



GAUTENG DEPARTMENT OF EDUCATION

The Glen High School

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P.O. Box 35073
 Menlo Park
 0102
 South Africa

08 August 2019

NOTICE OF AGM

Notice is hereby confirmed for the 23rd Annual General Meeting of Parents under the auspices of the Governing Body of the school to be held on Wednesday 11 September 2019 in the School Lapa.

The attendance registers will be signed in the school foyer from **18:15 – 18:30**. If a quorum of parents is reached, then the AGM and SGB By – Election will begin at **18:30**.

AGENDA

1. Welcome – Chairperson (Mr A. Mafanga).
2. SGB By - Election
3. Governing Body Chairperson's report (Mr A. Mafanga).
4. Finance report - Treasurer (Ms T. Phalatsi).
5. School report – Principal (Mrs C. Nel).
6. Questions on items 2 – 4.
7. New budget (Ms T. Phalatsi).
8. Questions on items 6.
9. Vote.
 - a) Budget.
 - b) Subsidy.
 - c) School fees.
10. Close.

The AGM 2018 meeting minutes, various reports, financial statements as well as the draft budget will be available on the D6 School Communicator from Wednesday, 4 September 2019.

I would like to appeal to all parents to attend the AGM where important issues such as the budget and school fees have to be decided upon.

NB: A QUORUM OF 15% IS REQUIRED; IF NO QUORUM IS OBTAINED ON WEDNESDAY, 11 SEPTEMBER 2019 THE MEETING WILL RECONVENE ON WEDNESDAY, 18 SEPTEMBER 2019 AT 18:15.

Yours faithfully

Mrs C. Nel
 PRINCIPAL

Mr A. Mafanga
 CHAIRPERSON: SGB



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NOTICE OF NOMINATION MEETING AND VOTING FOR THE BY- ELECTION OF TWO (2) PARENT BODY MEMBER

NAME OF SCHOOL: THE GLEN HIGH SCHOOL

Notice is hereby given of a meeting for the nomination of TWO (2) parent members to be voted for, to serve on the School Governing Body of the above school.

Date:

Wednesday, 11 September 2019

Registration:

18:15 (in the School Lapa)

(Identity document or Driver's licence must be presented)

Additional nomination meeting time:

18:30 (in the School Lapa)

A candidate can be nominated in two ways:

- a) By placing a correctly completed nomination form signed by the proposer, the seconder and the candidate in the sealed nomination box at the School Office. The forms are available from the School Secretary from Wednesday 4 September 2019 until Wednesday 11 September 2019, during school office hours.
- b) By proposing a parent or legal guardian at the nomination meeting, provided the nomination form is correctly completed by the proposer, seconder and the candidate and handed to the election officer with the allocated meeting time.

NB: The proposer, seconder and candidate **MUST** be either a registered parent or registered guardian of a registered learner. All three must be present at the nomination meeting if the nomination is being done at the nomination meeting and not in the allocated 6 working days prior to the meeting.

If only TWO (2) candidates are nominated to fill the vacancy, no quorum or voting will be required and the candidates will be duly elected.

If more than TWO (2) candidates are nominated and a quorum of parents (15% of parents eligible to vote) is present, voting will take place on:

Date: Wednesday, 11 September 2019
Venue: The Glen High School (in the School Lapa)
Time: 18:30

If a quorum of parents is not achieved on Wednesday, 11 September 2019 and voting needs to take place, notice is hereby given that a second meeting will reconvene on Wednesday, 18 September 2019 at 18:15.

Mrs C. Nel (Principal)