

Bestuur van Graad R begroting. Management of Grade R allocated funds.

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DATE: 2 March 2023



DIE VERANDERING IN ONDERWYS
THE CHANGE IN EDUCATION

A wooden sign with the word "WELCOME" in colorful 3D letters. The letters are blue, purple, red, and pink. The sign is set against a yellow background.

WELCOME

A warm word of welcome towards everyone who joined us this afternoon to engage in this conversation on LTSM in schools, focusing on the Grade R LTSM allocation.



In the past decade, the South African education system has undergone extensive change, and the government has attempted to improve education resources provision.

The new system is based upon the principles of equity, quality, redress and access as stated in the Bill of Rights in the Constitution of the Republic of South Africa.

LTSM is an integral and vital part of every education system, and the effective management, utilization and maintenance of this valuable resource will ensure access and support to the delivery of quality education. The vision and mission statements of the GDE link with this definition.



What is LTSM?



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

GDE VISION AND MISSION



Every learner feels valued and inspired in our innovative education.



We are committed to provide functional and modern schools that enable quality teaching and learning to protect and promote the right of every learner to quality, equitable and relevant education.

SAOU





The LTSM policy.

The logo for SAOOU, featuring the letters S, A, O, O, and U in a stylized font. The 'S' and 'U' are blue, while the 'A', 'O', and 'O' are yellow. The logo is positioned in the bottom right corner of the slide, partially overlapping a decorative graphic of white geometric shapes.

The goal of the LTSM policy:



- Each school should have a LTSM policy that has been approved by the Director of a District on behalf of the HOD of the Department of Education.
- The purpose of this policy is to provide guidelines on the procurement, management, control and monitoring of the LTSM at the school.

LTSM refers to all material that facilitates learning, including electronic material and all learning material that aid learning and teaching for learners with special education needs. (LSEN)

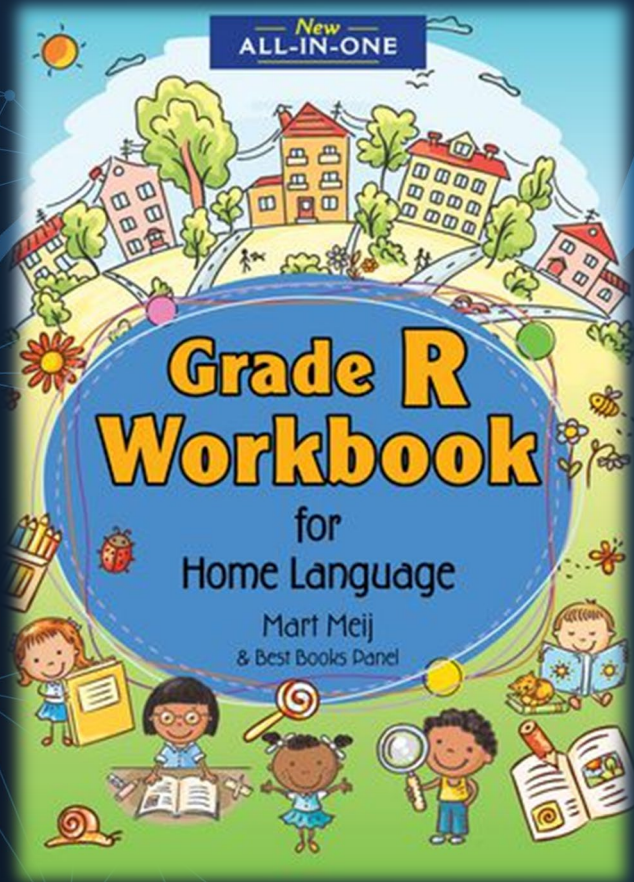


Definition and classification of LTSM



Classification of LTSM:

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- a) Textbooks
- b) Stationery
- c) Consumable materials
- d) Non-consumable materials
- e) Other material
- f) E-learning materials
- g) Library materials/ resources

Classification of LTSM:

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a) Textbooks:

- This category of material includes texts printed by and for publishers; they include learners' books, learners' workbooks/activity books, readers, educators' guides and reference books.



Classification of LTSM:

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b) Stationery:

- This refers to material used by learners for writing with and writing on.
- It includes exercise books, pens, pencils, crayons, drawing paper, tracing paper, slates, glue and other sorts of adhesives, etc.



Classification of LTSM:

SAOU

c) Consumable materials:

- Consumable materials (excluding a and b) are materials used by learners to attain the intended outcomes.
- In Grade R: paper plates, sandpit toys, sandpit sand etc.

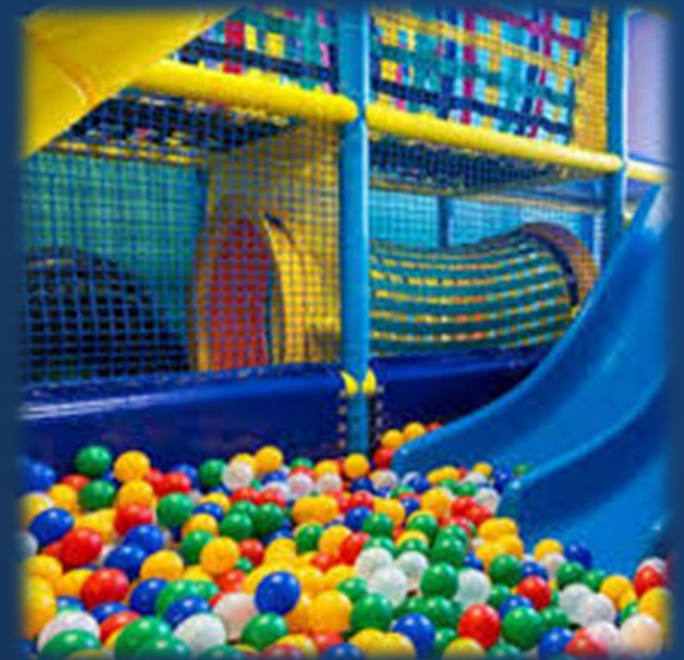


Classification of LTSM:

SAOU

d) Non - consumable materials:

- Non-consumable materials are materials that are durable and their lifespan is indefinite.
- These materials are normally a “once-off” purchase.
- The school should budget for these materials.



Classification of LTSM:

SΔOU

e) Other material:

- This includes a wide spectrum of materials that are not categorized in a – d and are used to assist learners to attain the intended outcomes.
- Duplicating paper, practical materials and other equipment needed, fall in this category.



Classification of LTSM:

SAOU

f) E-learning materials:

- E-learning materials are electronic learning support materials, data projectors, visualizers, smart boards, educational hardware and software.



Classification of LTSM:

SAOU

g) Library materials/resources:

- These are the materials that can be used in the library by learners and educators. (reading corner)
- They can be used for leisure or for research purposes.





Principles guiding the LTSM process

Principles guiding the LTSM process:



1. Improvement of quality education
2. Equitable access by all learners and teachers
3. Service delivery management
4. Relationship and Contract administration
5. Supplier performance
6. Monitoring and evaluation of supplied LTSM



Utilisation of resources / LTSM

Utilisation of resources / LTSM:



- 65% of the resource allocation is provided for LTSM.
- All Grade R educators – needs analysis and provide the list to the LTSM committee at school.
- LTSM must be procured annually, captured in the Asset Register and distributed to the Grade R classes.
- LTSM should be procured throughout the Daily programme.

Utilisation of resources / LTSM:



- The procurement of LTSM should consider / cater for learners experiencing barriers to learning.
- Schools must adhere to the timeframes provided for the procurement of Grade R resources and LTSM.

Maintenance of Grade R classes / facilities:



Indoor & outdoor equipment:

- 20% of the total resource allocation is provided for maintenance.
- SGB's should use this allocation for the up-keeping and maintaining of the Grade R facilities: classes and equipment.
- Regular monitoring should be done to ensure there are no areas where learners can be hurt e.g. no broken planks on the jungle gym, broken ablution facilities etc.

Services related to Grade R:



- 15% of the resource allocation is provided for services.
- This should be used for water, electricity and other services such as data, telephones, photocopying machines and internet connectivity.
- Should there be a shortfall the SGB should make provision through the School Budget to cover outstanding costs.



Management of Grade R allocated funds.

Calculation of Grade R resource allocation for a fee paying school:

R..... x number of learners in Grade R = **Total allocation**



LTSM

65%



Services

15%



Maintenance

20%



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Management of Grade R allocated funds:

Utilisation of public funds for the provisioning of Grade R at the level of the school is subject to all relevant financial management rules and regulations, in particular those embodied in the South African Schools Act.

Schools with Section 21 (1) (c) functions will receive their full allocation for Grade R, which is deposited into the school's bank account.



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Defenition of a section 21 school:

Section 21 Schools are allocated finances by the department and are responsible for ordering stationery, textbooks, paying water and lights accounts and undertaking their own maintenance. They can also decide on what subjects the school can offer and what sports and other extramural activities the learners can take.



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Management of Grade R allocated funds:

Schools without the Section 21 (1) (c) functions will receive the **portion** of their allocation and the other portion for LTSM will be kept at Head Office and the affected schools will access provisioning of their LTSM through the departmentally approved LTSM processes.

Management of Grade R allocated funds:

Schools are required to utilize the Grade R funding for Grade R purposes and in accordance to the South African Schools Act (SASA), Public Finance Management Act (PFMA) and generally acceptable accounting practices, as stipulated in Circular 33/2010.

Management of Grade R allocated funds:

Schools with Section 21 (1) (c) must carry out their own procurement of Grade R top-up LTSM, consumables, stationery for learners, first aid kits, fire extinguisher and outdoor equipment in consultation with the Grade R educators, the District Grade R facilitators and Grade R District Coordinators.

Management of Grade R allocated funds:

In terms of Section 224 of the Amended Norms and Standards for School funding, all Grade R funds must be accounted for separately, although the funds will be kept in the general school funds.

SGB's must generate the Grade R income and expenditure and attach it as an addendum to the school's Financial Statement before the end of June for the proceeding period 1 January – 31 December.



Management of Grade R allocated funds:

Regulation 8 (4) of the South African Schools Act states: “ Failure to submit Audited Financial Statements may result in the Head of Department considering a withdrawal of the registration or subsidy”. **NB! The Grade R budget is ring-fenced and exclusively for the promotion of efficient and quality education of learners in Grade R. Any deviation on spending from the abovementioned guidelines must be approved by the District Director in writing after verification has been conducted.**



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Management of Grade R allocated funds:

Grade R funds are ring-fenced for Grade R purposes only.

- Schools are **not allowed** to use Grade R funding for other grades.
- If there are excess funds at the end of a year, the funds should be made **available** in the next year.
- Schools are **not allowed** to move funds to a trust fund without the approval of the Head of Department.

Fixed asset register:

- Schools must keep a Fixed Asset Register for all acquired Grade R assets, in accordance with the Public Finance Management Act (PFMA).
- The register should be kept updated and any changes effected should be recorded, e.g. writing off of broken equipment, adding newly bought equipment.

Fixed asset register:

- Any stolen items / equipment should be reported to the nearest Police Station and the Case Number should be submitted to the ECD Directorate for record purposes.
- Annual stock taking should be done to verify the information recorded.



Stock taking / Inventory Management.

- The school LTSM Committee is responsible for ensuring that quarterly stocktaking is conducted on all distributed and retrieved LTSM.
- Schools keep an inventory record of all LTSM stock.
- Schools must ensure that quarterly audits are done and reports are sent to the Districts.
- Quarterly audit reports are kept safely for the compilation of the retrieval report.
- Schools ensure strict measures for safe keeping of the LTSM throughout the year.



Lost and/or stolen and
destroyed LTSM.

The logo consists of the letters "SAOU" in a bold, sans-serif font. The "S" and "U" are blue, while the "A" and "O" are yellow. The letters are slightly shadowed, giving them a 3D appearance as if they are floating or resting on a surface.

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- **LTSM that is lost, stolen or destroyed while in the care of a learner, educator or school must be reported immediately and accordingly.**
- **Measures must be taken to replace the material taking into consideration the budgetary implications involved.**
- **In the event the above being classified as an act of negligence, penalty measures must be implemented.**





Copyright matters.

The logo for SAOOU, featuring the letters "S", "A", "O", "O", and "U" in a stylized, bold font. The "S" and "U" are blue, while the "A", "O", and "O" are yellow. The logo is positioned in the bottom right corner of the slide, partially overlapping a decorative graphic of white, 3D geometric shapes (triangles and pyramids) that appear to be falling or breaking apart.

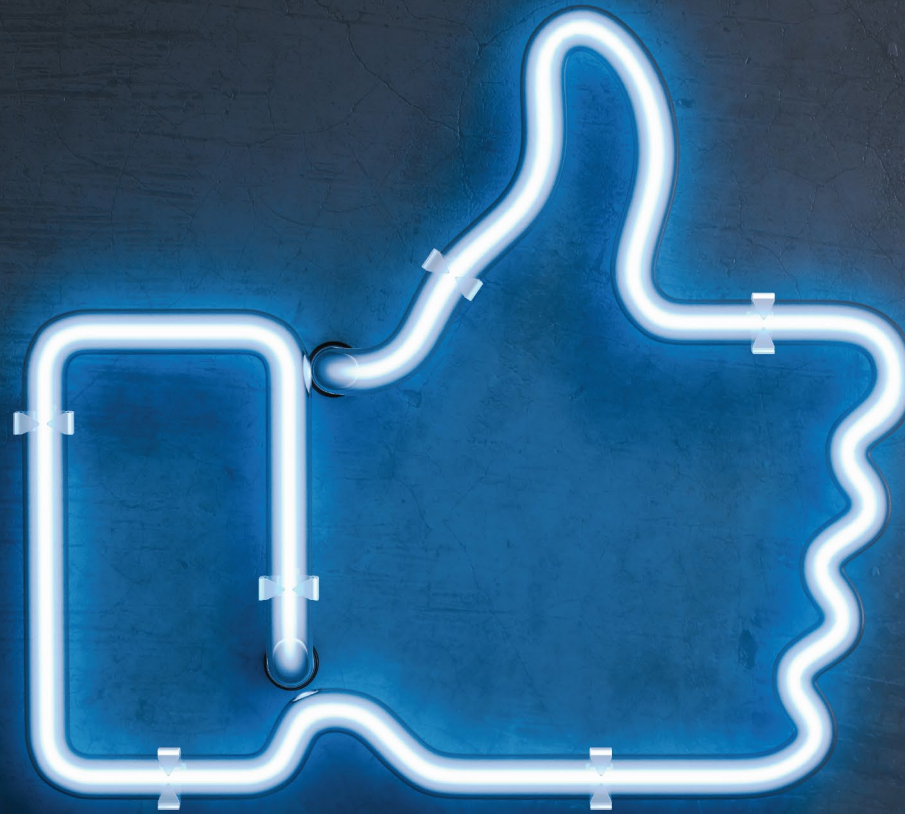
- It is the responsibility of the principal to ensure that the school complies with the Copyright Act, Act 98 of 1978.
- No books will be photocopied without prior approval (in writing) by the author.
- No CDs and DVDs will be reproduced without prior permission of the author or distributor.
- Teachers may use a copy such as a slide or photocopy to illustrate a lesson, but this should not form a whole lesson.

UDOS



This brings us to the end of this session. I sincerely hope that you have a clear understanding of the content of the LTSM policy and how it impacts on your school in particular.

SAOU



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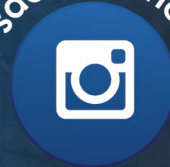
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SAOU National



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