



NORTHERN CAPE DEPARTMENT OF EDUCATION  
INSTITUTIONAL MANAGEMENT AND GOVERNANCE DEVELOPMENT



## SGB FUNCTIONALITY TOOL

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1. The South African School's Act 84 of 1996 (SASA) as amended stipulates that the governance of a school is vested in its School Governing Body (SGB). Some of the key statutory obligations of the SGB are summarized as follows:
  - a. Determining the following policies-
    - Admission policy of the school
    - Language policy of the school
    - Religious policy of the school
  - b. Adopt a learner code of conduct as well as dealing with cases of learner misconduct.
  - c. Maintain school buildings
  - d. Deal with all money issues at the school
  - e. Approve purchase of resources at the school.
  - f. Support the principal in his or her work
  - g. Ensure that all children of school going age have access to schooling.
  - h. Develop and implement a school strategic plan
2. The above policies and responsibilities provide a comprehensive framework for intervention. The key challenge is to ensure the coherence, alignment and implementation of the various provisions embodied within these policies and responsibilities.
3. The SGB support tool has been designed to provide guidance to School Governing Bodies in fulfilling their roles and responsibilities in terms of SASA with regard to supporting teaching and learning in schools. The tool focuses on the following key areas:
  - a. Policies legislated by the South African Schools Act 84 of 1996
  - b. Policies implied by the South African Schools Act 84 of 1996
  - c. Meetings of the SGB and its committees
  - d. Maintenance and procurement of school assets
  - e. Financial planning and management
  - f. Training and information sharing
  - g. Planning
4. You can use this tool for rating the following:
  - Availability of policies regarding school governance;
  - The frequency of legislated meetings held by the school governing body;
  - How the SGB has planned to manage the school assets;
  - How the SGB manages the school's finances; and
  - How the SGB is involved in some curriculum matters of the school.

For each statement you may rate the SGB between the scores 3 and 0.

3 is the best score and 0 is the worst score.



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**School:**

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**Circuit:**

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**District:**

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**Monitor:**

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KEYAREA	Ratings				Comments
	3	2	1	0	
<b>A. Policies and Documents legislated by SASA</b>					
SGB Constitution					
Mission Statement					
Admission Policy					
Language Policy					
Religious Observation Policy					
Learner Code of Conduct					
<b>Policies and Documents implied by SASA</b>					
Finance Policy					
Buildings, grounds and maintenance Policy					
HIV and Aids Policy					
Health and Safety Policy					
Recruitment and selection policy for SGB posts					
<b>Sub Total (33)</b>					

<b>B. Meetings</b>	<b>Ratings</b>				<b>Comments</b>
	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Executive Committee					
SGB Quarterly meetings					
Parents, learners and other staff					
Annual General Meeting					
.Finances					
.Disciplinary					
.QLTC					
.Health and Safety					
.Sport, Arts and Culture					
<b>Sub Total (27)</b>					

<b>C. Assets</b>	<b>Ratings</b>				<b>Comments</b>
	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Maintenance Plan					
Procurement Plan					
Asset Register					
<b>Sub Total (9)</b>					

<b>D. Financial Management</b>	<b>Ratings</b>				<b>Comments</b>
	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Annual Budget					
Audited Financial Statements					
Bank Deposit Book					
Bank Account					
Bank Statements					
Cheque book					

Cheque Requisition Forms					
Receipt books - branded					
Invoices					
Petty Cash journal					
Monthly reconciliation statements					
Signatories to the bank account					
Record of Exemption of school fees					
<b>Sub Total (39)</b>					

### Curriculum Support

Has the SGB been involved in the planning of the following?

<b>E. Curriculum matters requiring SGB support</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>Comments</b>
Drafting of Annual Academic Report					
Strategy to improve overall learner performance					
Strategy to improve learner performance in key subjects					
Setting of realistic targets					
Procurement of relevant textbooks per learner and per grade					
Procurement of furniture					
Utilization of resources in the school					
Systems by parents to play an over Site supporting role to effective learning					
Reporting systems to hold staff and SGB accountable					
Management plan for the school to provide progress report on learner					
Attracting good teachers					
<b>Sub Total (33)</b>					

**TOTAL SCORE (141):** \_\_\_\_\_/141 (add the total scores in the columns above)

<b>The School Governing Body in my school:</b>		<b>Mark with X</b>
100-141	Works very well	
60-99.....75%	Works	
54-59.....45%	Almost works	
14-53.....40%	Does not work	
0-13.....10%	Needs quarantine	

**OVERVIEW OF AREAS: School Governing Body Functionality**

<b>Area</b>	<b>Score</b>	<b>Percentage</b>
A. Policies	/33	%
B. Meetings	/27	%
C. School assets;	/9	%
D. School's finances	/39	%
E. Curriculum matters	/33	%
<b>Total</b>	<b>/141</b>	<b>%</b>

**Key:**

For each statement you may rate the SGB between the scores 3 and 0. 3 is the best score and 0 is the worst.

