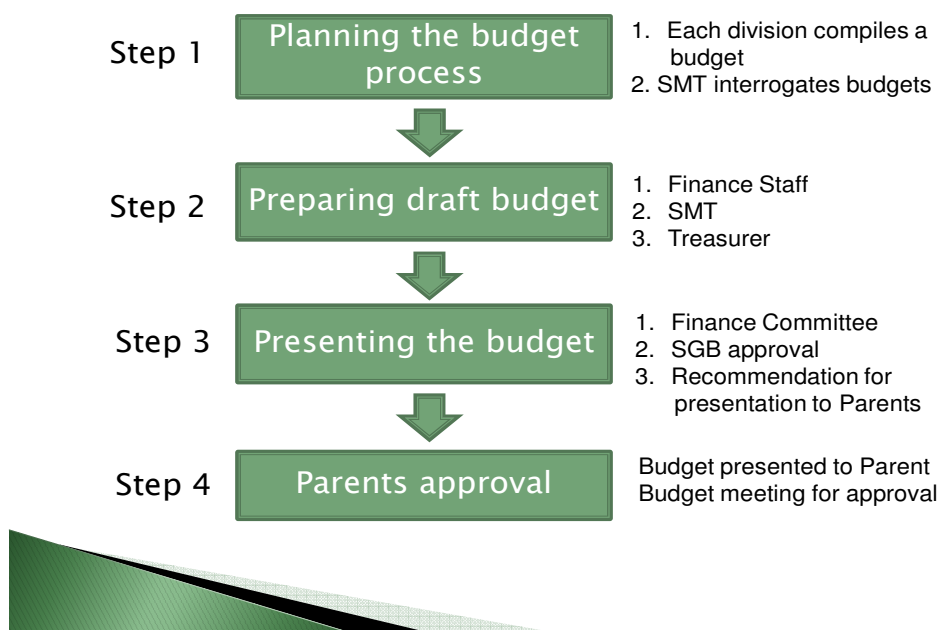


7 PRESENTATION OF THE 2015 SCHOOL BUDGET IN TERMS OF SECTION 38 OF THE SOUTH AFRICAN SCHOOLS ACT, ACT 84 OF 1996 AS AMENDED

Mr P Mokupo, Treasurer, presented the 2015 school budget to the meeting. Below is a summary of the slides shown during his presentation.

Budget Process

The School continues to use a zero based budget whereby all costs are set at the base of zero. The bottom – up approach is adopted in preparation of the budget.



Underlying Assumptions and Budget Estimates

The following assumptions were made in the preparation of the budget:

- Incremental budgeting
- Zero based budgeting
- Activity based budgeting
- Prevailing economic climate
- Demographics of the school and it's diversity

Provisions made

The following provisions were made in line with policies:

- The school capacity is currently 1360 learners, including Grade R
- A doubtful debt of 10 % has been factored into the budget for all fees payable
- Provision for exemptions were made in terms of SASA for school fees only
- Early payment discount of 8 %
- Debt collection fees at 4 % of provision for bad debts



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The fees of the school are calculated on the basis of overall costs for the entire school. The school has a zero based budgeting principle wherein all teachers are required to submit their budgets on the basis of actual activities which they intend undertaking in the coming year for continued quality education.

Costs for each grade are calculated as direct expenditure associated with providing quality teaching to the learners.

The School has a total of hundred and twelve (112) staff members of which the GDE covers the salaries of forty three (43) while the parents cover the remainder.

All staff members are required to commit and sign the ownership of their proposed budget in order to hold them accountable for the management of their budgets.

	TEACHERS	GRADE ASSIST	DISCIPL OFFICE	ADMIN	TUCK-SHOP SELF-FUND	ASC SELF-FUND	GA	TOTAL
SGB	31	8	2	9	2	9	8	69
GDE	34	0	0	5	0	0	4	43
Total	59	5	2	13	2	10	13	112
%	58%	7%	2%	13%	2%	8%	11%	

Projects Completed

- Eduboard x 6
- 67 New laptops for Teachers
- 4 New computer servers
- Network cabling, switches and UPS
- New 3CX PBX Telephone System
- Wi-Fi access
- School Bakkie
- Athletics Long Jump Pit
- Admin Building Security Gates
- Hall & Sports Field Sound System
- Reception Area & Hall Window Frosting



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Income Budget Trends

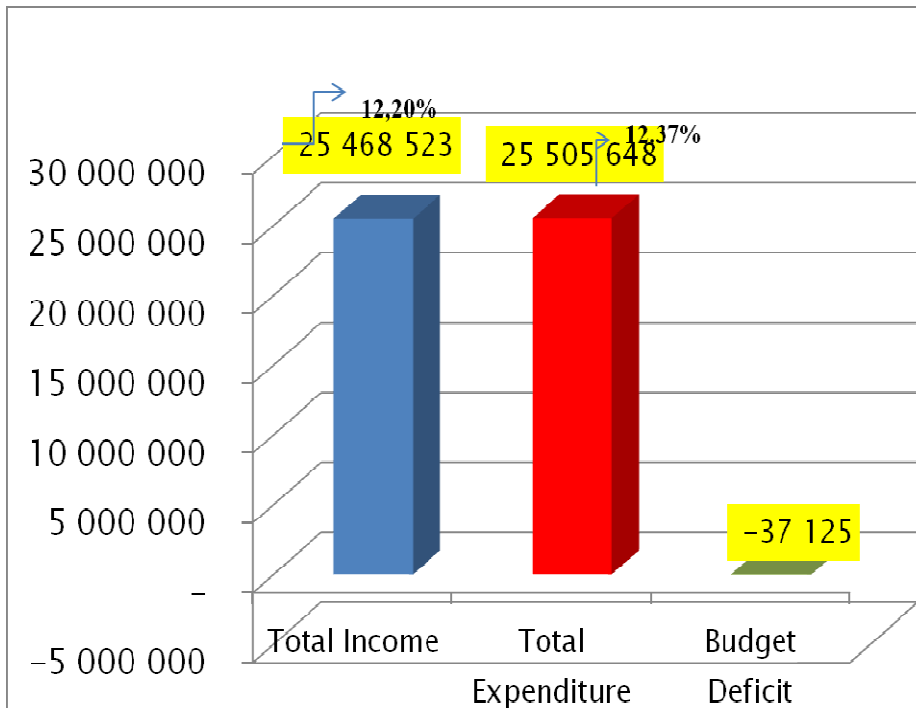
	Last Year 2013	This Year 2014	Next Year 2015
School Fees (Gr1 – Gr7)	R17, 225, 000	R19, 516, 200	R21, 077, 496
Grade R	R1, 110, 000	R1, 221, 000	R1, 758, 240
ASC	R1, 225, 000	R1, 010, 625	R1, 164, 240
Tuck-shop	R62, 900	R66, 045	R69, 158
Other Income	R150, 000	R587, 075	R644, 244
GDE Allocations	R693, 104	R297, 947	R755, 146
YTY Overall Budget Increase	13,53%	10,91%	12,2%

Expenditure Budget Allocation Trends

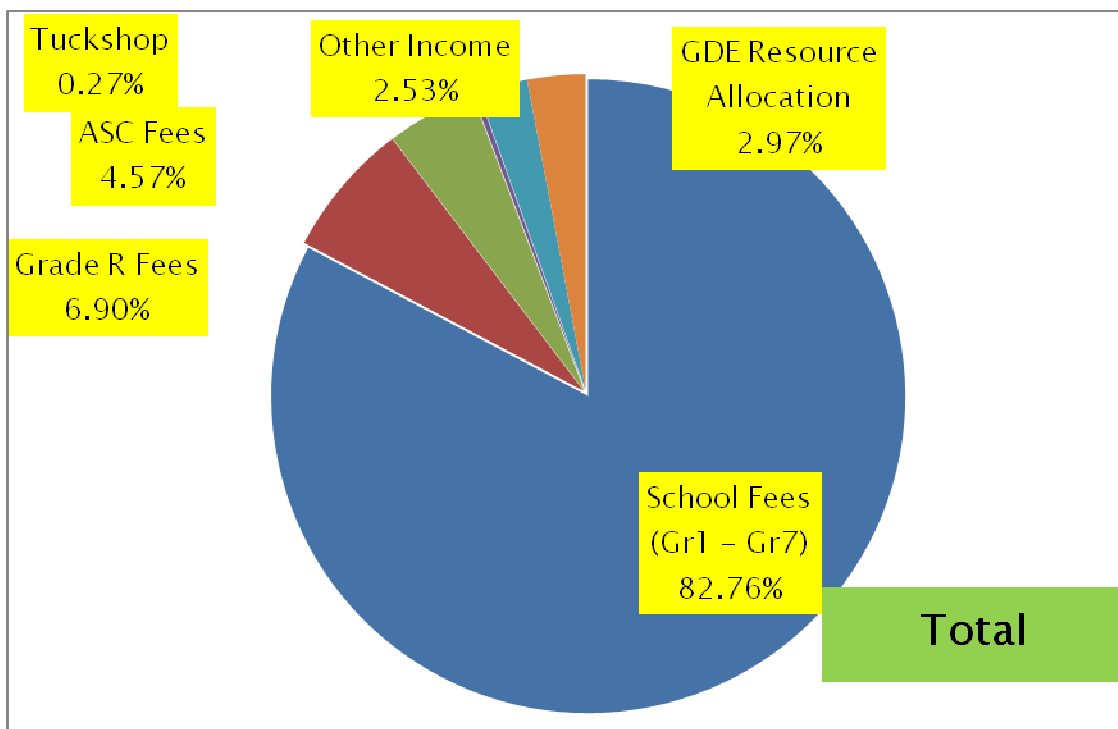
Substantial Budget Line Items	Last Year 2013	This Year 2014	Next Year 2015
Remuneration + Benefits	R9, 983, 043	R11, 640, 064	R13, 194, 987
Educational Requirements	R3, 240, 462	R2, 759, 588	R2, 961, 981
Admin Costs	R1, 550, 458	R1, 806, 220	R2, 475, 697
Repairs & Maintenance	R566, 700	R1, 083, 051	R590, 000
School fee Exemptions	R861, 250	R1, 495, 370	R1, 836, 200
Doubtful Debts	R1, 722, 500	R2, 063, 201	R2, 153, 874
Sports and Culture	R823, 097	R753, 820	R1, 072, 770
Early Payment Disc	R374, 604	R487, 905	R526, 937

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Total Budget for Parents Approval – 2015



Where does the money come from?



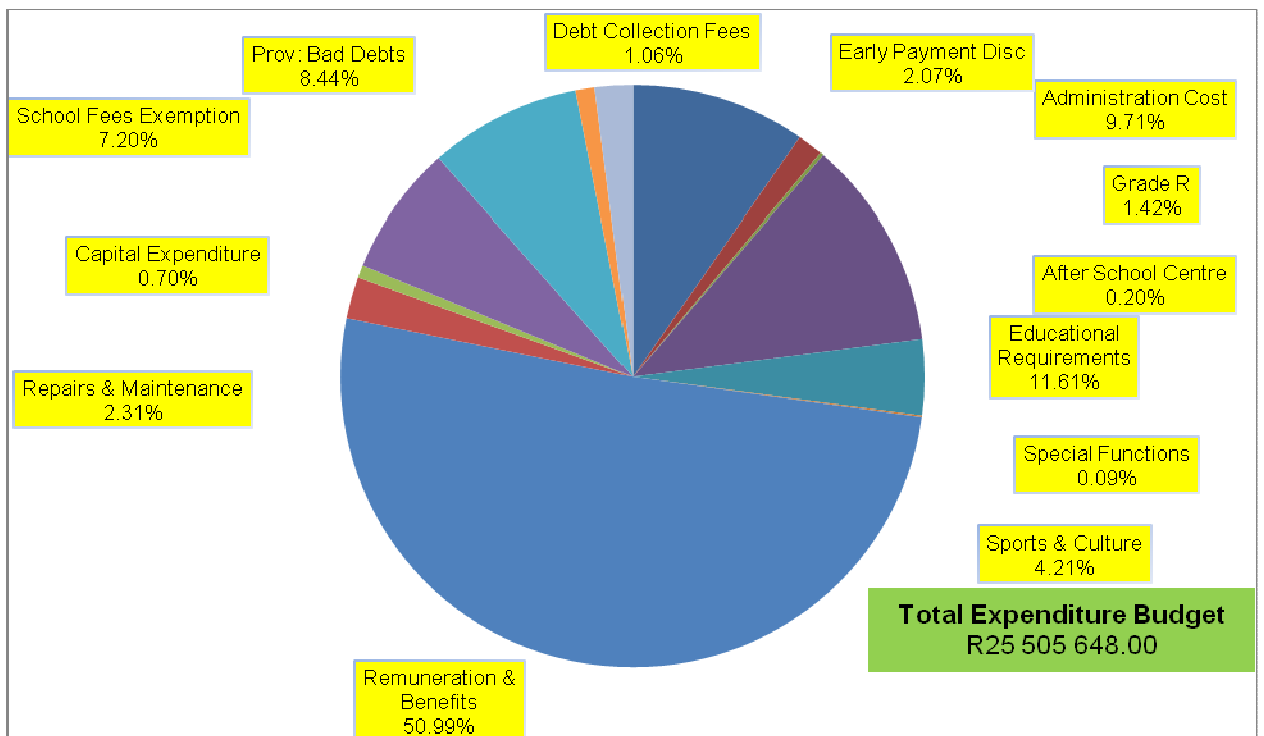
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Other income:

- Interest
- Hire: School Facilities
- SDL
- Fund Raising
- My School Rebates
- Makro Rebates
- Advertising & Commission

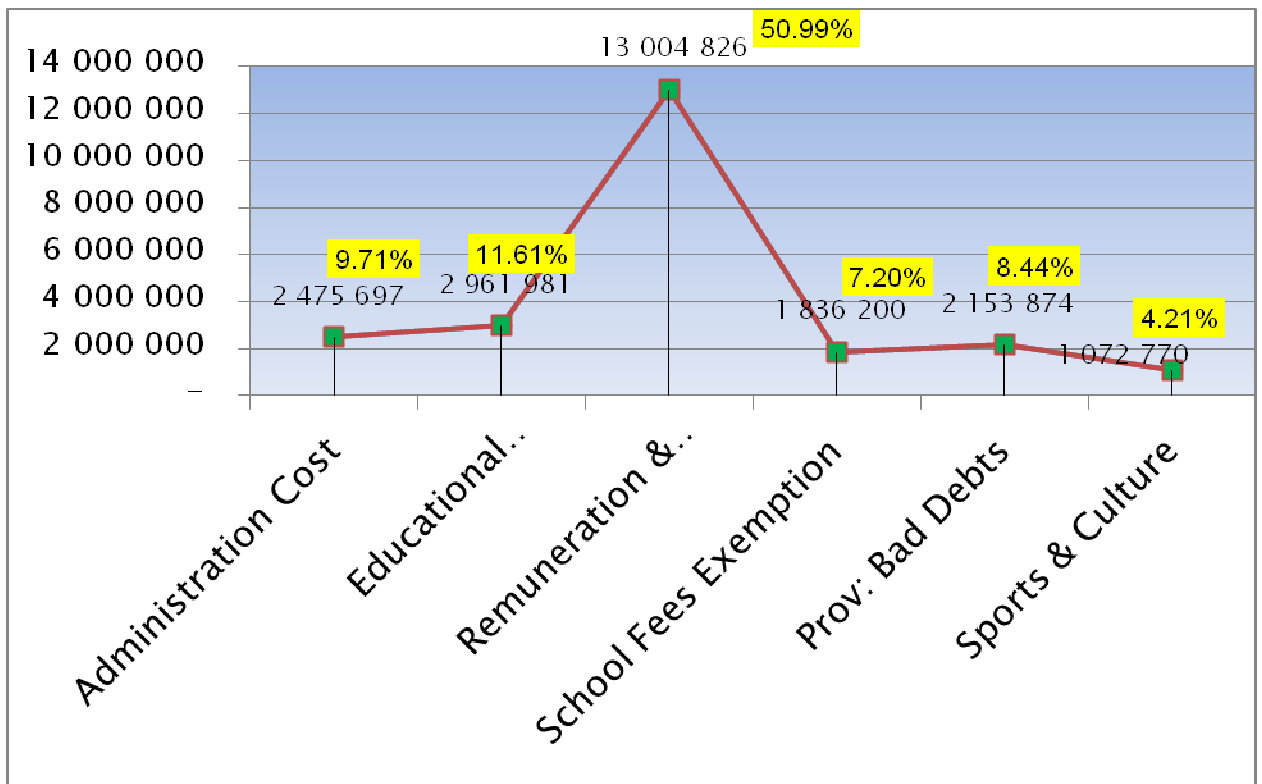
How will the budget be spent?





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What are the significant cost drivers?



My School Fees Increase Trends

	15% Increase	10% Increase	8% Increase
	Last Year -2013	This Year - 2014	Next Year - 2015
Grade 1 to 3	R13 500.00	R14 850.00	R16 038.00
Grade 4 to 7	R13 000.00	R14 300.00	R15 444.00
Grade R	R18 500.00	R20 350.00	R21 978.00
ASC	R6 125.00	R6 734.00	R7 277.00

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Budget for Approval – 2015

	This Year 2014	Next Year 2015
Revenue (A)	R21, 747, 825	R23, 999, 976
School Fees (Gr1 – Gr7)	R19, 516, 200	R21, 077, 496
Grade R	R1, 221, 000	R1, 758, 240
ASC	R1, 010, 625	R1, 164, 240
Cost to Revenue (B)	R4, 304, 377	R4, 786, 245
School Fees Exemption	R1, 495, 370	R1, 836, 200
Prov. Bad Debts	R2, 063, 201	R2, 153, 874
Debt Collection Cost	R257, 900	R269, 234
Early Payment Discount	R487, 905	R526, 937
Total Revenue (A-B)	R17, 443, 448	R19, 213, 731
	This Year 2014	Next Year 2015
Tuck-shop Income	R66, 045	R69, 158
Other Income	R587, 075	R644, 244
Total Income	R18, 096, 568	R19, 927, 133
GDE Resource Allocation	R297, 947	R755, 146
Grade 1 – Grade 7	R245, 952	R659, 025
Exemption Compensation	-	R19, 609
Grade R	R51 995	R76, 512
Self Funding Expenditure	R1, 039, 225	R1, 055, 231
Grade R	R308, 907	R362, 480
ASC	R95, 650	R50, 000

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ASC Salaries	R634, 668	R642, 751
	This Year 2014	Next Year 2015
Total Expenditure + Self Funding Exclude Cost to Revenue	18, 393, 589	20, 719, 403
Administration Cost	1, 806, 220	2, 457, 697
Educational Requirements	2, 759, 588	2, 961, 981
Sports & Culture	753, 820	1, 072, 770
Special Functions (toastmaster, etc.)	18, 830	23, 650
Remuneration & Benefits (excl. T.S & ASC)	10, 832, 855	12, 362, 075
Repairs & Maintenance	1, 083, 051	590, 000
Capital Expenditure	100, 000	178, 000
Total Income	18, 394, 515	20, 682, 279
Total Expenditure	18, 393, 589	20, 719, 403
Budget Surplus / (Deficit)	926.00	(37, 124)

Challenges

The following remain major challenges to the school and contributing factors to the school and contributing factors to the budget:

- A need to retain quality teachers and maintain competitive schooling
- Culture of non-payment of school fees by parents or late payment thereof
- Economic factors
- Cost of exemptions which is done in terms of SASA

Governance

- Strict adherence to financial policies
- Adherence to budget and targets
- Increase in collection of bad debts
- Bi-annual internal audits
- Annual external audit as required by SASA

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8 DISCUSSION OF THE BUDGET

The following questions were raised:

- 8.1 Mr P Bronkhorst: A big part of the budget is allocated to remuneration with a 15 % increase, does that mean that Teachers are receiving a 15 % increase?

The Chairman responded: A Salary Committee meets every year to discuss the proposed salary increase after taking trends and salaries paid by other schools in the area into consideration and a salary increase of 10 % was proposed for 2015.

The Treasurer responded: The total budget increase over the past years are as follows: 2013 - 15 %, 2014 – 10 % and the increase for 2015 is between 7.5 % and 8 %.

- 8.2 James: How can we grow the After School Centre to accommodate more of our learners and not send them to the competition outside?

The Chairman responded: The After School Centre is self funding but at the moment we are limited because of capacity and how many learners we can accommodate in the facility. We do not see the other After School Centres in the area as competition but rather facilities to supplement a needed service to our learners. We would like to grow the After Care Centre and will evaluate our position again after the new building has been completed.

- 8.3 Mrs Angela Neale: Why has the early payment discount been reduced from 10 % in 2014 to 8 % in 2015?

The Chairman responded: The School cannot budget for a deficit. The School Fees for 2015 have been increase by 8 % thus the discount offered is proportional to the increase of the school fees so that we do not budget for a loss.

- 8.4 What portion of the budget is provided by the GDE?

The Chairman responded that we have budgeted on receiving an amount of R755 000.00 from the GDE in 2015 but that grant received from the GDE is allocated according to a formula based on the number of learners. We receive the grant in two payments during the year.

- 8.5 Mr Sibusiso Zulu: It was a good budget and that he is sure that the SGB is led by School Policies and the South African Schools Act. As remuneration forms the biggest part of the budget and competition for the best teachers are always a problem he would like to propose that the school look at a retention policy.

The Chairman responded that we strive to be a school of excellence. Glenstantia Primary School is a public school and we want to attract the best teachers and offer excellent education. Retention continues to be a challenge and if we look back to 2012 job opportunities in the Arab Emirates was the reason for leaving but that recently the opportunities and salaries offered by private schools were the reason why Teachers left public schools. He informed the meeting that the SGB is currently investigating a performance related remuneration system to retain our staff members.

- 8.6 Mr Busang Ramamotlo: Was very concerned about the bad debt and wanted to know how far back these bad debts go, 1 month, 2 months, 3 months and with regard to the bad debt



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collection he wanted to know if it is working and why we are not seeing an indication of the debts recovered?

Mr Qwelane responded that bad debt will not be written off as the parents are responsible for the payment of school fees. The School will continue to chase the parents who do not pay the school fees. Some of the current cases go as far back as five years.

8.7 Mrs A Robinson:

- (a) Remuneration of staff: She wanted to know why we have such a big number of staff above what the GDE is paying for.

The Chairman responded that the GDE fund some schools partially (Fee paying schools) and some schools fully (non fee paying schools). If we only employ the number of staff paid for by the GDE our teacher/learner ratios will increase to 50:1 and this will influence the quality of education we provide to our learners. That is why the parents pay to employ additional teachers so that we can keep the teacher/learner ratio lower and ensure quality education.

- (b) Remuneration: Mrs Robinson wanted to know why we are giving a 10 % increase to SGB staff and not the same increase as given by the GDE?

The Chairman responded that SGB employees do not get the same benefits as GDE staff in as far as housing subsidy and medical are concerned. They also don't get rewarded for year's service as GDE staff does. The SGB and GDE remuneration are worlds apart. The SGB had to look at the best % increase that can be given to the SGB staff in order to try and retain our staff.

- (c) Bad debt: It is unfair that parents paying their school fees must carry the parents not paying their fees.

8.8 Mr V Lingela said that it is a good budget but felt that incentives need to be geared in the right direction. Parents paying fees early are the bedrock of the school as they give immediate cash flow and carry the school. 8 % is far too little and he suggested an early fee payment discount of 14 %.

The Chairman responded that this is unfortunately not possible as the school fees would then have to be increased by 14 % so that it can balance.

8.9 Ms Z Mmaso: She wanted to know what is the role of Social Security in terms of the parents that cannot pay their fees and if the parents who do pay are able to get tax exemption from SARS.

The Chairman responded that exemptions are critical as the South African Schools Act states that schools must provide exemption opportunities for parents who cannot pay school fees. Exemptions are based on a formula supplied by the GDE and provision for possible exemptions need to be made in the budget to comply with these systems as prescribed by the Government. No learner, living in our feeder area, can be turned away if the parents cannot pay the fees.

The Treasurer responded by saying that anybody's situation can change e.g. retrenchment, etc. and it is for these cases that exemptions are critical. Exemptions are strictly regulated by the South African Schools Act and are not taxable.

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- 8.10 A parent suggested that to ensure good financial stewardship and governance and to make sure that all checks and balances are being followed that external auditors be appointed to oversee as a 2nd opinion to satisfy the parents that the information given is a true reflection of the finances.

The Treasurer responded that to appoint a chartered accountant will add an additional R1.2 million or more to the budget. He reported that external auditors do come in to ensure that all systems are in place and policies followed.

- 8.11 Mr N Mothungwa said that he is concerned about the quality of education. Do we receive quality for the fees we pay when we are measured against other schools?

The Chairman responded that the SGB make sure that Glenstantia Primary School give quality education. Reports are submitted to the SGB at the end of each term on the academic performance of each subject. The GDE has only had positive feedback when visiting the school/departments. The quality of our education has never been questioned as we strive to give the best possible education and employ the best possible teachers. One thing that will compromise the quality of education to our learners will be if we cannot pay for the additional teachers to enable us to keep the teacher/learner ratio down.

- 8.12 A question was raised about the Grade R costs year on year. In 2013 it was R1.1 million, in 2014 it was R1.2 million and projected for 2015 is R1.7 million.

The Chairman responded that Grade R is not funded by the GDE and is run as a private part of the school. It is envisaged that the GDE will make Grade R classes compulsory within the next two years. Because it is not funded by the GDE the Grade R classes can't be funded from school fees and everything relating to Grade R must be bought from the school budget.

The Principal invited any parent with additional questions not answered to make an appointment with him to discuss their concerns.

9 VOTE ON RESOLUTIONS

It was confirmed that a quorum was reached and that 230 parents signed the attendance register.

RESOLUTION 1: Approve the school budget for the 2015 school year, as proposed by the Governing Body, as tabled in terms of the South African Schools Act, Section 38(1).

Parents For	Parents Against	Abstentions
226	4	0

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 the other items, provided that the total budget shall not be exceeded without obtaining the approval of a parent meeting.

Against	Abstentions
0	0



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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 2015 school fees for Grade 1 to 3 learners have been set at **R16 038.00** per learner.
- b. The 2015 school fees for Grade 4 to 7 learners have been set at **R15 444.00** per learner.
- c. A pre-payment of **R3 300.00** for Grade R to 7 has been set for the **2016** school year.
- d. 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.
- e. All other programmes or activities as defined below are not part of the school programme and are voluntary and carry an additional cost.
- f. School fees are charged in advance.
- g. 2015 fees may be paid in full by 31 January 2015, in which case a discount of 8 % will be granted. If the full fees are paid for a child in a multi-child account (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.
- h. Fees must be paid in **9 equal instalments** commencing on the **31st of January 2015** and ending the **30th of September 2015**.
- i. If any instalment is outstanding by the due date the full outstanding amount school fees will become due and payable.

Against	Abstentions
0	0

RESOLUTION 4: The following academic and extra mural programme is adopted.

a. 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 Arts, PSW and PET)
- Natural Sciences & Technology
- Social Sciences
- Media
- Computers
- Economic and Management Sciences
- Educational Day Trips
- At School Productions
- Speech Festival

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

Sports

- Athletics
- Basketball
- Cricket
- Hockey

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- 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

Against	Abstentions
0	0

RESOLUTION 5: The following activities are excluded from the school programme

- 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 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

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- 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	0

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 8: All parents shall be obligated to pay school fees in terms of the School's Policy and Section 40 of the South African School's 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: The 2015 Grade R fees shall be an amount of **R21 978.00** 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: The 2015 After School Centre fees shall be an amount of **R7 276.00** 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. A pre-payment of R500.00 for the After Care Centre has been set for the 2016 school year.

Against	Abstentions
0	0

RESOLUTION 11: 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].



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THE FORMULA

$$E = 100 \left[\frac{F + A}{C} \right]$$

Where:

- E** = school fees as a proportion of the income of a parent.
- F** = annual school fees, for one child, that a school charges in terms of Section 39 of the Act.
- A** = additional monetary contributions paid by a parent in relation to a learner's attendance at, or participation in any programme of, a public school.
- C** = combined annual gross income of parents.
- 100** = the number by which the answer arrived at in the brackets is multiplied so as to convert into a percentage.

Table for calculating partial exemptions from school fees

E	NUMBER OF LEARNERS									
	1	2	3	4	5	6	7	8	9	10
2.0%	0%	0%	0%	0%	0%	11%	20%	27%	33%	38%
2.5%	0%	0%	0%	14%	25%	33%	40%	45%	50%	54%
3.0%	0%	7%	22%	33%	42%	48%	53%	58%	61%	64%
3.5%	7%	26%	38%	47%	54%	59%	63%	66%	69%	71%
4.0%	25%	40%	50%	57%	63%	67%	70%	73%	75%	77%
4.5%	39%	51%	59%	65%	69%	73%	76%	78%	80%	81%
5.0%	50%	60%	67%	71%	75%	78%	80%	82%	83%	85%
5.5%	59%	67%	73%	77%	80%	82%	84%	85%	86%	87%
6.0%	67%	73%	78%	81%	83%	85%	87%	88%	89%	90%
6.5%	73%	78%	82%	85%	87%	88%	89%	90%	91%	92%
7.0%	79%	83%	86%	88%	89%	90%	91%	92%	93%	93%
7.5%	83%	87%	89%	90%	92%	93%	93%	94%	94%	95%
8.0%	88%	90%	92%	93%	94%	94%	95%	95%	96%	96%
8.5%	91%	93%	94%	95%	96%	96%	96%	97%	97%	97%
9.0%	94%	96%	96%	97%	97%	98%	98%	98%	98%	98%
9.5%	97%	98%	98%	98%	99%	99%	99%	99%	99%	99%
10.0%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Against	Abstentions
0	0



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RESOLUTION 12: 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: Write off depreciation of Fixed Assets at year end in terms of the Income Tax Act.

Against	Abstentions
0	0

RESOLUTION 14: Write off Doubtful Debts at year end in terms of the accounting policy.

Against	Abstentions
16	1

RESOLUTION 15: Process surpluses and losses on grade tours at year end to each grade.

Against	Abstentions
1	0

RESOLUTION 16: 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 of R3.00 per km for school business as recommended by Salaries Committee and SGB.
- Allowances: Principal, Deputy Principals, SGB appointed HOD's, Grade Leaders and Keyman.

Against	Abstentions
0	0

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RESOLUTION 17: 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 R100.00 per day as recommended by Salaries Committee and SGB.

Against the amount Parents thought amount should be more	Abstentions
16	0

RESOLUTION 18: Benefits to staff

- Accommodation, food and transport included in self funding tour packages for teachers accompanying learners on overnight trips.

Against	Abstentions
0	0

RESOLUTION 19: 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
2	0

RESOLUTION 20: The School has the right to verify information and perform a background search.

After discussions the resolution was changed to: The School has the right to verify information and perform a background search **where parents are not paying school fees and/or applying for exemption as well as for admission purposes.**

Against	Abstentions
6	1

RESOLUTION 21: Authorising the School Governing Body to apply for a loan to assist with the building of new classrooms for Grades R and 1 subject to the submission of the GDE application for approval as per Circular 45/2003. The loan will not be used to cover unbudgeted, irregular or unauthorised expenditure.

After in-depth discussions the wording of the resolution was changed as follows:

Authorising the School Governing Body to apply for a loan **to the maximum of R3 million** to assist with the building of new classrooms for Grades R and 1 subject to the submission of the GDE application for approval as per Circular 45/2003 **payable back within five (5) years.** The loan will not be used to cover unbudgeted, irregular or unauthorised expenditure.

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Against	Abstentions
31	5

10. **QUESTIONS** (Only questions submitted in advance)

10.1 The Chairman responded to an e-mail received enquiring about the income and expenditure of the Community Fund. The Community Fund is a fund set up by the school to assist the needy members of the Glenstantia community e.g. therapy for a learner or food at school, etc. It is not taken from the budget but is funded from money raised by events like Cake and Candy, Spellathon, etc. The aim is to assist families in distress and is governed by a policy. The financials of this fund is also audited and will be included in the report back at the meeting next year where the audited financial statements are presented.

10.2 The Principal responded to the following questions received by e-mail:

Q: When is the budget made available? *The budget was available 14 days before the budget meeting for inspection.*

Q: Where will the Gr 3 classes be accommodated during the building process? *We are currently investigating various options for accommodating the Grade 3 classes during the building process next year. Most of the classes will be housed in the Hall for cost saving purposes. As soon as the schedule for the building process has been confirmed parents of the 2015 Grade 3 learners will be informed of the arrangements. The building process will be disruptive but we will adjust for 6 months.*

The Chairman said that the SGB would like to assure parents that the building process will not compromise the quality of the education offered at the school. If any remedial action is needed during the building process it will be taken and no learner will be disadvantaged during the building process. The SGB is committed to safeguarding the integrity of the school.

11. **CLOSURE**

Mr Peter Bronkhorst proposed closure and the proposal was seconded by Mr Richard Wheatly.

The Chairman thanked the parents for attending and adjourned the meeting at 22h15.

M I Qwelane
CHAIRMAN
SCHOOL GOVERNING BODY