

COMPOSITION OF AN EFFECTIVE MANAGEMENT TEAM, MANAGEMENT PLANS AND DIFFERENT COMMITTEES AT SCHOOL



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THE CHANGE IN EDUCATION

COMPOSITION OF AN EFFECTIVE MANAGEMENT TEAM

What great managers do instead, is assess each individual's talents and skills. They then provide training, coaching, and [development opportunities](#) that will help the person increase these skills. They compensate for or manage around weaknesses.

For example, if you employ a person who lacks people skills, but has a tremendous amount of product knowledge, a diverse group of staff members can form a customer service team that includes him. Other employees with excellent people skills make his weakness less evident. And, the organization is able to capitalize on his product knowledge when dealing with product quality issues.

Does this mean that great managers never help people improve their inadequate skills, knowledge, or methods? No, but they shift their emphasis to [human resource development](#) in areas in which the employee already has talent, knowledge, and skills.

Select People Based on Talent

During the Gallup interviews, great managers stated that they selected staff members based on talent, rather than experience, education, or intelligence. Gallup defined talents by studying the talents needed to achieve in 150 distinct roles. Talents identified are:

- Striving: Examples: drive for achievement, need for expertise, drive to put beliefs in action,
- Thinking: Examples: focus, discipline, personal responsibility
- Relating: Examples: empathy, attentiveness to individual differences, ability to persuade, taking charge.

Human Resource professionals will support line managers more effectively if they recommend methods for identifying talents such as realistic testing and [behavioral interviewing](#). When [checking background](#), look for patterns of talent application. (As an example, did the candidate develop every new position she ever obtained from scratch?)

**The Best
Managers Do
These 6 Key
Things
Differently -
Giving people
credit after a job
well done isn't a
sign of
weakness.**



•By John
Rampton

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Whether you've always seen yourself as a natural leader or are scared in front of others, here are six science-backed tactics that are universally effective:

1. **Constantly train employees and encourage learning**
2. **Give employees space to do their own work**
3. **Let people work remotely (at least on occasion)**
4. **Get their hands dirty**
5. **Give praise when it is due**
6. **No fear of being honest**



Committees at School

- ✓ School Management Team
- ✓ School Based Support Team
- ✓ Staff Development Team
- ✓ Quality of Learning and Teaching
- ✓ Health and Safety Committee
- ✓ Uniform and Appearance Committee
- ✓ Disciplinary Committee
- ✓ Information Technology Committee
- ✓ Staff Wellbeing Committee



SCHOOL MANAGEMENT TEAM

- ✓ Academic programme
- ✓ Curriculum and Assessment
- ✓ Sport
- ✓ Culture
- ✓ Spiritual Wellbeing of Learners
- ✓ School Programme
- ✓ School Timetable

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SCHOOL BASED SUPPORT TEAM

- ✓ School Improvement Plan
- ✓ School Development Plan
- ✓ IQMS
- ✓ Learner Enrichment

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STAFF DEVELOPMENT TEAM

- ✓ Staff Development
- ✓ Courses and Training
- ✓ CPTD

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QUALITY OF LEARNING AND TEACHING COMMITTEE

- ✓ Quality of Assessment at School
- ✓ Monitoring and Moderation
- ✓ Linking with Community
- ✓ Obtaining Sponsors and Fundraising

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HEALTH AND SAFETY COMMITTEE

- ✓ Security at School
- ✓ Clean and safe environment
- ✓ Emergency Plan
- ✓ Evacuation Plan
- ✓ Maintenance of Buildings and Premises

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DISCIPLINARY COMMITTEE

- ✓ Code of Conduct
- ✓ Punishment System
- ✓ Demerit and Merit System
- ✓ Appearance of Learners
- ✓ Behaviour of Learners

UNOFS

INFORMATION AND TECHNOLOGY COMMITTEE

- ✓ Connectivity of the School
- ✓ Internet System
- ✓ Cellphone policies
- ✓ Cyber safety
- ✓ Technological Teaching Support
- ✓ Technological Updating and Training of Staff and Learners

UNOFS

STAFF WELLBEING COMMITTEE

- ✓ Staff Mental Health
- ✓ Fun at School
- ✓ Teambuilding

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STAFF WELLBEING COMMITTEE

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School Governing Body Committees

- ✓ Executive Committee
- ✓ Finance Committee
- ✓ Human Resources Committee
- ✓ Estate and Facility Committee
- ✓ Hostel Committee
- ✓ Disciplinary Committee
- ✓ Sport and Cultural Committee
- ✓ Diversity Committee



EXECUTIVE COMMITTEE

- ✓ Monitoring the proposals of all different committees
- ✓ Ensure that all structures of the School Governing Body is in place
- ✓ Ensure that all policies are adhered to

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FINANCE COMMITTEE

- ✓ Financial Policy of the School
- ✓ Procurement Policy
- ✓ Monitoring the finances of the School
- ✓ Bursary Committee – Fees in Arrears
- ✓ Budget of the School

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HUMAN RESOURCES COMMITTEE

- ✓ Appointments at School
- ✓ Wellbeing of Staff
- ✓ Contracts for all SGB Staff
- ✓ Job Descriptions for all staff
- ✓ Remuneration packages
- ✓ Discipline of SGB appointed staff

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ESTATE AND FACILITY COMMITTEE

- ✓ Security at School
- ✓ Maintenance of buildings and terrain
- ✓ Development of Buildings and Terrain
- ✓ Transport

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HOSTEL COMMITTEE

- ✓ Security at the Hostel
- ✓ Maintenance of buildings of hostel
- ✓ Well-being of the learners
- ✓ Quality of food provided
- ✓ Enrichment programmes for Boarders

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DISCIPLINARY COMMITTEE

- ✓ Update Code of Conduct on a yearly basis
- ✓ Assist SMT with maintaining discipline at school
- ✓ Disciplinary Hearings
- ✓ Appeals against sanctions of hearings

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SPORT AND CULTURAL COMMITTEE

- ✓ Decision on activities offered by the school
- ✓ Assist with the appointment of sufficient coaches
- ✓ Upgrade of sporting facilities
- ✓ Motivation of parents to get involved in extra-curricular activities at school
- ✓ Behaviour of parents supporting activities

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DIVERSITY COMMITTEE

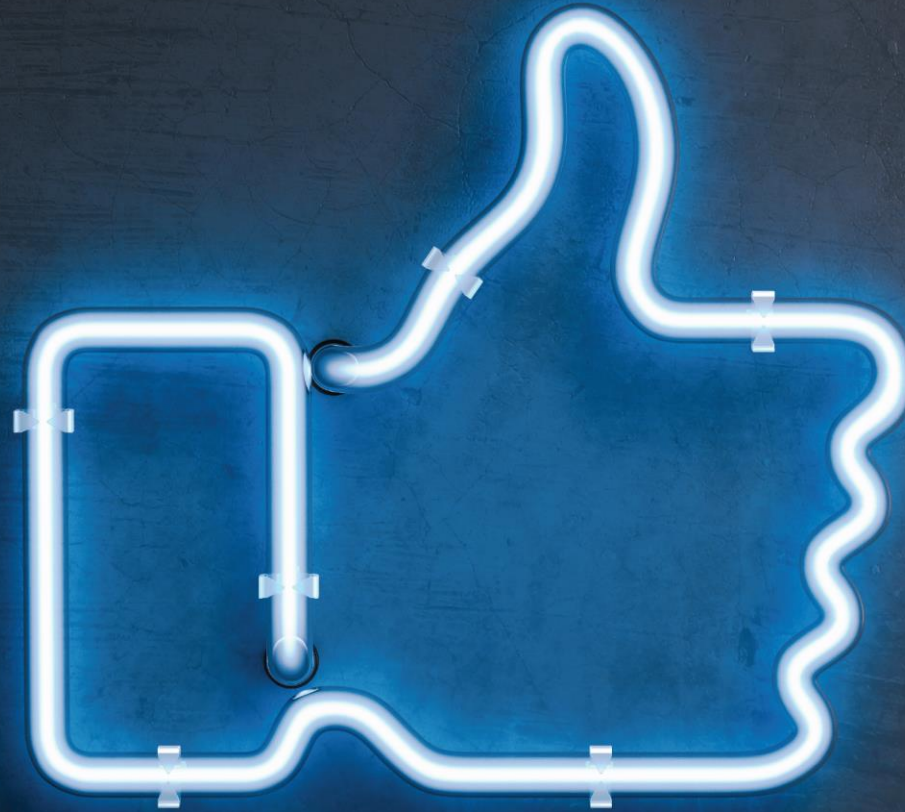
- ✓ Acceptance of everybody at school
- ✓ Awareness programmes at school
- ✓ - Programmes should be based on modern developments

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THANK YOU

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