

SCHOOL POLICIES

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DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

YOUR KEY TO THE SMOOTH
RUNNING OF YOUR
ORGANISATION



POLICIES

- ✓ Constitution of SGB
- ✓ Admission
- ✓ Financial
- ✓ Language
- ✓ Maintenance
- ✓ Code of Conduct
- ✓ Safety and Security
- ✓ Religion



CONSTITUTION OF THE SCHOOL GOVERNING BODY

COMPOSITION

- ✓ Principal
- ✓ Number of parent representatives
- ✓ Teacher representatives
- ✓ Non-teaching representatives
- ✓ Learner representatives (RCL)

OFFICE BEARERS

- ✓ Chairperson – Parent
- ✓ Deputy Chairperson – Parent
- ✓ Treasurer – Financial Secretary
- ✓ Secretary

CONSTITUTION (cont.)

EXPECTATIONS

CHAIRPERSON

- ✓ Controls meetings
- ✓ Authorize meetings
- ✓ Calls meetings to order and leads it
- ✓ Facilitates the meetings
- ✓ Confirms minutes of previous meetings
- ✓ Represents SGB at functions

DEPUTY CHAIRPERSONS

- ✓ Performs duties in absence of Chairperson

CONSTITUTION (cont.)

TREASURER

- ✓ In charge of financial matters (Book keeping skills)
- ✓ Controls Budget
- ✓ Accurate records
- ✓ Compile balanced financial report

SECRETARY

- ✓ Arrange Meetings
- ✓ Prepares Agenda
- ✓ Arrange venue
- ✓ Keep Attendance register
- ✓ Record Minutes

An office bearer remain in office for 12 months

CONSTITUTION (cont.)

EXECUTIVE COMMITTEE OF SGB

COMPOSITION

- ✓ Chairperson
- ✓ Vice Chairperson
- ✓ Secretary
- ✓ Principal

Meet outside planned meetings

Takes decisions in emergency situation

MEETINGS OF THE SGB

- ✓ At least once a Term
- ✓ Notices at least seven days prior a meeting
- ✓ Quorum 50% plus 1

CONSTITUTION (cont.)

AGENDA OF THE SGB MEETING

- ✓ Opening and welcome
- ✓ Motions
- ✓ Attendance Register
- ✓ Reports of Committees
- ✓ Compiling of Agenda
- ✓ Minutes
- ✓ Matters arising
- ✓ New Matters
- ✓ General
- ✓ Correspondence
- ✓ Closure

CONSTITUTION (cont.)

MEETINGS WITH PARENTS/STAFF AND LEARNERS

- SGB convene meetings with role players
- Annual meeting
 - Written report on school – previous year
 - Budget meeting

Notice for the annual Budget meeting – 30 days prior meeting

VACANCIES

- Resigns in writing
- Dies
- Removed as result of:
 - Prejudicial towards best interest of School
 - Removed by HOD
 - Absent three consecutive meetings

Vacancy filled in accordance with election regulations

Can be filled by co-option

Co-opted members may not exceed 40% (Parents)

- Parent member – full voting rights

CONSTITUTION (cont.)

DUTIES AND FUNCTIONS OF SGB

GENERAL

- Govern the school according to SASA
- Professional management – Principal
- Affiliate to Governing Body Organizations

SPECIFIC

- Draw up a Constitution
- According to regulations
- Submitted to Department 90 days after election
- Draw up different policies

ALLOCATED FUNCTIONS

- Improve school's property
- Determine extra-mural activities
- Choice of Learning Areas (Provincial Curriculum Policy
- Staff interviews
- Inquire written complaints staff

ADMISSION POLICY

Deals with a learner's admission to the school.

Main areas:

- ✓ The process of registration
 - ✓ The documents required
 - ✓ The date of registration/admission
 - ✓ Record Keeping
-
- ✓ It must include the following information:



ADMISSION POLICY (cont.)

It must include the following information:

- ✓ The School's Code of Conduct
- ✓ The approved school fees for the year
- ✓ The registration period
- ✓ Appeal procedure
- ✓ Capacity of the school
- ✓ The order of preference for admission
- ✓ Procedure and documents needed to enroll non-citizens in the RSA



LANGUAGE POLICY

- ✓ The Constitution
- ✓ Policy must be draft according SASA Act 84 of 1996
- ✓ The National Educational Policy Act 27 of 1996
- ✓ Norms and standards for the Language Policy in Public Schools, 1997

SANDU

FACTORS TO CONSIDER

- ✓ The interest of the learners
- ✓ The interest of the school community
- ✓ Capacity of the school
- ✓ Resources and staff available
- ✓ International best practices with regard to class sizes and language in education with specific reference to the importance of mother tongue education

UNODS

MAINTENANCE POLICY

- ✓ The maintenance of facilities is about:
- ✓ Resource management
- ✓ Providing a safe environment that is conducive to learning
- ✓ Creating of a physical environment that is conducive for learning

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MAINTENANCE POLICY (cont.)

TYPES OF MAINTENANCE

1. RESPONSIVE

2. PLANNED

- Routine
 - Day to day cleaning
 - Maintenance on school grounds

3. PREVENTIVE

- Regular cycle of upkeep of:
 - School Buildings
 - Grounds
 - Equipment

This is done:

- Monthly
- Annually
- Every Three /five years

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FINANCIAL POLICY

Most important School Policy

STARTING POINT -COMPOSITION OF THE FINANCE COMMITTEE

- ✓ Chairperson of the SGB
- ✓ School Principal (ex officio)
- ✓ Finance officer
- ✓ A Governing Body member as appointed by the SGB
- ✓ Two parents that are not members
- ✓ One educator member
- ✓ Coopted members

SGB elects a treasurer annually.
Committee must appoint a secretary from current members



DUTIES

- ✓ Draft an annual budget - Before 30 September
- ✓ The draft must be finalized and approved during Budget Meeting
- ✓ Oversee Annual Expenditures
- ✓ Determine the maximum petty cash amount
- ✓ Control and manage the financial affairs of the School
- ✓ Financial statements must be audited prior 30 April
- ✓ Submit the audited statements to DoE before 30 June



PROCEDURE TO DEAL WITH SCHOOL FINANCES

- ✓ Use Accounting System e.g. Pastel
- ✓ Receive and record of monies
- ✓ Exemptions
- ✓ Banking/Reconslliation
- ✓ Events
- ✓ Deposit slips

- ✓ **PURCHASES**
 - ✓ Quotations
- ✓ **PAYMENTS**
 - ✓ EFT
 - ✓ Cash



DUTIES OF FINANICAL OFFICER

- ✓ Asset Register
- ✓ Stock Taking
- ✓ Salaries
 - ✓ UIF payments
 - ✓ Tax (SARS)
 - ✓ Compensation Officer
- ✓ Bank Account
 - ✓ Only one
 - ✓ Permission to open extra account

Revise annually before end of Financial Year



RELIGION POLICY

- ✓ Must acknowledge the fundamental values entrenched in the Constitution of South Africa as well as the applicable provisions of SASA



CODE OF CONDUCT

CONSULTATION PROCESS

- ✓ Learners
- ✓ Parents
- ✓ Educators

FORMAT

- ✓ Part 1-Ethical values
- ✓ Part 2 – Rules of the school
- ✓ Part 3 – Procedural aspects
- ✓ Part 4 – Specimen documents
- ✓ Part 5 – Hostel rules

PART 1 ETHICAL VALUES

- ✓ Commitment to adhere to the values
- ✓ Faithfulness to the code
- ✓ Maintain a high moral & ethical standard
- ✓ Conduct in a responsible manner
- ✓ Work diligently
- ✓ Display respect

PART 2 RULES

- ✓ School rules
- ✓ Class rules
- ✓ Appearance and school wear
- ✓ Sport and extracurricular activities
- ✓ School property
- ✓ RCL
- ✓ School work & homework
- ✓ Tests & Examinations
- ✓ Punctuality
- ✓ Absence from school

PART 3 PROCEDURAL ASPECTS

✓ How

PART 4 SPECIMEN DOCUMENT

PART 5 HOSTEL RULES

SAFETY & SECURITY POLICY

SAFETY COMMITTEE

- ✓ Members
- ✓ Hazardous objects
- ✓ Illegal drugs
 - ✓ Procedures
- ✓ Transport
- ✓ Emergency evaluation
 - ✓ Plan
 - ✓ Contact numbers
- ✓ Permission to leave school
 - ✓ Name & grade
 - ✓ Name of dedicated person
 - ✓ Time, date and reason
- ✓ Medication
 - ✓ Inform school in writing



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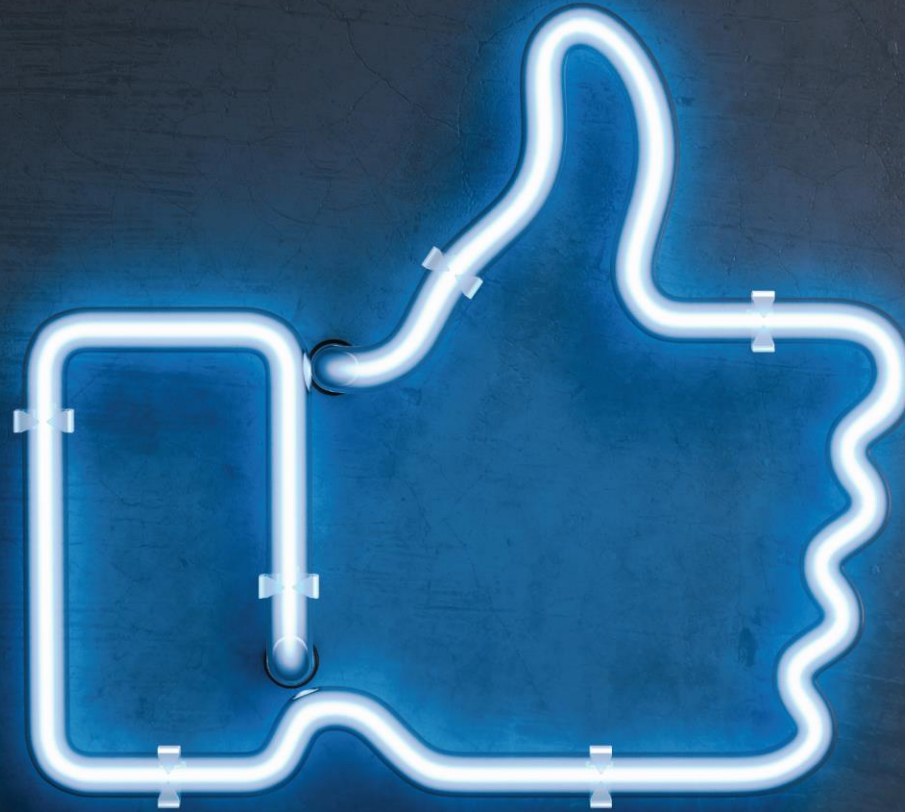
SUBPAGE SECTION 2

SUBTITLE OR SLOGAN CAN BE ADDED

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SAOU

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