

MEMORANDUM

Enquiries: Mr. B. White
Contact No: 053 839 6308
Ref No: brianwhite@ncdoe.gov.za
Date: 31 May 2018

ALL SCHOOL PRINCIPALS

SUBJECT: INDUCTION OF NEWLY ELECTED GOVERNORS – SUBMISSION OF DATA VIA HRMS

We would like to extend our gratitude to all Principals that assisted in realizing the successful outcome of the 2018 SGB Elections and the induction work session for the newly elected governors in understanding their roles and responsibilities to effectively execute their governance functions. Notice 35 of 2017, Regulation 24.2, bear reference in this regard.

All school principals are requested to complete the HRMS online Instrument to be found under the section: **Institution Information**, with regard to the Induction work session of newly elected school governors by Principals.

Necessary steps to complete questionnaire:

1. On HRMS go to Institutional Information
2. Select SGB Election Survey
3. Click search button
4. Answer all questions
5. Tick declaration
6. Save
7. Click Print

Attached to this Memo note example of SGB Election Survey template.

Submission of the data must be on or before 19 July 2018.

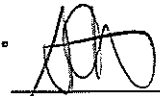
Documentary evidence such as SGB Data Form, Notice, Agenda & Attendance register should be scanned and mail to Lerato Mokhele: leratomokhele@ncdoe.gov.za and Tshepiso Itumeleng - tshepisoitumeleng23@gmail.com.

This data will assist us in effectively reporting on the induction of newly elected governors and put systems in place where such training intervention did not happen.

Circuit Managers are requested to assist where Principals do not have access to HRMS.

We appreciate the continuous support Principals will provide to Governing Bodies in the performance of its functions.

Kind Regards



MR. H. ESAU

CHIEF DIRECTOR: SCHOOL MANAGEMENT & SUPPORT

SGB Election Survey

Search

District

Circuit

Institution/Component

SGB Elected Survey

Principal Name

Did the Principal conclude the orientation/induction of newly elected governors?

(If Yes, indicate date of training:)

(If No, please provide reasons:)

How many newly elected governors at the school attended the FEDSAS training intervention?

How many newly elected governors at the school attended the NASGB training?

Indicate the number of governors at the school? (i.e Parents, educators, non-teaching staff, Principal and RCL learners where applicable)

Declaration

I, _____ declare that the information provided above is accurate and a true reflection of the status of _____ HIGH SCHOOL.

Furthermore, by signing off, Principals are committing themselves to the accuracy, authenticity and correctness of the data provided.

[Save](#) [Print PDF \(/index.php/SgbElections/printForm/3600\)](/index.php/SgbElections/printForm/3600)

Disclaimer:

Employee records and particulars displayed in the system are as received from PERSAL and are subject to auditing.