



Province of the Eastern Cape
DEPARTMENT OF EDUCATION
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DEPARTEMENT VAN ONDERWYS
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CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

Provincial Curriculum Guidelines
(PCG 01/2005)

Constitution
Of the
Provincial Curriculum
Co-ordinating Committee
(PCCC)



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(PCG 01/2005)**

Preamble

1. This document is intended to formalise the role functions and activities of the PCCC
2. The stipulations of this document are binding on all curriculum personnel employed in the Provincial Education Department

1. Name of Committee

In terms of its Constitution, the name of this committee shall be the Eastern Cape Department of Education, **Provincial Curriculum Co-ordinating Committee**, hereinafter referred to as the **PCCC**.

2. Purpose

The primary purpose of the **PCCC** is to **coordinate the implementation of curriculum and its related activities** in the Province.

3. Status of Committee

The PCCC shall be an **advisory and consultative body**. Recommendations tabled at PCCC level will be ratified by the Management Committee (MANCOM) of the Chief Directorate: Curriculum Management hereinafter referred to as MANCOM.

MANCOM comprises the Chief Director and Directors of the Chief Directorate: Curriculum Management as well as the Provincial CESs and Deputy Directors. The PCCC **is not an executive or decision-making body** on policy related matters.

4. Composition

4.1 Chairperson

PCCC meetings will be chaired by the Chief Director/Director/Provincial CES.

4.2 Membership

In addition to MANCOM, PCCC meetings will be attended by the **CES Curriculum** from each of the **24 education districts of the Eastern Cape Province**.

If, for unavoidable reasons, a **CES is not able to attend a PCCC meeting**, a replacement should be nominated in writing as well as a **written apology** forwarded to the Chief Director no later than **three days before** the meeting.

5. Mandate of the Committee

The **primary purpose of the PCCC** is to **coordinate the implementation of curriculum and its related activities** in the Province.

Other objectives of the PCCC include:

- To communicate and reach a common understanding of new and existing National policies and Provincial guidelines and their implications for implementation
- To liaise on the planning and execution of curriculum and policy initiatives
- To align provincial plans with district implementation plans on curriculum focused programmes and initiatives
- To communicate issues on allocation of district budget and funds for the implementation of curriculum focused programmes and initiatives
- To review and develop further strategies and structures to ensure the effective implementation of the curriculum and related policies in the districts
- To table reports on the work of related curriculum structures such as Phase Committees, Learning Area Committees (LACs) and Subject Committees at provincial, district, circuit, cluster and school levels.
- To undertake to evaluate, on a regular basis, the degree to which cross-curricular principles and values of the curriculum are being implemented
- To discuss and report on the status of curriculum implementation and evaluation
- To standardise and provide uniformity on procedures by generating the use of common reports and templates

6. Meetings

6.1 Frequency and venues for meetings

PCCC meetings will take place **every alternate month** in a financial year. MANCOM shall determine the venue of PCCC meetings.

6.2 Special meetings

In the case of a crisis, extraordinary (special) PCCC meetings shall be convened.

6.3 Rules of procedure at all meetings

The following rules of procedure apply to all PCCC meetings

- PCCC meetings will be conducted in a professional and efficient manner.
- Previous minutes will be adopted before new agenda items are deliberated.
- All PCCC members will contribute actively in discussions and as far as possible reach consensus on issues raised.
- PCCC members should be punctual for meetings and respect the views of others.
- In the case of a PCCC member unable to attend a meeting, a **written apology** should be sent **to the Chief Director at least three days before** a scheduled **meeting**.

6.4 Agenda for meetings

The Agenda for PCCC meetings will be compiled by MANCOM. **Agendas** for meetings will be **sent out** to all PCCC members **two weeks before meetings**.

It is permissible for any PCCC member to add additional Agenda items. These should reach the office of the Chief Director **no later than one week in advance of PCCC meetings**.

6.5 Minutes of meetings

Formal minutes will be taken at each PCCC meeting. The responsibility of minute-taking will be **shared on a rotational basis** by a Provincial CES and/or Deputy Director. Minutes will be sent by fax/email to all PCCC members **within 14 days of the meeting**.

7. Finance

The **Chief Directorate** will be responsible for organising and paying for the **venue, catering and accommodation** for PCCC meetings.

District representatives are required to fund **subsistence and travel** for all meetings.

8. Amendments to the Constitution

Amendments to the Constitution **will be considered** by **MANCOM** after consensus on alterations has been reached by the PCCC.



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S.P. Govender
Chief Director: Curriculum Management

Date: 15 September 2005

