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DEPARTMENT OF EDUCATION

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**CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
DISTRICT CES: IMGD&S
DISTRICT CES: CIRCUIT COORDINATION
DISTRICT MANAGEMENT TEAM MEMBERS
DEPUTY DIRECTORS
CIRCUIT MANAGERS
PROVINCIAL AND DISTRICT OFFICIALS
WHOLE SCHOOL EVALUATION OFFICIALS
SUBJECT ADVISORS
SCHOOL GOVERNING BODIES
SCHOOL PRINCIPALS AND MANAGEMENT TEAMS
EDUCATORS**

IMPLEMENTATION AND ADMINISTRATION OF THE SCHOOL BASIC ANNUAL MANAGEMENT AND GOVERNANCE PROCESSES

BACKGROUND

The South African Schools Act 84 of 1996, as amended, requires schools to administer the Basic Annual Management and Governance Processes which complement the Whole School Evaluation Policy processes of School Self Evaluation and School Improvement planning. Whereas Goal 21 of our Action Plan to 2024: Towards the realisation of Schooling 2030 dictates that we ensure that the basic annual management processes take place across all schools in the country in a way that contributes towards a functional school environment.

These legislated annual processes form part of the DBE Sector Plan and are subject to monitoring, evaluation, support, and auditing by oversight bodies from time to time.

IMPLEMENTATION AND COMPLIANCE BY PROVINCE, DISTRICT, CIRCUITS, AND SCHOOLS

It is important that all levels of the NCDOE ensures that the Basic Annual Management and Governance Processes are implemented and data is readily available on the functionality of the School Governing Body and Management Team, as well as their compliance to these processes.

All officials responsible for overseeing the implementation of these process must complement each other to assist our schools to comply and have all annually updated supporting documents available for verification during monitoring, support and audit purposes.

The tables below outlines all the Basic Annual Management and Governance Process which must be complied with accompanied by supporting documents on a quarterly basis by all public schools.

QUARTER 1 OF THE SCHOOL CALENDAR YEAR

ANNUAL MANAGEMENT AND GOVERNANCE PROCESS	QUARTER	RESPONSIBILITY	MONITORING DONE BY	DATA SUBMISSION AND REPORTING DATE
1. Submission of Quarter 4 (previous year) school expenditure reports	1 st Quarter	SGB and SMT	CCR	Within 30 days after the end of each quarter (January)
2. Quarterly Learner Achievement Data	1 st Quarter	Educators, analysed by SMT and shared with SGB and District Office	IMGD, CCR, Curriculum	The end of each quarter
3. Monitoring the implementation of the School Improvement Plan (SIP)	1 st Quarter	SGB and SMT	WSE, IMGD, Curriculum, CCR, relevant Units	January - March
4. Annual Academic Performance Report of the previous year, Academic Performance Improvement Plan discussed with the SGB, and aligning the final SIP.	1 st Quarter	SMT and SGB	IMGD and CCR	January – February annually
5. Aligning the draft SIP to the Annual Academic Performance Report	1 st Quarter	SMT and SGB	CCR, IMGD, and WSE	January
6. Submission of the final SIP to the Circuit Manager	1 st Quarter	SMT and SGB	CCR, IMGD, and WSE	End January
7. Learner Admissions	1 st Quarter	SMT, SGB, and Parents	Provincial and District Learner Admissions Officials	Learner Admissions Officials Annually
8. Election of RCLs in schools with grade 8 and above in January	1 st Quarter	SMT and Teacher Liaison Officer	IMGD and CCR	January/February
9. SGB By-elections (where applicable)	1 st Quarter	SMT and SGB, parents	IMGD and CCR	District IMGD Unit January - March
10. Election of SGB Office Bearers.	1 st Quarter	Principal and SGB	IMGD and CCR	March
11. Submission of the final school budget, notice, agenda, attendance register, and minutes	1 st Quarter	SMT and SCHOOL GOVERNING BODY	IMGD, CCR, and Institutional Funding	January
12. Quarterly SGB meeting, notice, agenda, attendance register, and minutes	1 st Quarter	SMT and SGB	IMGD, CCR	January - March
13. Year plan	1 st Quarter	SMT and SGB	IMGD, CCR	January - March

ANNUAL MANAGEMENT AND PROCESS	QUARTER	RESPONSIBILITY	MONITORING DONE BY	DATA SUBMISSION AND REPORTING DATE
14. Time Table	1 st Quarter	SMT and SGB	IMGD, CCR, Curriculum	January - March
15. Asset Register	1 st Quarter	SMT and SGB	IMGD, CCR, Assets	January - March
16. Time Book	1 st Quarter	SMT and SGB	IMGD, CCR, and HR	January - March
17. Leave Register	1 st Quarter	SMT and SGB	IMGD, CCR, and HR	January - March
18. Attendance Registers	1 st Quarter	SMT and SGB	IMGD, CCR, and HR	January - March

QUARTER 2 OF THE SCHOOL CALENDAR YEAR

ANNUAL MANAGEMENT AND GOVERNANCE PROCESS	QUARTER	RESPONSIBILITY	MONITORING DONE BY	DATA SUBMISSION AND REPORTING DATE
1. Quarterly SGB meeting, notice, agenda, attendance register, and minutes.	2 nd Quarter	SGB and SMT	IMGD and CCR	End of the quarter
2. Submission of Quarter 1 school expenditure reports.	2 nd Quarter	SCHOOL GOVERNING BODY and SMT	CCR and Finance	Within 30 days after the end of each quarter (April)
3. Submission of the previous year's School Audited Financial Statement.	2 nd Quarter	SCHOOL GOVERNING BODY and SMT	CCR, Finance, and Institutional Funding	End of June Annually
4. Quarterly Learner Achievement Data.	2 nd Quarter	Educators, analysed by SMT and shared with SGB and District Office	IMGD, Curriculum	End of each quarter
5. Monitoring the implementation of the School Improvement Plan (SIP).	2 nd Quarter	SGB and SMT	IMGD, Curriculum, CCR, relevant Units	April - June
6. SGB By-elections (where applicable).	2 nd Quarter	SMT and SGB, parents	IMGD and CCR	District IMGD Unit April - June
7. Learner Admissions.	2 nd Quarter	SMT, SGB, and Parents	Provincial and District Learner Admissions Officials	Learner Admissions Officials Annually
8. Quality Management System QMS.	2 nd Quarter and 4 th Quarter	SMT and educator staff members	District QMS and, CCR.	June and December
9. Administration of the DBE annual SGB and SMT Functionality/survey Tools.	2 nd Quarter	SMT and SGB	IMGD and CCR	April - June
10. Learning and Teaching Support Material Orders (LTSM).	2 nd Quarter and 3 rd Quarter	LTSM, SMT, and SGB	LTSM	June and July
11. Quality Management System QMS.	2 nd Quarter and 4 th Quarter	SMT and educator staff members	District QMS and CCR.	June and December
12. Time Book	2 nd Quarter	SMT and SGB	IMGD, CCR, and HR	April - June
13. Leave Register	2 nd Quarter	SMT and SGB	IMGD, CCR, and HR	April - June
14. Attendance Registers	2 nd Quarter	SMT and SGB	IMGD, CCR, and HR	April - June

QUARTER 3 OF THE SCHOOL CALENDAR YEAR

ANNUAL MANAGEMENT AND GOVERNANCE PROCESS	QUARTER	RESPONSIBILITY	MONITORING DONE BY	DATA SUBMISSION AND REPORTING DATE
1. Quarterly SGB meeting, notice, agenda, attendance register, and minutes.	3 rd Quarter	SGB and SMT	IMGD and CCR	End of the quarter
2. Monitoring the implementation of the School Improvement Plan (SIP).	3 rd Quarter	SGB and SMT	IMGD, Curriculum, CCR, relevant Units	July - September
3. Quarterly Learner Achievement Data.	3 rd Quarter	Educators, analysed by SMT and shared with SGB and District Office	IMGD, Curriculum	End of each quarter
4. Submission of school Quarter 2 expenditure reports.	3 rd Quarter	SGB and SMT	CCR and Finance	Within 30 days after the end of each quarter
5. SGB By-elections (where applicable).	3 rd Quarter	SMT and SGB, parents	IMGD and CCR	District IMGD Unit July - September
6. Administration and submission of the DBE annual SGB and SMT Functionality/survey Tools to Circuit, District, and Provincial Office.	3 rd Quarter	SMT and SGB	IMGD and CCR	July - September
7. Time Book	3 rd Quarter	SMT and SGB	IMGD, CCR, and HR	July - September
8. Leave Register	3 rd Quarter	SMT and SGB	IMGD, CCR, and HR	July - September
9. Attendance Registers	3 rd Quarter	SMT and SGB	IMGD, CCR, and HR	July - September

QUARTER 4 OF THE SCHOOL CALENDAR YEAR

ANNUAL MANAGEMENT AND GOVERNANCE PROCESS	QUARTER	RESPONSIBILITY	MONITORING DONE BY	DATA SUBMISSION AND REPORTING DATE
1. Quarterly SGB meeting, notice, agenda, attendance register, and minutes.	4 th Quarter	SGB and SMT	IMGD and CCR	End of the quarter
2. Submission of school Quarter 3 expenditure reports.	4 th Quarter	SGB and SMT	CCR and Finance	Within 30 days after the end of each quarter
3. Quarterly Learner Achievement Data	4 th Quarter	Educators, analysed by SMT and shared with SGB and District Office	IMGD, Curriculum	End of each quarter
4. School Self-Evaluation (SSE) and School Improvement Planning Development/Review.	4 th Quarter	SMT and SGB	IMGD, CCR	November/December
5. Annual General Meeting (AGM) and school budget processes.	4 th Quarter	SMT and SGB	IMGD, CCR	October/November
6. Quality Management System QMS.	2 nd , Quarter and 4 th Quarter	SMT and educator staff members	District QMS and, CCR.	June and December
7. SGB By-elections (where applicable).	4 th Quarter	SMT and SGB, parents	IMGD and CCR	District IMGD Unit October - Dec
8. Advocacy for RCL elections in the first quarter of the next school calendar year.	4 th Quarter	SMT and SGB	IMGD and CCR	District IMGD Unit October - November
9. Submission of the DBE annual SGB and SMT Functionality/survey Tools of sampled schools to the National DBE Office.	4 th Quarter	IMGD and CCR	Provincial Office	October
10. Time Book	4 th Quarter	SMT and SGB	IMGD, CCR, and HR	November/December
11. Leave Register	4 th Quarter	SMT and SGB	IMGD, CCR, and HR	November/December
12. Attendance Registers	4 th Quarter	SMT and SGB	IMGD, CCR, and HR	November/December

Please note that the role of all relevant and affected NCDOE officials is to sustain the ongoing effective monitoring and support to schools and to report regularly on the legislative compliance activities related to the Basic Annual Management and Governance Processes.

In conclusion, all school governing bodies and school management teams of public schools must promote the best interests of the school and strive to ensure its development through the provision of quality education for all learners at the school. This can only be achieved if all stakeholders are involved, communication channels are open and the promotion of collaboration is at the centre of all envisaged activities of the school.

Regards

Kind Regards

A handwritten signature in dark ink, appearing to read 'Dr. M. Ishmail', written over a horizontal line.

DR. M. ISHMAIL
ACTING HEAD OF DEPARTMENT