



Administrative Calendar For School Governors



JANUARY	DATE	DONE
Meet as School Governors to discuss the SGB Year Plan – activities with timelines		
Speak to new parents before the school starts.		
Discuss actions on how to support academic improvement		
Encourage parents, learners, educators and other staff at the school to render voluntary services to the school		
Addressing Learners focusing on positive behaviour		
Discuss and conceptualize Section 20 (a) to ensure a common understanding prevails in the school. <i>“promote the best interests of the school and strive to ensure its development through the provision of quality education for all learners at the school”</i>		
Work with the Principal in determining the extra-mural curriculum of the school		
Monitor basic functionality – start and end time of school day		
Committee meetings		

FEBRUARY	DATE	DONE
Appraise the performance of the School QLTC Steering Committee		
Plan the final Budget Meeting		
Initiate a programme of governors (parent component) meet parents weekly– at school, specific time (confidentiality).		
Parent empowerment work session		
Committee meetings		
Plan election of SGB Office Bearers		

MARCH	DATE	DONE
Election of Office Bearers		
Introduce or communicate election of office Bearers to educators, learners and parents		
Compulsory Quarterly meeting		
Final Budget meeting		
Assess the school assets register		
Reconcile financial statements		
Audit financial records		
Develop a support programme for vulnerable learners (academic/social/health)		
Assist the school in investigating learner’s absence from school		
Committee meetings		
Plan and organize to celebrate Human Rights Day		
Monitor the election of office bearers in underperforming high schools		

APRIL	DATE	DONE
Assist with extra mural programme		
Discuss March exam results and develop clear actions		
SGB Committee meetings		
Receive final allocations from Department		
Submit final budget to Department		
Submit provisional List of learners exempted from payment of school fees to Department		
Plan and organize to celebrate Freedom Day		

MAY	DATE	DONE
Parent Teacher meeting		
Motivate learners to improve performance – June exam		
Monitor progress for LSM LTSM orders placed		
Committee meetings		

JUNE	DATE	DONE
Submission of School Academic Improvement Plan (SAIP) Progress Report if declared an underperforming school		
Submit to the Head of Department a copy of the annual audited financial statements		
Assist learner leaders in organizing school Youth Day activities		
Compulsory Quarterly meeting		
Committee meetings		

JULY	DATE	DONE
Discuss June exam results and develop clear actions		
Support school "Nelson Mandela Day" activities		
Committee meetings		
Parent empowerment work session		

AUGUST	DATE	DONE
Check on files: invoices, statements, petty cash, bank statements, balance accounts (including accounts of learners' school fees' accounts)		
Check documentation: specified receipts and payments		
Banking: record surpluses and/or deficits		
Monitor stop and debit orders		
Monthly reconciliation		
Monitor cash flow budget		
Stock controller (educator) to submit report – stationery, textbooks, etc.		
Assess stock on labour saving devices, educational aids, sports equipment, sports dress, desks, chairs, tables, cupboards, curtains in classrooms, etc.		
Monitor school maintenance – classrooms, hall, desks, tables, roofs,		

Check the safety aspects of classrooms		
Check fire extinguishers, toilets, classrooms (cleanliness)		
Monitor school fees and other fundraising accounts		
School Planning Process and finalize School Self Evaluation		
Motivate learners to improve performance – June exam		
Review of school financial policies and monitoring financial systems		
Committee meetings		

SEPTEMBER	DATE	DONE
Remind parents of the admission policy of the school		
Review SDP and finalize SIP and Budget		
Planning fundraising projects		
Applications for partial or total exemption from paying school fees (notify applicants of outcome)		
Interaction with Grade 12 learners and parents		
Compulsory Quarterly meeting		
Committee meetings		

OCTOBER	DATE	DONE
Stocktaking and purchasing of textbooks, modules, exercise books and stationery		
Stocktaking and purchasing of supplies and equipment, e.g. for Art, Needlework, Woodwork, Sport, etc.		
Governing body meeting (parents/educators/learners)		
Approval of budget by parents		
Motivate learners to improve performance – November exam		
Seek approval from the MEC to alienate assets		
Committee meetings		

NOVEMBER	DATE	DONE
Work with the school on School Readiness activities for the following year		
Compile dates of sports arts and culture meetings for following year		
Discuss extra mural programme for following year		
Financial committee evaluates/alters the negotiated subject or term or project budgets after the budget for the year has been accepted by the parents		
Ensure that all new parents receive an information brochure or prospectus of the school in which information such as school times; school uniform, school policies, etc.		
Check the profiles and portfolios of the learners[
Complete main requisitions from negotiated requirements of committees		
Attend award giving ceremony		
Submit draft budget to Department		
Final List of learners exempted from payment of school fees		

submitted to the Department		
Submit Financial/Quintile Appeals to the department		
Assist with the retrieval of textbooks		
Committee meetings		

DECEMBER	DATE	DONE
Engage with the School Annual Report		
Final SGB Meeting		
Finalize Year Plan for the forthcoming year		
Meet and thank educators and support staff		

IMPORTANT DATES TO NOTE FOR SCHOOL FINANCIAL PLANNING

Receive Indicative Allocations from Department for the next school academic year	30 September
Receive final allocations from Department	April
Submit draft budget to Department	November
Submit final budget to Department	April
Submit provisional List of learners exempted from payment of school fees to Department	Before end of first school term
Final List of learners exempted from payment of school fees submitted to the Department	November
Audited annual financial statements submitted to the Department	June
Section 21 Transfers:	
Receive maintenance allocation - 50%	May and November
Receive services allocation - 50%	May and November
Receive LSM allocation from the department	August
Receive Food Nutrition allocation	Quarterly
Receive Grade R Practitioners allocation	Quarterly
Operational Funds to non section 21 school	May

Grade R Section 21 funding	May
Application for section 21 functions	September
Submit Financial/Quintile Appeals to the department	November
Compile and submit a monthly income and expenditure report to District	Monthly
Review of school financial policies and monitoring financial systems	August