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## FRAMEWORK AND GUIDELINES FOR WESTERN CAPE PRINCIPALS' FORUMS

1. For the purposes of this framework and guidelines "principal" is defined as an educator appointed or acting as the head of a school.

2. **Purpose of principals' forums**

The purpose of circuit, district and provincial principals' forums is as follows:

- (a) Provide input into national and Western Cape Education Department (WCED) educational initiatives with the aim of improving the quality of education delivery in all schools under the auspices of the WCED.
- (b) Provide a platform for principals to share good practices and to learn from one another using Professional Learning Communities (PLCs). The District Principals' Forums (DPFs) and Provincial Principals' Forum (PPF) must encourage principals to form networks and strengthen principals' professionalism during their engagements (Annexure B contains the Department of Basic Education's Guidelines for PLCs).
- (c) Facilitate collaborative engagement between forum members and the WCED, through subcommittees and PLCs operating across various platforms, to address challenges affecting schools at circuit, district and provincial levels.
- (d) Provide principals with an opportunity to consult with the WCED on school- and education-related matters.
- (e) Provide platforms for sharing information and perspectives on management- and governance-related matters.
- (f) Cooperate on any matter relating to the proper functioning of the provincial education system.
- (g) Provide feedback to principals at DPFs and/or Circuit Principals' Forums (CPF).

### 3. **Logistical arrangements**

- 3.1 The WCED will provide funding for light refreshments at all CPF, DPF and PPF meetings.
- 3.2 The forums must choose suitable and central venues (which may include virtual platforms) for their meetings.
- 3.3 The WCED will reimburse principals who need to travel more than 50 kilometres to attend a DPF and/or PPF meeting. Such principals must ensure that accurate claim information is submitted.
- 3.4 Principals who have a lengthy return journey after the conclusion of a PPF meeting will be reimbursed for their accommodation in line with the WCED's financial prescripts.
- 3.5 No forum meeting may start earlier than 13:00.

#### 4. Framework for principals' forums

The table below outlines the framework for principals' forums.

	Category	Circuit Principals' Forum (CPF)	District Principals' Forum (DPF)	Provincial Principals' Forum (PPF)
4.1	<b>Membership</b>	The CPF consists of all principals in that circuit.	The DPF consists of the two elected CPF representatives from each circuit in the district <u>as well as two principals elected from all the special schools in the district.</u>	The PPF consists of the two elected DPF representatives from each of the eight districts.
4.2	<b>Election of representatives</b>	<ul style="list-style-type: none"> <li>At the first meeting of a new two-year term, the <b>circuit manager</b> will serve as the electoral officer.</li> <li>The CPF elects a chairperson and deputy chairperson to represent the circuit at DPF meetings.</li> <li>One of the two elected principals must be from a primary school and the other from a high school.</li> <li>Circuits must make a concerted effort to prioritise the inclusion of principals who have not previously served on the DPF.</li> </ul>	<ul style="list-style-type: none"> <li>At the first meeting of a new two-year term, the <b>district director</b> will serve as the electoral officer.</li> <li>The DPF elects a chairperson and deputy chairperson to represent the district at PPF meetings.</li> <li>A definite attempt must be made to have an equal number of primary and high schools represented per circuit on the DPF.</li> <li>One of the two elected PPF members must be from a primary school and the other from a high school.</li> <li>Districts must make a concerted effort to prioritise the inclusion of principals who have not previously served on the PPF.</li> </ul>	<ul style="list-style-type: none"> <li>At the first meeting of a new two-year term, the <b>Deputy Director-General: Institution Development and Coordination</b> will serve as the electoral officer.</li> <li>The PPF elects a chairperson and deputy chairperson.</li> <li>Special schools elect two principals (one urban and one rural) to serve on the PPF at their provincial meeting at the start of 2026.</li> </ul>

	Category	Circuit Principals' Forum (CPF)	District Principals' Forum (DPF)	Provincial Principals' Forum (PPF)
4.3	<b>Term of office</b>	<ul style="list-style-type: none"> <li>The chairperson and deputy chairperson are elected for a two-year term as per the provincial calendar.</li> <li>Principals remain members of the CPF as long as they are heads of schools in that circuit.</li> </ul>	<ul style="list-style-type: none"> <li>DPF members are elected for a two-year term as per the provincial calendar.</li> <li>Principals remain members of DPFs as long as they are heads of schools in the circuit that elected them to the DPF.</li> <li>When accepting nominations for election as chairpersons/deputy chairpersons of DPFs, principals must do so with the understanding that they commit themselves to attending all meetings during their two-year term.</li> </ul>	<ul style="list-style-type: none"> <li>PPF members are elected for a two-year term as per the provincial calendar.</li> <li>Principals remain members of the PPF as long as they are heads of schools in the district that elected them to the PPF.</li> <li>When accepting nominations for election as chairperson/deputy chairperson of the PPF, principals must do so with the understanding that they commit themselves to attending all meetings during their two-year term.</li> </ul>
4.4	<b>Vacancies</b>	Any vacancies within a CPF must be communicated to the chairperson and the name of a replacement must be submitted at least 10 days prior to the next meeting.	Any vacancies within a DPF must be communicated to the chairperson and the name of a replacement must be submitted by the CPF at least 10 days prior to the next DPF meeting.	Any vacancies within the PPF must be communicated to the chairperson and the name of a replacement must be submitted by the DPF at least 10 days prior to the next PPF meeting.
4.5	<b>Number of meetings</b>	At the start of a new two-year term, <b>four CPF meetings</b> must be scheduled per year within the time frames stipulated in the provincial school planning calendar.	<b>Four DPF meetings</b> must be scheduled per year within the time frames stipulated in the provincial school planning calendar.	<b>Four PPF meetings</b> must be scheduled per year on the dates set out in the provincial school planning calendar.

	Category	Circuit Principals' Forum (CPF)	District Principals' Forum (DPF)	Provincial Principals' Forum (PPF)
4.6	<b>WCED representation</b>	The relevant circuit manager must be present at all CPF meetings.	<ul style="list-style-type: none"> <li>The relevant district director and Head: Management and Governance must be present at all DPF meetings.</li> <li>Other district officials will be required to attend as per agenda requirements.</li> </ul>	The Head: Education and Deputy Director-General: Institution Development and Coordination, or the persons acting in those posts, and any other two Senior Management Service members must be present at all PPF meetings.
4.7	<b>Quorum</b>	The quorum for a meeting is the majority of the CPF members.	The quorum for a meeting is the majority of the DPF members.	The quorum for a meeting is the majority of the PPF members.
4.8	<b>Secretariat and other administrative functions</b>	<ul style="list-style-type: none"> <li>The circuit administrative support officer will provide administrative support to the secretariat and the CPF.</li> <li>Secretariat duties include arranging meeting venues and ensuring agenda items are collated and distributed <b>at least seven days before</b> a meeting.</li> <li>The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to CPF members <b>within 14 days after</b> a meeting has taken place.</li> </ul>	<ul style="list-style-type: none"> <li>The Head: Management and Governance will assign an official responsible for providing administrative support to the secretariat and the DPF.</li> <li>Secretariat duties include arranging meeting venues and ensuring agenda items are collated and distributed <b>at least seven days before</b> a meeting.</li> <li>The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to DPF members <b>within 14 days after</b> a meeting has taken place.</li> </ul>	<ul style="list-style-type: none"> <li>The Deputy Director-General: Institution Development and Coordination will assign an official responsible for providing administrative support to the secretariat and the PPF.</li> <li>Secretariat duties include arranging meeting venues and ensuring agenda items are collated and distributed <b>at least seven days before</b> a meeting.</li> <li>The secretary is also responsible for taking minutes and ensuring that the minutes are finalised and distributed to all schools in the province <b>within 14 days after</b> a meeting has taken place.</li> </ul>