

## **MINUTES OF ANNUAL GENERAL MEETING OF EDENGLLEN PRIMARY SCHOOL**

**Date: 4 November 2017**

**Presented by: Mrs R Versace (SGB Finance Chairperson)**

**Present: See attendance register attached**

### **Matters discussed:**

1. Welcome given by Mr N Strydom (SGB Chairperson). The role of parent support was emphasised.
2. A quorum was not reached on 26 October. The decisions of this meeting will be carried forward.
3. Minutes of 2016 AGM were accepted without review.
4. Fundraising and supplementary income to generate revenue had teething problems, but were successful:
  - 4.1. Included lockers for learners.
  - 4.2. Vacant Principal position was filled by Ms H Broodryk after collaboration between GDE, SGB and EPS.
  - 4.3. Vacant Deputy Principal position was filled by Mrs E Kunene.
  - 4.4. Principal's secretary, Mrs Alda Horn, retired after 39 years of service.
  - 4.5. Implementation of Gauteng online system for admissions. Has had positive implications. There is pressure on the school to accommodate many learners – this has been the only negative. The school will provide assistance to those who do not have access to computers.
  - 4.6. Closing of Jacaranda Academy has led to increased pressure on EPS to accommodate more learners.
  - 4.7. There are plans to develop sporting and cultural activities.
  - 4.8. Leadership programme (projects) was reintroduced this year and will continue.
5. Mr Strydom introduced Mrs Versace to present the budget.
6. Mrs Versace gave a review of 2017:
  - 6.1. Audited financial statements were audited by Certified Master Auditors (CMA) and accepted by the Department of Education. Resolution will be given to rotate auditors according to sound auditing practice.
  - 6.2. Appointment of Ms Broodryk as Principal and Mrs Kunene as Deputy Principal.
  - 6.3. Paving was started by the council and was not completed. The school is trying to resolve the matter with Ekurhuleni Municipality.
  - 6.4. The National Lotteries Commission awarded us R75,000.00 to use on library resources as specified by the Lotteries Board. Parents are needed to assist with the covering thereof.
  - 6.5. Remedial support is offered at no extra cost to parents for learners who are identified as needing support.
  - 6.6. Interhouse tournament in netball and soccer between learners, SGB, teachers and ground staff was very successful.
  - 6.7. All the staff have been vetted and issued with police clearance certificates.
  - 6.8. Some challenges include electronic signboards being purchased and not working as planned. Challenges with cabling and wiring, electricity meter missing, theft of school property, damage to property for rain/hail.
  - 6.9. Fundraising is run by the school and the PA:

- 6.9.1. MySchool rebates: R31,000.00 received.
- 6.9.2. School facilities are hired out.
- 6.9.3. Library bag replacement and 2<sup>nd</sup> hand uniform sales help to generate income.
- 6.9.4. Activities like Valentine's Day, Easter raffle, coin collection, inflatables, Grade 7 market day.
- 6.9.5. Signage around the school was arranged; school logo was redesigned.
- 6.9.6. Painting of offices and some classrooms.

7. Concessions and exemptions received:

- 214 applications received
- 64 exemptions granted
- 64 partial concessions granted
- 9 did not qualify
- 30 unreturned

8. Recovery of school fees:

- 8.1. CeeBee Debt Collectors and Bentley's are used to recover school fees. R55,000.00 recovered from families not in the school, R118,000.00 of families still in the school.
- 8.2. Burden of unpaid school fees is carried by paying parents.
- 8.3. R2,1 million still outstanding from parents who have not paid.
- 8.4. Collections are done according to legal requirements.
- 8.5. 207 accounts have been handed over for collection.

9. Discounts:

- 9.1. Amounted to R66,900.00 (3.7% of fees invoiced for 2017).
- 9.2. 159 discount for payment by end of November is the most commonly granted discount.
- 9.3. 5-10% pay at the end of January.
- 9.4. 4-5% pay at the end of February.
- 9.5. Discounts offered by EPS are higher than any other school.
- 9.6. School fees are paid over 11 months and in advance.
- 9.7. Benefits of the discount outweigh any negatives.

10. Looking at 2018:

10.1. Staffing:

- 10.1.1. EPS cannot match salaries like private schools. Need to find other ways of supporting the staff. Will be done through learnerships programme, social worker, counsellor, crèche for staff, administrative assistant for Foundation Phase to free up teachers for teaching instead of paperwork.
- 10.1.2. Remedial problems are increasing. Reality is our learners need specialist assistance. Takes pressure away from other learners in the class.
- 10.1.3. Social worker is needed to assist learners & families who experience trauma and challenges.

10.2. Grounds & buildings:

- 10.2.1. Some building projects were delayed (remedial classrooms). Amount ring-fenced to continue with projects in 2018.

10.2.2. Original architect of Media Centre has come on board to complete drawing plans that meet with bylaws and Department requirements.

11. Proposed budget for 2018:

- 11.1. R19,685,962.00 in school fees is hoped for. Expenses match this exactly.
- 11.2. 1288 learners are in the school. We budget on what we currently have.
- 11.3. Discounts of 3.5% are factored in, less 10% concessions.
- 11.4. Rental received from tuckshop and Glenvale for shared services.
- 11.5. Resource allocation is received from the GDE for R790,000.00. News has reported about budget constraints within education, yet to be confirmed.
- 11.6. Salaries is the largest portion of the budget.
- 11.7. Fundraising costs must not be used to cover running costs of the school.
- 11.8. Administration – 6.9% - R1,184 million.
- 11.9. Bad debt – 3%
- 11.10. LTSM – 4%
  - 11.10.1. EMA – 3%
  - 11.10.2. Grounds and buildings – 6%
  - 11.10.3. IT – 9%
  - 11.10.4. Projects – 4%
  - 11.10.5. Pupil activities – 2% (see breakdown of specific items attached)
  - 11.10.6. End of year function – staff are contributing a portion and the remainder will be covered by fundraising.
- 11.11. Bank charges and collections have increased. Is needed for security reasons.
- 11.12. Bad debt provision: R600,000.00 – 3% of budget.
- 11.13. LTSM and classroom costs – R693,000.00 budgeted for. Came down as stock take was done and huge batches are not required at this stage.
- 11.14. Fees for courses, conferences, affiliation fees provided for to improve professional development, strictly controlled by Ms Broodryk and skills sharing is encouraged. Worthwhile courses are more costly.
- 11.15. School record book is kept.
- 11.16. Eyes and ears test for Grade 1 is done.
- 11.17. All learners get diaries. If lost a replacement fee is charged and demerits issued.
- 11.18. Art and music equipment provided for; also PE equipment.
- 11.19. Stationery and exercise books provided for.
- 11.20. Science and technology equipment budgeted for.
- 11.21. Extra mural activities – R567,000.00 proposed. Includes bus transportation (R270,000.00).
- 11.22. Staff tracksuits for new staff members are given. Creates a brand and team identity.
- 11.23. Grounds and buildings – R1.17 million. For maintenance, plumbing, classroom maintenance, furniture, hygiene costs, cleaning materials, security and gate maintenance, alarm systems, waste removal, municipal costs (water and electricity)
- 11.24. IT proposed budget – R1.73 million. Half of the desktops and laptops replaced this year; other half to be replaced in 2018.
- 11.25. Bank of iPads were deaccessioned; traded in for a credit. Budget includes hardware.
- 11.26. Need for cameras is more apparent the theft of property inside the school grounds. There is discussion about cameras in classrooms. Is a system that must be properly

researched. Would be a closed circuit. Parents will be notified when this is done, policies, how it will work, etc. There will be no cameras in bathrooms.

- 11.27. Projects will start with roof over computer centre and remedial classrooms. Also the staffroom – the staffroom is now too small for the size of the staff. Final plans still to be submitted.
- 11.28. Tax registration will be done to allow for donations and subsequent tax benefits.
- 11.29. Innings and outings will be increased. Focus is changing e.g. Kgosi Mampur prison visit for grade 7's for example. Study skill programmes for learners provided.
- 11.30. Lunches provided to indigent learners. Food parcels, stationery and uniforms provided.
- 11.31. Leadership training for learners is provided.
- 11.32. Treats for children provided. E.g. chocolates for merits.
- 11.33. Salaries – R12.45 million required. SGB teachers earn the same as those on GDE. Staff numbers have grown. GDE pays for 31, SGB now pays for 59 staff members (teachers, admin, ground staff, learnerships, councillor, social worker, library assistant, sports co-ordinator).
- 11.34. Section 38A provides for payment of extra remuneration of staff for additional work performed. Is paid according to GDE regulations
- 11.35. Proposed increase: R15,523.00 per annum per learner: (12.5% increase) R1,411.00 per month over 11 months. R3,268.00 discount if paid in full by 30 November 2017. R1,552.00 discount paid in full by February 2018. If fees are left the same, short of R1.633 million. Will impact on infrastructure, staffing, investment, facilities. Holistic education is needed – EMA, cultural encounters, sport, remedial, technology, social welfare, art, music, PT, leadership.
- 11.36. Fee comparison: if increased agreed to:
  - 11.36.1. Yearly increase: R1,729.00 per learner  
Monthly increase: R157.00 per learner
  - 11.36.2. Salaries need to be paid in advance. Outstanding school fees – processes to be followed. Parents are liable for costs incurred by this. Parents may be asked to collect reports from office. Is not withholding the report – will be given whether you make the arrangement or not. Envelope will be given with the letter inside to request an appointment.
  - 11.36.3. Contact details of parents to be updated.
- 11.37. Concessions and subsidies must be applied for annually, Mrs Motsoane can assist parents to complete forms. Concessions are granted according to SASA and income. Applications must be applied for annually. Must be collected and submitted personally. Information has to be accurate and supporting documents to be given, for example salary slips for 3 months.
- 11.38. Should it come to light that fraudulent application – concessions will be withdrawn. School will not get involved in any divorce disputes. If you are going to apply for concessions – please Google your name – that's the first thing we do. The list of supporting documents has increased due to the number of fraudulent applications.

## 12. Questions:

Q: Looking at amount proposed for buses. Have we considered purchasing a bus for the school?

A: We have looked at this. We have no space to park a big bus, we would need a license, insurance and a professional driver and maintenance. Away and home matched are not always suitable to have school transport. It is not viable to have only one small bus. There is also a liability of having a bus.

Q: In terms of outstanding fees, with regards to online applications – can the GDE not list you as not able to pay fees?

A: It would be discriminatory.

Q: Psychologist that is provisioned for, is it the same psychologist that parents have to pay for?

A: The school psychologist cannot offer long-term counselling. She will refer out. The school is adding a social worker that has a different skill set.

Q: Concern: Budget reflects expenses.

A: The FinCom meets every month. They do not ever spend unless budget is still available. There are times we go over. Costs often increase. We cannot have a profit. We budget towards what we expect to spend. There is an element of leverage in it. We don't like to take funds from another area to cover costs. In creating the budget there is a fair amount of anticipatory guess work.

Q: The economy is flat. Most of us may not even receive a 7% increase. The school is asking for 12.5%. If there is leverage in the budget, do we see the benefit in that leverage?

A: The leverage is not looking at making a profit. A lot of items on the budget have been prioritised. If we need to make changes – there is not enough leverage in the budget to add extra items. We plan to make sure all needs are covered. If we need to cut – we cut from art, music etc. We do know that many parents are struggling which is why we budgeted for concessions to be 10% of fees. We want holistic education that benefits all learners. We discuss budget and look at it from all angles.

Q: In terms of bad debts. Each time provision is raised – adjusted monthly. There should be no effect in following year. Slide 9 – 2.1 million – would have been realised within that financial period. Cumulative from around 2011.

Q: Has a portion of this been written off already?

Q: How do you calculate provision?

A: In this budget – proposing increase for the second year in a row.

Q: Is your increase in bad debt not due to increase in school fees?

A: If you don't increase school fees – increase historically kept at minimum – compounding effect. If you compare Edenglen to other schools in the area, you will find that of those 6 schools we are the cheapest. Double digit mark for foreseeable future.

Q: What are you going to do about the bad debt provision?

A: Those who have supporting and those who don't. We can manage to a reasonable point.

Q: Bad debt provision – one cannot be prejudiced. Never going to win as far as bad debt is concerned. Reality – we need to build a sustainable school. How would you attract good teachers?

**Resolutions:**

<b>Proposed</b>	<b>Second</b>	<b>Objections</b>
Tlou Mokgohloa	Natasha Kriel	None
Sandy Morris	Charmaine Correia	None
Sharon Mitchell	Sandy Morris	None
Joyce Modisa	Nicole Sutherland	None
Sharon Mitchell	Sandy Morris	None
Sharon Mitchell	Sandy Morris	None
Andrew Holloway	Natasha Kriel	None
	Tumi Tlabou	None
Andrew Holloway	Sandy Morris	None

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R Versace

(Finance Chairperson)

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N Strydom

SGB Chairperson