



Laerskool Bredasdorp Primary School

Buitekant Str, P. O. Box 160, Bredasdorp, 7280 - admin@lbp.co.za - Tel. 028 424 1334 - Fax. 028 425 1112 - www.bredasdorpprim.co.za

BD COUNCIL POLICY

1. VOTING PROCESS: Process begins in Term 3

Step 1: Identify leaders

- Gr. 6 learners of Bredasdorp Primary School, regardless of when they entered the school, participate in a **leadership development session**.
- Learners who do not participate in the session are not eligible to appear on the voting list. Learners can participate and still exercise the option that their name does not appear on the voting list.
- Learners who have been guilty of disciplinary problems during their Gr. 6 year do not qualify to appear on the voting list. They may still participate in the leadership development session.
- Further requirements to be eligible to be on the voting list:
 - **ACADEMICS:**
 - Pass term 1, 2 and 3 (with discretion of the principal)
 - If elected to BD Council – sustain good progress
 - **DISCIPLINE:**
 - *Emphasis should be placed on the fact that learners who have regular disciplinary offences may not serve on the BD Council. A strong leader cannot show poor behaviour as an example.*
 - **Term 2 - 4 of Grade 6:**
 - Category 1 – 2: 3 or more detentions = does not qualify
 - Category 3 – 4: 1 or more detentions = does not qualify
- Professional presenters, preferably from outside the area, come and present a leadership development session.
- Staff involvement: For staff to be part of the subsequent voting process, they must either teach the Gr. 6 learners, or they must attend the leadership development session as spectators.
- The Grade 6's then nominate *12 boys, 12 girls* (these then serve as the voting list).
- Only with a written apology in advance will a learner be excused from the session while the learner's name can still serve as part of the voting list.



LAKSBOOI

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Step 2: Voting List

- The 18 girls and 18 boys who received the most nominations then make it onto a final voting list. This voting list of 36 learners is compiled alphabetically, regardless of the learner's gender.
- The liaison teacher and all Grade 6 and 7 teaching staff then sit together to make sure that the final voting list is complete. This committee has the right to add names to the voting list, but not to remove them.
- After the leadership development session, learners who appear on the voting list are introduced.
- The final election process is then explained to the learners. A discussion on leadership, as well as the voting process, will take place.

Step 3: Election of BD Council

Who may vote?

- Learners: All Grade 6 learners and current BD Council members may participate in the vote.
- Staff: All teachers who teach the Grade 6 learners and all staff who attended the leadership development session may vote.

Where do we vote?

- Voting will take place in the computer room. "Microsoft Forms" is used to conduct nominations and voting. This is done electronically. In this way, no counting error can be made.
- Names appear on the electronic voting list. A separate page is placed at each computer with coloured photos of the learners on the voting list. These names appear alphabetically, girls and boys separately. Photo page will be placed if there are photos available of learners.
- If someone is absent on the voting day, he/she cannot vote. No one is allowed to vote on behalf of another person.

When do we vote?

- The same week of introduction, the election is held.
- Necessary arrangements are made by relevant staff to give learners a fair chance to cast their vote.
- Learners and staff then each vote for 16 learners (minimum 4, maximum 8 of a gender).



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Points breakdown per vote:

Grade 6 learner:	1 point
Current BD Council Members:	1 point
Register educator, relevant subject educators and/or staff who attend leadership development session:	2 points

- The 16 learners with the most votes make up the BD Council except to the extent that a learner of a specific gender qualifies as a result of the concession made for the majority of a gender. A minimum of 25% (a quarter, i.e. 4 learners) of a relevant gender must serve on the BD Council. If number 16 and 17 have equal votes, both are elected to the BD Council.
- The announcement of the BD Council members is made at a hall meeting.

Step 4: Head Leaders

- The new BD Council first follows a trial period to get to know each other before head leaders are chosen.
- The new BD Council will shadow and learn from the current BD Council.
- Internal leadership session (BD Council guardians discuss expectations and responsibilities)
- Team building – learners identify each other's strengths and aspects to work on.
- New BD Council votes for 4 head leaders to serve as nomination list (register educators/ subject educators/ current BD Council members are also involved in the vote)
- Head leaders are elected after the Council has been elected.
- The current and new BD Council and staff involved in the initial BD Council voting process may participate in the vote for the head leaders.
- Each person involved may vote for 2 boys and 2 girls. The boy/girl with the most votes is the head boy/head girl and the boy/girl with the second most votes is the deputy head boy/daughter.
- If there is an equal vote among the head leaders, only the relevant staff will vote again by means of an electronic ballot between those relevant learners.
- The head leaders will be announced at a following opportunity.

2. PARENT COMMUNICATION:

- An information session will be held with the parents and BD Council members.
- Expectations, responsibilities and BD-Council Code of Honour are discussed (see no. 4 – requirements).
- Finances: Discussion of years' expenses associated with BD Council.
- BD-Council Dress: The school provides a BD-Council badge.



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- Head leaders are allocated per term:

TERM 1:	TERM 2:	TERM 3:	TERM 4:
Committee 1	Committee 2	Committee 3	Committee 4
4 BD Council members	4 BD Council members	4 BD Council members	4 BD Council members

- Start of the year:
 - Welcome staff back at the beginning of the year.
 - Receive the Gr.1 learners on their first day at school.
- Termly:
 - Staff function: Refreshments/décor (e.g. Breakfast/tea at the beginning or end of a term) Can be broken down to only one function per two terms to lower financial impact.
 - Welcoming at parents' evenings (accompanying parents to classes).
 - Work at sporting events.
 - Each term, the relevant committee hosts a hall opening.
 - At the end of the term, the members give a summary/feedback on the term's activities at the last hall meeting.
 - Charity Project

3. PARTICIPATORY AND DISCIPLINARY REQUIREMENTS: BD COUNCIL

ACADEMICS:

- Sustain good progress.

SPORTS & CULTURE:

- Participate in at least one summer and one winter sports/cultural activity.

DISCIPLINE:

Emphasis should be placed on the fact that learners who have regular disciplinary offences may not serve on the BD council. A strong leader cannot show poor behaviour as an example

- **If elected to BD Council:**
 - First Detention – Does not further serve on BD Council for the relevant term.
 - Second detention – loses place on BD Council permanently.

RESPEK / RESPECT • INTEGRITEIT / INTEGRITY • TROTS / PRIDE



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This policy is amended by:

The Principal Mr. Johan Vermeulen and the School Management Team as well as the liaison teachers, Mr. Dwayne Soekoe, Me Cassidy Edwards and Me Yolandi Vermeulen.

DATE: 27 October 2025

Signed at Bredasdorp on this 27th day of October 2025.

GOVERNING BODY CHAIRPERSON

PRINCIPAL

