

School Governing Body

FUNCTIONALITY TOOL



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SGB Functionality Tool

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 and implementation 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.
 5. For each statement the rating of the SGB functionality is between the scores 0 to 3. The rating should be done as per attached descriptor table. The School Principal should administer the first rating and then followed by the rating of the Circuit Manager based on the evidence provided by the school. The Department of Basic Education/the province will select a sample of schools from those rated for verification purposes.
 6. The official completing the tool is required to populate all sections from 1 to 3 in order to get a comprehensive view of the SGB functionality.
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SGB Functionality Tool:2017/2018

Name of School: _____ **EMIS:** _____ **District:** _____ **Province:** _____

Fee Paying: YES/No Quintile Number_____ Type of School: Urban ☐ Rural ☐ Township ☐ Farm School ☐

[illegible]

[illegible][illegible]

[illegible]

Curriculum Support

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

[illegible]

TOTAL SCORE(135): _____/135 (add the total scores in the columns above)

Section 3

OVERVIEW OF AREAS: School Governing Body Functionality

Remarks

[illegible]

1. NAME OF SCHOOL	
2. SCHOOL TELEPHONE	

3. NAME OF PRINCIPAL	
SIGNATURE:	
Telephone/Cell no	
DATE:	

4. NAME OF SGB CHAIR	
SIGNATURE:	
Telephone/Cell no	
DATE:	

5. NAME OF EDUCATION OFFICIAL	
SIGNATURE:	
Telephone/Cell no	
DATE:	

School Stamps

SGB Functionality Tool Descriptors:

1. Please use the descriptors provided below to help complete the functionality tool.
2. What the indicators mean

Rating	What the rating means
0	Mean the SGB does not have a policy, process or plan in place
1	Means the SGB has developed the policy, process or plan through consultation
2	Means that the policy, process or plan has been approved by the SGB/relevant official
3	Means the policy, processes or plan is being fully implemented

3. The aim of the descriptors is to assist in populating the SGB Functionality Tool.

SGB Functionality Tool: Standards

KEY AREA	Ratings Descriptors			
A. Policies and Documents legislated by SASA	3	2	1	0
SGB Constitution	Constitution has been approved by the District and implemented	Constitution has been approved by the SGB and signed	Develop a constitution through consultation	Have no constitution
Admission Policy	Admissions Policy has been approved by the District and implemented	Admissions policy has been approved by the SGB and signed	Develop an admissions policy through consultation	No Admissions policy
Language Policy	The language policy has been approved by the SGB and implemented	Approved by the district	Developed a language policy through consultation	No language policy
Religious Observation Policy	Implemented by the school and approved by the SGB	Approved by the district	Developed a religious observance policy through consultation	No religious observance policy
Learner Code of Conduct	Implemented by the school and approved by the SGB	Approved by the district	Learner code of conduct has been developed through consultation	No learner code of conduct
<i>Policies and Documents implied by SASA</i>				
Finance Policy	The Finance policy has been approved by the SGB and Implemented by the school and	Approved by the district	Finance policy has been developed by the finance committee	No finance policy
Procurement Policy including Supply Chain Management	The Procurement policy has been approved by the SGB and Implemented by the school and	Approved by the district	Procurement policy has been developed by the finance committee	No Procurement Policy
Buildings, grounds and maintenance policy	Implemented by the school and approved by the SGB	Approved by the district	Maintenance policy has been developed	No maintenance policy
HIV and Aids Policy	Implemented by the school and approved by the SGB	Approved by the district	HIV and aids policy has been developed	No HIV and aids policy
Health and Safety Policy	Implemented by the school and approved by the SGB	Approved by the district	Health and Safety Policy has been developed	No Health and Safety Policy
Recruitment and selection policy for SGB posts	Implemented by the school SGB	Approved by the SGB	Recruitment and selection policy for SGB posts been developed	No Recruitment and selection policy for SGB posts

B. Meetings	Ratings Descriptors			
	3	2	1	0
Executive Committee	SGB executive meets at least once a week with the Principal	SGB executive meets at least once a month with the Principal	SGB executive meets from time to time with the Principal	No meetings
SGB Quarterly meetings	SGB meets once a term, keeps minutes, actions plans and resolutions and register	SGB meets once a term keeps minutes	SGB meets from time to time	No meetings
Parents, learners and other staff	Reports are discussed with parents at the end of each term	Reports handed out to parents quarterly	Information meetings per grade once a year.	No meetings
Annual General Meeting	Have an AGM, minutes taken, finances, and reports, motions tabled	Have an AGM, minutes taken	Have an AGM	No AGM
Finances	Systems in place, policy operational and reports and resolutions to the SGB.	Meets twice a term and have developed a policy	Meets twice a term	No Finance meetings
Disciplinary	Policy in place, with systems operational, hold hearings	Policy in place with appropriate systems	Have a disciplinary policy in place	No disciplinary system in the school

C. Assets	Ratings Descriptors			
	3	2	1	0
Maintenance Plan	Maintenance plan has been implemented	Maintenance plan has been reflected in the budget	Maintenance plan has been developed	No maintenance plan
Procurement Plan	Procurement of stock is signed by relevant parties	Procurement policy has been implemented	Procurement policy has been developed	No procurement plan
Asset Register	After annual stock take assess register is updated	Annual stock take is taken	Has an asset register	No asset register

D. Financial Management	Ratings Descriptors			
	3	2	1	0
Approved Annual Budget	Annual budget is implemented includes NSNP funding	The budget and financial report is approved at the AGM and report	Annual budget developed by finance committee	No annual budget
Audited Financial Statements	Audited financial statements are sent to district by 30 June	The SGB approves findings and audited report	Financial statements are audited	Financial statements are not audited
Spend allocated provincial funds on LTSM accordingly	Spend the full budgeted allocated amount	Not spent the budgeted allocated amount in full	Have a budget but not spent the allocated amount as stipulated	Not spent the allocated amount or spent it on other items
Spend allocated provincial funds on Maintenance accordingly	Spend the full budgeted allocated amount	Not spent the budgeted allocated amount in full	Have a budget but not spent the allocated amount as stipulated	Not spent the allocated amount or spent it on other items
Spend allocated provincial funds on Municipal Service accordingly	Spend the full budgeted allocated amount	Not spent the budgeted allocated amount in full	Have a budget but not spent the allocated amount as stipulated	Not spent the allocated amount or spent it on other items
Cheque book/EFT payment	Payment can also made if requisition form accompany payment and is approved by the SGB	Payment must be only made if the item is budgeted for with correct processes followed	Three signatories and two must sign or approve the payment	No signatories or approval
Payment of Requisition Forms	Requisition are filed per date of transaction	Requisition forms are signed and checked by SGB/Principal	Requisition forms are made for each transaction	No Requisition forms
Receipt books - branded	Receipts are filed per date of transaction	Receipts are reconciled with money received	Receipts made for each payment or when money is received	No receipts

Financial Management (Continued)	Ratings Descriptors			
	3	2	1	0
Invoices and Claim Forms	Payment is made if invoice are reconciled to orders goods received	Invoice is signed by SGB/Principal and checked against budget	Invoices received are checked with order and procurement policy	No invoices kept
Petty Cash Monthly Reconciliation	Petty cash is reconciled against the budget	Petty cash payments are reconciled, signed for monthly	Petty cash policy is developed	No petty cash journal
Monthly Cash Book: Statements of Receipts and Payments	Income and expenses are allocated to budget	Follow up on any errors found	Reconciled statement are checked monthly and signed	Monthly reconciliation statements are not checked monthly
Approved signatories to the bank account	Signatories sign if a motion from the SGB is approved	Signatories sign or approve if item is budgeted for.	Must be three official signatories	No signatory
Record of Exemption of school fees	Qualifying parents are granted exemption by the SGB	Proper working process for exemptions	Policy for exemption in line with provincial policy	No fee paying school

Curriculum Support

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

E. Curriculum matters requiring SGB	Ratings Descriptors			
	3	2	1	0
Drafting of Annual Academic Report	Handed to the district for their approval	Accepted by the SGB	Academic report completed	No academic report
Strategy to improve overall learner performance	Teachers are held accountable for reaching their targets	Strategy developed by input from the Teachers and SMT	Strategy for learner performance produced	No Strategy to improve learner performance
Strategy to improve learner performance in key subjects	Teachers are held accountable for reaching their targets	Consultation with teachers and parents	An improvement strategy is developed in key subjects	No Strategy for learner performance in key subjects
Setting of realistic targets	Teachers are held accountable for reaching their targets	Consultation for the setting of targets with stakeholders	Targets are set each subject	No targets setting
Procurement of relevant textbooks per learner and per	Textbooks have been purchased timeously	A procurement plan with a budget	A procurement plan is developed	No such plan
Procurement of furniture	Furniture has been purchased timeously	A procurement plan with a budget	A procurement plan for furniture	No such plan
Utilization of resources in the school	Each year stock is counted and resources are monitored	Resources are distributed to teachers for use	Recourses that are bought are catalogued	Resources are in the store unpacked
Systems by parents to play an on site supporting role to effective learning	Quarterly meeting held to inform and support parents	Parents sign and comment on test and workbooks	Parents sign homework dairies	No systems to establish learning communities
Reporting systems to hold staff SGB accountable	The staff are held accountable for the implementation of the strategic plan	Strategic plan is developed after consultation with staff	The vision, missions statements are made known to staff	The vision, missions statements are not made known to staff
Management plan for the school to provide progress report on learner performance to parents	Parents discuss the report with teachers	Parents review the report and sign for the report.	Report issued to parents per quarter	No learner reports produced
Attracting good teachers	School actively seeks to attract good teachers	Partnership with Universities and districts	School Interview policy developed	No policy or process in place



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