



The Grove Primary School

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29 September 2011

Dear Parents

NOTICE OF BUDGET MEETING :19:30 ON WEDNESDAY 19 OCTOBER 2011

You are invited to attend the budget approval meeting to be held on Wednesday 19 October 2011 in the school hall at 19:30. **Please would you treat this meeting as one of importance to the future of the school and attend even if you are in agreement with the budget.**

The purpose of the meeting is to discuss and present the proposed budget for 2012 and to adopt the resolutions set out hereunder. There are four such resolutions and these will form part of the agenda for the meeting. To be effective, the resolutions to be proposed at the meeting must be approved by the majority of parents present and voting. These resolutions, if passed by the required majority, will be binding on all parents.

To enable us to start the meeting at 19:30 please arrive at the school from 19:00 as we are required to take a record of your attendance.

As the SGB and management of the school, we have been very conscious of the impact on parents of fee increases in recent years. We have sought consequently to implement tighter budget controls and financial management practices. Key focuses over the past two years have been on improving our accounting systems and controls, minimising bad debt through proactive credit control and a very frugal approach to expenditure. We have made major strides in all these areas.

We have also sought to ensure that our budget going forward is informed by a clear strategic direction as per the "Sharing Grove" document. This plan seeks to ensure that The Grove continues to develop the general excellence and exciting diversity that makes it such an attractive school while remaining affordable. An extensive and thorough process has been followed to compile the proposed budget for 2012.

Please note that a more detailed copy of the budget will be available for inspection at the school until 19 October 2011.

RESOLUTION 1: GROVE PRIMARY SCHOOL REMAINS A FEE-PAYING SCHOOL

Amendments to the South African Schools' Act make provision for a school to be converted into a non-fee paying school. The Grove Primary School intends remaining a fee paying school in order to offer excellence in education. The Western Cape Education Department (WCED) only contributes R165 per learner per annum to our budget, as well as some of the salaries as noted under Salary Cost. They do not subsidise any loss of income as a result school fees not being paid for any reason, and it is only by extensive co-operation with full fee payment that we continue to set and maintain our high standards of education.

School fees cover the delivery of the core national curricula and the schools' co-curricula programme.

RESOLUTION 2: SCHOOL FEES FOR GROVE PRIMARY SCHOOL FOR THE 2012 SCHOOL YEAR BE SET AT R17,740.00 PER ANNUM.

The governing body of the school (SGB) would like to continue to have a transparent budget process at the school. Parents are encouraged to attend the budget approval meeting and to participate in the process of adopting a school budget for 2012. The fees for 2012 will be formally presented to parents for approval.

The proposed fee for consideration and approval by parents at the meeting is R17,740.00 pa for next year, which represents an increase of R1,300.00 pa (R130 per school month) or 7.9% on the current year's fees.

Please see a summary of recent school fees and fee increases below. Class sizes have remained at an average of 25 – 28 learners during this period:

YEAR	FEES	% INCREASE
2008	10,800	16%
2009	13,600	26%
2010	15,100	11%
2011	16 440	8.9%
2012	17740	7.9%

RESOLUTION 3: THE BUDGET FOR 2012 AT GROVE PRIMARY SCHOOL AS SHOWN BELOW BE ADOPTED

As in recent years, the approach to setting the budget for both the operational and development funding requirements of the school for 2012 was primarily from a zero base. After being proposed by budget heads and moderated by management, all items are carefully scrutinised and evaluated by the financial sub-committee and presented to SGB and only once they are satisfied, is this carried forward in the budget.

The following is a summary of the actual figures for 2010, the adopted budget for the 2011 calendar year and the proposed budget for the 2012 calendar year.

Summary of budget 2012

INCOME	R000's	2010	Budget 2011	Budget 2012
School Fees		11234	12128	13082
Exemptions		-992	-1062	-1147
Bursaries		-227	-219	-89
Discounts		-196	-216	-203
Bad debts		-576	-391	-422
Gr 4 - 7 laptops		165	240	310
Aftercare		272	585	645
Other Income		614	684	764
Fundraising (Net)		318	0	0
Sundry unbudgeted		122	92	300
Total Income		10734	11841	13240
EXPENSES				
ADMINISTRATION		1596	1861	2123
ACADEMIC		346	516	604
STAFF		7651	8550	9755
SPORT		170	230	237
CAPEX		459	414	251
PROVISIONS		0	270	270
Total Expenses		10222	11841	13240
Surplus/ (Deficit)		213	0	0

	Learners	Value
PP	50	1,018,500
G1-7	680	12,063,200

	Current	Proposed
PP	18,860	20,370
G1-7	16,440	17,740

FUNDRAISING BUDGET R000's	
Target income	200
Allocated to:	
Tennis courts	(100)
Inside Fence	(100)
Balance	0

Notes to the Budget

1. Salaries

A clear mandate has been received from parents in recent years for the school to maintain small class sizes. There is no doubt that the personal attention the educators are able to give to each learner as a result of this decision, is reaping rewards in terms of higher levels of achievement.

Whilst we ensure that we have as many state (WCED) paid teachers as possible, this only covers 17 out of our 41 full-time teachers. The rest are appointed and paid for by the SGB representing the parent body. The SGB endeavors to ensure equitable remuneration.

Furthermore, we continue to seek to reward excellence and provide incentives for educators to grow and improve through staff salary enhancements in terms of Section 38A of SASA.

The summary of the proposed staffing structure is as follows:

STAFF MIX	WCED	SGB	SGB PART TIME	TOTAL
Teachers (including Music)	17	24	10 (speech, learnerships, counselor, sports coaches)	51
Support Staff	3	7	6 (aftercare & security)	16
Admin Staff	2	1	5 (school fee admin, marketing, clothing & tuck shop)	8
Totals	22	32	21	75

2. Fee exemptions and non-payments

Included in the school fees figure represented in the budget, is an allowance of 9.5% for exemptions and a further 3.2% for bad debts. As in prior years, parents experiencing financial hardship may apply for a remission rebate of fees. It must however be stressed that the effective management of the school is dependant on the fact that the payment of school fees by parents must be maintained. The high level of payment of fees by The Grove Primary School parents has directly influenced the quality of education that your son / daughter receives at the school. We therefore give the fee-paying parents the assurance that those parents who are remiss in settling their accounts timeously are actively pursued and that judgments are taken against them when no other alternatives have proven to be satisfactory.

RESOLUTION 4: THAT THE EQUITABLE CRITERIA AND PROCEDURES FOR THE TOTAL, PARTIAL AND CONDITIONAL EXEMPTION OF PARENTS WHO ARE UNABLE TO PAY SCHOOL FEES IS ADOPTED

The school is required to provide equitable criteria and procedures for the total, partial or conditional exemption of parents who are unable to pay school fees. A resolution is required to be passed at the budget meeting adopting the equitable criteria and procedures, which are attached in the annexure hereto.

We trust that the information in this letter will prove useful to parents and assist you in determining whether the current fee proposals are reasonable in the circumstances. Please attend the budget meeting so that you can have a more detailed idea of what we expect for next year.

Yours sincerely



T. ARENDE
TREASURER

ANNEXURE TO GROVE PRIMARY SCHOOL NOTICE OF BUDGET MEETING AND AGENDA DATED 28 SEPTEMBER 2010

The following are the criteria and procedures governing fee exemptions:

Applications for exemption are for the current school year only. Each year a new application form must be filled out and handed to the school for consideration.

In the event of an applicant making a false statement on his / her application form or if he / she produce false documents or evidence, the School Governing Body may lay a charge of fraud against the applicant.

Should the personal conditions of the applicant change in any way following a decision of the School Governing Body, the onus is on the applicant to make the School Governing Body aware of these changes so that the application can be revisited to assess whether the decision of the School Governing Body should be altered to suit these new changes.

In the event that information comes to the notice of the School Governing Body that the circumstances of the applicant have changed and the School Governing Body has not been informed, the School Governing Body may, at its sole discretion then review the changes and may or may not alter their decision irrespective of how long such decision has been in force.

Members of the School Governing Body may visit the applicant at his or her residence.

The combined gross income of parents will be considered when assessing an application for exemption. In the case of divorced or unmarried parents, the details, including combined gross income of both parents must be submitted.

"Income" means:

- Gross salary or wages or pension or grants
- Bonus(es) and overtime
- The contribution of the employer to a pension fund or medical aid or any allowance such as clothing or travel allowance
- Money received from investments and dividends
- Any interest received
- Profit gained from any form of business undertaking, including income from lodgers or rental income

In order to be considered for fee exemption applicants must comply with the following requirements:

- The application must be in writing on the prescribed form
- The applicant must annex the following certified documents to the application form:
 - Certified copy of the applicants ID document
 - Certified copy of the unabridged birth certificate of each child, in this school, for whom the applicant is applying for
 - Certified copy of the unabridged birth certificate of each of the applicants children who are in another school
 - We require *three* months bank statements. A certified copy of the original bank monthly bank statements received from the applicant's bank. Internet bank statements will NOT be accepted
 - If the applicant is self employed audited Financial statements form a registered accountant
 - A certified copy of the applicant's last tax return submitted to SARS
 - If the applicant is employed, a certified copy of his/her *last three* salary slips.
 - Should the applicant be unemployed, a letter attached as Annexure B, is to be signed by the fees administrator and then completed by the Department of Labour
 - A certified copy of all investments statements held at a registered bank in South Africa
 - In the event of the applicant being a pensioner, a certified copy verifying your status a pensioner and the amount of pension you receive monthly
 - If the applicant is a foster parent, a copy of the court order
 - If the applicant is a widowed, a certified copy of the death certificate of the other parent
- The staff of the Grove Primary School will provide all reasonable assistance in the application or appeal process

Nothing prevents a parent who has been granted exemption from making a voluntary contribution to the school fund.