

## DEPARTMENT OF EDUCATION

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TO: DISTRICT DIRECTORS  
DEPUTY DISTRICT DIRECTORS  
DIRECTORS  
CES: CIRCUIT COORDINATION  
CES: INSTITUTIONAL MANAGEMENT AND GOVERNANCE DEVELOPMENT  
IMGD OFFICIALS  
CIRCUIT MANAGERS  
PRINCIPALS: PUBLIC SCHOOLS  
GOVERNING BODIES: PUBLIC SCHOOLS  
EMIS OFFICIALS

CIRCULAR NUMBER: 37/2018

SUBJECT: SUBMISSION OF SASAMS SCHOOL GOVERNANCE DATA

### Context and background

The Institutional Management and Governance Development (IMGD) Unit carries the legislative responsibility to capacitate; monitor and support School Governing Bodies as well as School Management Teams to ensure that all public schools have effective governance and management systems in place.

The Annual Performance Plan (APP) and all capacity building governance related programs related thereto are informed by the reliable information and data from the ***SA-SAMS Governance Information Module extracted from the school specific data sets provided by school principals on a quarterly basis to Departments' EMIS Unit.***

However, the Provincial IMGD office working in conjunction with the Provincial EMIS office to analyse the data submitted by Public schools in the province as of the end of June 2018 have noted with grave concern that:

Only five (05) public schools captured the information required by the SASAMS Governance Information Module.

Five hundred and fifty-one (551) schools have not capture / uploaded the information required by the SASAMS Governance Information Module.

The table below shows number of schools that have / have not captured the required governance information:

Total number of schools that completed Maintain Members		
Source: NCDOE Warehouse 2018-06		
District	Completed	
	NO	YES
FRANCES BAARD (FB)	121	5
JOHN TAOLO GAETSEWE (JTG)	171	0
NAMAQUA (NMQ)	73	0
PIXLEY KA-SEME (PXL)	88	0
ZF MGCAWU (ZFM)	98	0
Grand Total	551	5

My office views in a very serious light, the non – compliance by public school principals with regard to Section 16A (1) (g) of the South African Schools Act, 84 of 1996.

Therefore the purpose of this Circular is to give guidance regarding the capturing of Governance information required by the SASAMS Governance Information Module  
(***See attached Guidelines on the capturing of Governance Information***).

### Legislative Framework

**In accordance with Section 59 (2) of the South African Schools Act, 84 of 1996 (as amended)**

*“Every school must provide such information about the school as is required by the Head of Department or the Director – General of the national Department of Education in consultation with the Head of Department.”*

### **Paragraph 14.1(a) of Notice 35 of 2017 (Provincial SGB Regulations)**

*“It is the responsibility of the school principal to ensure that parents; learners and educators update their particulars when there are changes to their details. All updates and changes to the SA-SAMS database **must** be verified and approved by the school principal on a quarterly basis prior to the database being sent to the EMIS District office.”*

## **The South African Schools Administration and Management System (SA – SAMS)**

SA-SAMS was introduced into the system as an administrative and management system to be used by schools to upload all day to day management as well governance related information and data.

The data collected through SA – SAMS is playing a vital role in providing critical insights into many of the challenges we face in delivering public quality education in today's digital age. The quality and reliable data extracted from SA - SAMS is utilized by the basic education sector stakeholders and other government departments to conduct in-depth analysis and to construct impactful systemic interventions in support of administering their mandates to achieve the Goals of the National Development Plan (NDP).

## **The SA-SAMS GOVERNANCE INFORMATION MODULE**

### **The capturing of governance data**

The accuracy; validity and verifiable reliability of the governance related information and data provided to the department by school principals cannot be over-emphasised.

It is the legislative responsibility of the school principal (**not the School Secretary and/or Administrative Clerk**) to ensure that all the information and data required on the Governance Information Module is accurately captured.

Public school principals must also ensure that if and when governance related information is updated, the outdated governance data is archived accordingly.

## **THE COMPONENTS OF THE SASAMS GOVERNANCE INFORMATION MODULE**

This module contains information on the membership, their training records, adopted policies and SGB functionalities such as the disciplinary and learner fee exemptions.

Governance Information module is divided into three (3) sections according to its allocated functions:

1. SGB Composition; training and documentation records as well as SGB functions
  - These are captured in sub – module 5.1 to 5.4
  - Sub – module 5.11 to 5.14 gives related reports to be printed
2. Disciplinary functions are captured in sub - modules 5.6 - 5.4 and 5.16 - 5.17.
3. Learners with school fee exemptions are listed in sub – module 5.8.

### **SUBMISSION OF THE GOVERNANCE INFORMATION AND DATA**

There is a standard systemic practice whereby all public schools are required to submit an electronic copy of the school's SA-SAMS database on a quarterly basis to the District EMIS Unit of their respective districts.

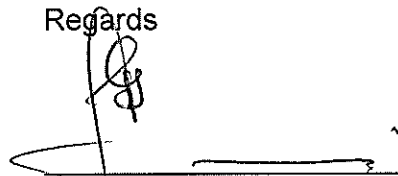
School Principals are therefore requested to ensure that all Governance related information and data required by the SA-SAMS Governance Information Module is fully completed before the database is send to the District EMIS Unit.

The Provincial IMGD will liaise with the Provincial EMIS Directorate to obtain data sets of all school/district to collate and compile a composite Provincial database of Governance related data which will inform all its present and future capacity building training workshops.

### **REVIEW OF THE CIRCULAR**

This Circular may be reviewed by the Superintendent General if and when the need arises and schools will be notified accordingly.

Regards



**MR G.T PHARASI**  
**SUPERINTENDENT GENERAL: EDUCATION**