MINUTES OF THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY (PSETA)

15TH ANNUAL GENERAL MEETING (AGM)

HELD ON 20 NOVEMBER 2025 AT 10:00

AT THE RADISSON BLU HOTEL, KEMPTON PARK

Woodpecker Building | Hillcrest Office Park
177 Dyer Rd | Hatfield | Pretoria | 0083
Tel: +27 12 423 5700 | **Fax:** +27 12 423 5755/65
communications@pseta.org.za | www.pseta.org.za

ACCOUNTING AUTHORITY

Mr Reuben Maleka	Interim Chairperson
Mr Frikkie De Bruin	Accounting Authority Member
Prof Harry Munzhedzi	Accounting Authority Member
Adv Gugulethu Thimane	Accounting Authority Member
Ms Tampane Molefe- Sefanyetso	Accounting Authority Member
Ms Susan Sekhu	Accounting Authority Member
Mr Justice Shiburi	Accounting Authority Member
Mr Nelson Maesela	Accounting Authority Member

AUDIT COMMITTEE

Mr Zenzele Myeza	Audit Committee Member (Independent)

EXECUTIVE MANAGEMENT

Ms Shivanthini Nagalingam – Potter	Chief Operations Officer (COO)
Mr Phumudzo Mbulaheni	Chief Financial Officer (CFO)
Adv Siphokazi Moleshe	Corporate Services Executive (CSE)
Ms Vivian Selauli	Chief Audit Executive (CAE)

BOARD SECRETARY

Ms Phumelele Mazibuko	Board Secretary (BS)

STAKEHOLDERS AND INVITEES

Auditor General of South Africa Representatives
Department of Higher Education and Training Representatives
Trade Union and Bargaining Council Representatives
Training Provider and Skills Development Facilitator Representatives
Sector Education and Training Authority and Professional Body Representatives
Provincial Legislature, National and Provincial Government Representatives

CONFIDENTIAL

1. Opening and Welcome

The Interim PSETA Accounting Authority Chairperson, Mr Reuben Maleka opened the 15th AGM and acknowledged members of the PSETA Accounting Authority (AA), Audit Committee (AC), PSETA Executive Management, PSETA Stakeholders, PSETA Employees and invited guests who were present. The Chairperson had earlier allowed an additional 30 minutes to the fixed start time for the AGM to accommodate the invited stakeholders; this was in accordance with section 15 (4) (b) of the PSETA Constitution.

2. Adoption of the AGM Agenda

The agenda of the 15th AGM was presented and adopted with no amendments:

Mover: Ms Tampane Molefe- Sefanyetso

Seconder: Mr Frikkie De Bruin

3. Adoption of the Previous AGM Minutes

The AGM minutes of the meeting held on 21 November 2025 were adopted with no amendments.

Mover: Mr Nelson Maesela

Seconder: Ms Tampane Molefe- Sefanyetso

4. Accounting Authority Chairperson's Overview and Report

The Chairperson’s address outlined the purpose of the AGM as prescribed in the PSETA Constitution, Section 15(1)(c)(d). The Chairperson pointed out that the AGM serves as a platform on which the PSETA AA presents its financial and non-financial performance to its stakeholders. The AGM presents the sector representatives with the opportunity to reflect and engage the PSETA on its performance on the planned targets for the period that ended 31 March 2025. The Chairperson added that the AGM seeks to reaffirm the PSETA’s five-year strategic direction as it outline planned annual targets and budget for the succeeding financial year.

CONFIDENTIAL

5. Presentation of the Audited Annual Report 2024/2025

The PSETA Chief Executive Officer, Ms Bontle Lerumo, presented the 2024/2025 audited Annual Report, which detailed the PSETA's achievements against the pre-determined targets as contained in the 2024/2025 Annual Performance Plan. The AGM noted the commendable achievement of 95% on the Annual Performance Plan targets and 97% achievement against the Service Level Agreement targets, for the year under review. The performance per programme was noted as follows:

- Programme 1: Administration achieved 83.3%.
- Programme 2: Skills Planning and Research achieved 100% of the targets.
- Programme 3: Learning Programmes and Projects achieved 94%.
- Programme 4: Quality Assurance achieved 100%.

The PSETA's most notable achievements in the 2024/2025 financial year included the establishment of twelve (12) new Memoranda of Understanding (MOU) with various Government Departments, TVET Colleges and Higher Education Institutions. The PSETA's expansion of the Workplace-Based Learnerships, Internships and Bursary programmes, which resulted in a much higher completion rate. The Quality Assurance's key milestones achieved in the 2024/2025 financial year were largely on the transition towards supporting the implementation of Occupational Qualifications.

The AGM was apprised of challenges encountered by the PSETA during the same reporting period. The limited budget was regarded as one significant challenge that hinders the PSETA to fully implement its mandate, however, the PSETA approved an Integrated Skills Development Funding Model in March 2025 to improve the PSETA's financial position.

In the 2024/2025 financial year, the vacancy rate of 31% was regarded as significantly high. As a result, the PSETA Management adopted a recruitment plan in April of 2025 to enable PSETA to fill key and strategic vacant positions expeditiously.

The PSETA's transition from the pre-2009 qualifications to Occupational Qualifications was met with challenges, particularly the registration of occupational qualifications and the accreditation by Skills Development Providers (SDPs).

The number of role-players in the skills-planning ecosystem continued to increase, thus creating a coordination burden within the sector and particularly for the PSETA. This required concerted engagements across the sector with key and strategic role players to enhance the PSETA's capability to lead in the skills development.

CONFIDENTIAL

6. Presentation of the Audited Annual Financial Statements

The PSETA Chief Financial Officer, Mr Phumudzo Mbulaheni, presented the well-received audited Annual Financial Statements for the period that ended 31 March 2025. The AGM noted that in the 2024/2025 financial year, PSETA received R126 449 million voted funds. Other sources of income included R4 820 received from the Skills Development Levy paying organisations. The Investment Income of R10.072 million was recorded in the 2024/2025 financial year, while other sources of income amounted to R466 000 in the same financial year. The CFO provided an overview of the five-year expenditure trend and particular reference was made to expenditure on the 2024/2025 financial year, which amounted to R164.668 million, reflecting continued investment in skills development interventions and strategic priorities.

7. Auditor-General's Report

The 2024/2025 audit report of the Auditor-General of South Africa was presented by the PSETA Independent Audit Committee member, Mr Zenzele Myeza. In his presentation, Mr Myeza confirmed that the 2024/2025 Annual Financial Statements fairly presented the PSETA financial position and financial performance. The financial statements were prepared in accordance with the applicable reporting framework and legislative requirements.

The Auditor-General's report confirmed that there were no material findings and no significant deficiencies in internal controls on the 2024/2025 Annual Financial Statements. Mr Myeza confirmed that the PSETA received a clean audit opinion for the seventh consecutive year. He congratulated the PSETA AA, Management, and Employees for the meritorious achievement and for maintaining a consistent record of audit excellence.

CONFIDENTIAL

8. PSETA 2026/2027 Annual Performance Plan

The PSETA Constitution Section 15(1)(iv) prescribes that the AGM must accept, and recommend to the Director General, the SETA Business Plan and Budget. Ms Shivanthini Nagalingam-Potter, Chief Operations Officer, presented the PSETA's five-year Strategic Plan and focused on the Annual Performance Plan to be implemented in the 2026/2027 financial year.

The AGM was apprised that the Strategic Plan prioritises to professionalise the public service sector, as well as initiatives towards Digital Transformation. The PSETA sought to implement Workplace-Based Learning programmes, among other critical interventions. The AGM noted that the proposed Strategic Outcomes for the 2026/2027 financial year would focus on enhancing the PSETA's capability to deliver on its mandate, improved credible research for skills planning, increased skills supply into and within the public service sector and quality learning interventions.

Furthermore, the COO's presentation focused on the proposed Annual Performance Plan targets for the 2026/2027financial year. The presentation highlighted areas that will support the implementation of the Strategic Objectives, and these were noted as follows:

- Occupational Qualifications and Learnerships, Digital Skills Development Programmes
- Monitoring and evaluation training; Financial and people management programmes.
- Workplace-based learning initiatives, and Research and impact assessment studies.
- Capacity building for Recognition of Prior Learning; and Reduction of vacancies.
- Maintaining a clean audit outcome.

9. Proposed 2026/2027 Budget

Mr Phumudzo Mbulaheni, Chief Financial Officer, presented the proposed 2026/2027 Medium Term Expenditure Framework (MTEF) budget totalling R153.916 million. The AGM noted the proposed budget allocations that aimed to support the implementation of the 2026/2027 Annual Performance Plan programmes. The 2026/2027 budget allocation was noted as follows:

- Cost of Employment: R58.001 million.
- Goods and Services: R40.259 million.
- Capital Expenditure: R1.540 million.
- Mandatory and Discretionary Grants: R54.116 million.

The Mandatory and Discretionary Grant (DG) budget allocation of R54.116 million was presented to the AGM. The proposed DG budget will be allocated to fund the 2026/2027 Annual Performance Plan Programmes, as follows:

- Learning Programmes (89%),
- Mandatory Grant Programmes (5%),
- Skills Planning and Research Programmes (4%) and
- Quality Assurance (2%).

CONFIDENTIAL

10. Adoption of the 15TH AGM Resolutions

10.1 PSETA AGM Resolution 1:

The AGM considered and approved the audited Annual Report for the 2024/2025 financial year

10.2 PSETA AGM Resolution 2:

The AGM considered and approved the audited Annual Financial Statements for the 2024/2025 financial year.

10.3 PSETA AGM Resolution 3:

The AGM considered and approved the Auditor General's Report for the 2024/2025 financial year.

10.4 PSETA AGM Resolution 4:

The AGM accepted and recommended the proposed 2026/2027 Annual Performance Plan and 2026/2027 Budget for consideration by the Director General of the Department of Higher Education and Training.

Mover: Mr Frikkie De Buin

Seconder: Prof Harry Munzhedzi

CONFIDENTIAL

11. PSETA Testimonies

The AGM received a testimony from Ms Matshediso Sebatana, a bursary programme beneficiary from POPCRU. The second beneficiary, Ms Nobulumko Mqula from the Gauteng Department of Human Settlements, participated in the PSETA Recognition for Prior Learning Programme. Both beneficiaries gave an account of the benefits they derived from the respective programmes, and how they were empowered to progress in their respective careers.

12. Vote of Thanks

Ms Susan Mathonsi, a member of the PSETA AA extended a word of appreciation on behalf of the PSETA AA to everyone who had attended the 15th PSETA AGM. A special word of appreciation was extended to representatives from the Department of Higher Education and Training and the Office of the Auditor-General of South Africa for their attendance and for providing oversight and monitoring regulatory compliance on the work of the PSETA. Ms Mathonsi thanked the PSETA and the invited Stakeholders for their attendance and continued partnership in enabling the PSETA to fulfil its obligations. The consecutive clean audit represented a collective effort of all stakeholders.

Ms Mathonsi thanked the outgoing members of the Audit Committee, including Chairpersons of the Risk Management Committee and ICT Steering Committees, for maintaining the highest standards of corporate governance and compliance, while waiting for the Minister of Higher Education and Training to confirm the appointment of the new PSETA AA. The clean audit results are evidence of the quality of oversight provided by the Committee.

A special word of thanks was extended to the CEO for her excellent leadership as well as the Executive Management for their dedication, commitment to high performance, clean governance and excellent administration. The PSETA employees were thanked for their daily commitment and contribution to making the PSETA one of the leading SETAs in skills development.

Ms Mathonsi thanked the PSETA programme beneficiaries for demonstrating PSETA’s success stories and the impact that the PSETA has in changing lives.

13. Closure

The Interim Chairperson, Mr Reuben Maleka, thanked the attendees for their participation and constructive engagement. He reaffirmed PSETA's commitment to building a capable, ethical, skilled and professional public service sector.

The Chairperson invited all delegates to a cake-cutting ceremony to celebrate PSETA's seventh clean audit achievement and lunch thereafter. The Chairperson declared the meeting closed at 13h00.

APPROVED AS TRUE REFLECTION OF DISCUSSION OF PREVIOUS MEETING

DR KENNEDY MAIMELA_____ **DATE**_____

CHAIRPERSON: PSETA ACCOUNTING AUTHORITY

CONFIDENTIAL