

13/12/10/1



Circular 0103/99

TO:

CHIEF DIRECTORS, DIRECTORS, AREA AND CIRCUIT MANAGERS, PRINCIPALS OF ORDINARY PUBLIC SCHOOLS AND CHAIRPERSONS OF GOVERNING BODIES ATTACHED TO ORDINARY PUBLIC SCHOOLS

EVALUATION CRITERIA WITH WHICH GOVERNING BODIES OF ORDINARY PUBLIC SCHOOLS MUST COMPLY IN ORDER TO BE ALLOCATED FUNCTIONS IN TERMS OF SECTION 21 OF THE SOUTH AFRICAN SCHOOLS ACT, 1996 (ACT NO. 84 OF 1996)

The Circular refers to "Section 21" status as contemplated in Annexures B and B1 of Circular 0084/99 of 30 August 1999. Such schools will receive their allocations according to the Norms and Standards for School Funding as transfer payments into their bank account.

1. Governing bodies of ordinary public schools may apply in writing, in terms of section 21 of the above-mentioned Act, to be allocated any of the following functions:
 - to maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable,
 - to purchase textbooks, educational materials and/or equipment for the school and
 - to pay for services to the school.
2. Schools allocated to categories I, J and K in terms of the Norms and Standards for the Funding of Schools do not need to apply.
3. An application as contemplated in paragraph 1 above may be approved, conditionally or unconditionally if the governing body concerned has the managerial ability or capacity to perform such functions effectively.
4. In order to evaluate schools which apply for section 21 functions, it is necessary in terms of paragraph 107 of the Norms and Standards for the Funding of Schools to compile a managerial capacity checklist on the basis of set criteria. (See Annexure 1)

MELD ASSEBLIEF VERWYSINGSNOMMERS IN ALLE KORRESPONDENSIE. / PLEASE QUOTE REFERENCE NUMBERS IN ALL CORRESPONDENCE.

5. APPLICATION OF THE EVALUATION CRITERIA

- 5.1 A governing body which is of the opinion that it has the necessary managerial ability or capacity must apply on the enclosed pro forma letter of application (Annexure 2) to be allocated functions as in paragraph 1 above. This letter of application must be accompanied by the fully completed evaluation questionnaire (Annexure 3) and the other required documents.
- 5.2 Each application from a governing body will be considered on the basis of the criteria in Annexure 1. Big schools may comply easily with the attached criteria, while smaller schools may find it more difficult. Especially smaller schools are therefore requested to give additional proof, where applicable, in order to indicate that the school has the necessary managerial capacity, even if all the criteria are not complied with. Schools may, e.g., submit proof that the funds for non-scheduled maintenance have been managed sensibly in the past, or that the school is being assisted by a knowledgeable external body or person in the management of its finances.
- 5.3 If a school has the managerial capacity to perform one of the functions mentioned in paragraph 1, it is assumed that the other functions can also be performed, unless the school can prove the contrary.
- 5.4 The decision whether any section 21 functions are allocated to a governing body will be communicated in writing to the governing body concerned.
6. A governing body may appeal to the Member of the Provincial Cabinet responsible for Education in terms of section 21(5) of the above-mentioned Act. Such appeal must be submitted within thirty (30) days of receipt of the written notice of the result of the application for section 21 functions.
7. Please send your application for section 21 functions to the following address on or before 31 October 1999:

The Head: Education
For Attention: Mr J.J.L. Viviers
Western Cape Education Department
Private Bag X 9114
Cape Town
8000


S HEAD: EDUCATION

DATE: 17-9-1999

CRITERIA WITH WHICH ORDINARY PUBLIC SCHOOLS MUST COMPLY IN ORDER TO BE ALLOCATED FUNCTIONS IN TERMS OF SECTION 21 OF THE SOUTH AFRICAN SCHOOLS ACT, 1996 (ACT NO. 84 OF 1996)

ABBREVIATIONS:

MGP	Measures relating to Governing Bodies for Public Schools (excluding Public Schools for Learners with Special Education Needs) as published in Provincial Gazette Extraordinary No. 5136 dated 16 May 1997
NS	National Norms and Standards for School Funding as published in Government Gazette No. 19347 dated 12 October 1998
SASA	South African Schools Act, 1996 (Act No. 84 of 1996), as amended by the Education Laws Amendment Act, 1997 (Act No. 100 of 1997)
WCED	Western Cape Education Department

1. GOVERNING BODY

The governing body must be legally elected in terms of the MGP.

2. MEETINGS

2.1 The governing body must meet on its own at least once every school term in terms of section 18(2)(a) of the SASA.

2.2 The governing body must meet at least once a year with parents, learners, educators and other staff at the school, respectively, in terms of section 18(2)(b) of the SASA.

2.3 The governing body must keep minutes of the proceedings of every meeting in accordance with the provisions of measure 21(1) of the MGP.

3. SCHOOL FEES AND OTHER INCOME

3.1 The governing body must determine school fees that have been adopted at a meeting by a majority of parents in accordance with the provisions of section 39(1) of the SASA.

3.2 The school fees that have been determined, together with other income generated by the school, as well as the State allocation in accordance with the provisions of Chapter 4 of the NS, must enable the school to balance its budget.

4. BUDGET

- 4.1 The governing body must have a budget that balances.
- 4.2 The budget must be approved by parents and the governing body in accordance with the provisions of section 38 of the SASA.
- 4.3 The budget must be attainable.
- 4.4 Notes on the budget must indicate how
 - (a) the school will prevent the under-recovery of income and overspending in respect of expenditure.
 - (b) contractual commitments (commencement date and period) of the school (e.g. hire-purchase, loans, bonds, etc.) in the specific year and years to come will be honoured.
 - (c) the governing body plans to stay within its budget in the management of municipal services.

5. STOCK, FURNITURE AND EQUIPMENT (MOVABLE ASSETS)

- 5.1 A Procurement: Subcommittee of the governing body, with a member of the governing body as chairperson in accordance with section 30(1)(b) of the SASA, that will be in charge of the purchases of stock, furniture and equipment must be established at the school.
- 5.2 A purchase, safekeeping, issue and recovery process and the handling of deficits and surpluses for stock, furniture and equipment must be recorded in writing, approved by the governing body and be in use at the school.
- 5.3 There must be a control process that ensures that books that have been loaned to learners are returned to the school.
- 5.4 Taking of stock, furniture and equipment must be done at least every year and deficits or surpluses properly reported on to the governing body.
- 5.5 Taking of stock, furniture and equipment must be done by a team under the chairmanship of a member of the governing body.
- 5.6 A certificate, which indicates that taking of stock, furniture and equipment was done and that deficits and surpluses were properly reported to the governing body, must be submitted to the meeting of parents, as referred to in section 38 of the SASA, and the Department annually.
- 5.7 A register must be kept of stock, furniture and equipment (all movable, non-consumable goods of which the lifespan in the normal process of use exceeds one year).
- 5.8 A stock control officer, designated by the governing body, must keep a register of stock, furniture and equipment.

6. FINANCIAL PERSONNEL

- 6.1 The governing body must elect one of its members as treasurer in accordance with the provisions of section 29 of the SASA.
- 6.2 The governing body must appoint, in writing, a capable person who controls all receipts and payments continually.
- 6.3 The governing body must appoint, in writing, an auditor in accordance with the provisions of section 43(1) of the SASA.
- 6.4 The governing body must establish a Finance Subcommittee, with a member of the governing body as chairperson, that is responsible for finance.

7. POTENTIAL FACE VALUE FORMS

- 7.1 The treasurer must keep all unused and used (full) receipt, cheque, deposit and order-books securely locked away.
- 7.2 The treasurer must keep a register of all unused receipt, cheque, deposit and order-books, in which all receipt and issuance of these books are recorded and certified on a monthly basis.
- 7.3 Face value forms and money must always be securely locked away when not in use.
- 7.4 All cheques must be signed by at least two authorised persons, one of whom must always be the principal or the treasurer of the governing body.

8. BANK ACCOUNTS

- 8.1 The governing body must open and maintain a bank account in accordance with the provisions of section 37 of the SASA.
- 8.2 The bank account must be reconciled.
- 8.3 Each reconciliation must be checked and signed by the treasurer.
- 8.4 The school's bank account may not be overdrawn.

9. RECEIPTS

- 9.1 Receipts must be written out for all amounts received.
- 9.2 All amounts received must be deposited within three days.
- 9.3 Cash on hand, receipts and deposits must be balanced before amounts are banked.

10. CASH BOOK

A receipts and payments cash book must be compiled monthly.

11. GROUNDS AND BUILDINGS

If the school leases facilities for additional income in accordance with the provisions of section 20(2) of the SASA, the governing body must

- 11.1 draw up and sign contracts for each leasing.
- 11.2 take out insurance which covers the school against the possible damage of property.
- 11.3 take out insurance which covers the school against claims as a result of injuries sustained by persons during the intended use of school buildings.

12. REPORTING

- 12.1 The governing body must draw up and audit financial statements annually in accordance with the provisions of sections 42(b) and 43(1) of the SASA, respectively.
- 12.2 The school must have an internal system of monthly financial reporting to the governing body, in which actual income and expenditure are compared with the budgeted amounts.
- 12.3 The governing body must submit to the WCED, within six (6) months after the end of the financial year, properly audited annual financial statements in accordance with the provisions of section 43(5) of the SASA.

Chairperson: Governing Body

.....

(Name and address of school)

Date:

The Head: Education
 Western Cape Education Department
 Private Bag X 9114
 CAPE TOWN
 8000

APPLICATION FOR THE ALLOCATION OF FUNCTIONS

1. The governing body decided at a properly constituted meeting held on _____ to apply, in terms of section 21(1) of the South African Schools Act, 1996 (Act No. 84 of 1996), for the following functions (mark with a cross (x) in the appropriate space):

<input type="checkbox"/>	To maintain and improve the school's property, and buildings and grounds occupied by the school, including school hostels, if applicable
<input type="checkbox"/>	To purchase textbooks, educational materials or equipment for the school
<input type="checkbox"/>	To pay for services to the school

2. Attached is (mark with a cross (X) in the appropriate space):

<input type="checkbox"/>	The completed evaluation questionnaire	<input type="checkbox"/>	certificate (question 5.6)
<input type="checkbox"/>	Addendum to evaluation questionnaire	<input type="checkbox"/>	letter of acceptance of auditor (question 6.3)
<input type="checkbox"/>	a budget (question 4.1)	<input type="checkbox"/>	reconciliation statement (question 8.2)
<input type="checkbox"/>	Notes to the budget (question 4.4(c))	<input type="checkbox"/>	financial statements (question 12.1)
<input type="checkbox"/>	Procurement procedure (question 5.2)	<input type="checkbox"/>	

3. Any further motivation to promote this application.

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CHAIRPERSON: GOVERNING BODY

DATE:

PRINCIPAL

DATE:

NAME OF SCHOOL:

SCHOOL STAMP

EVALUATION QUESTIONNAIRE FOR ORDINARY PUBLIC SCHOOLS IN THE PROVINCE OF THE WESTERN CAPE

- NOTA BENE: 1. This questionnaire must be completed in full.
2. Make a cross (x) in each appropriate space.
3. Attach documentation where requested. Label this documentation according to the number of the question to which it is applicable.

ABBREVIATIONS:

- MGP Measures relating to Governing Bodies for Public Schools (excluding Public Schools for Learners with Special Education Needs)
- NS National Norms and Standards for School Funding as published in Government Gazette No. 19347 dated 12 October 1998
- SASA South African Schools Act, 1996 (Act No. 84 of 1996), as amended by the Education Laws Amendment Act, 1997 (Act No. 100 of 1997)
- WCED Western Cape Education Department

1. GOVERNING BODY

Is the governing body legitimately elected in terms of the MGP?

YES	NO
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2. MEETINGS

2.1 Does the governing body meet on its own at least once every school term in terms of section 18(2)(a) of the SASA?

YES	NO
-----	----

2.2 Does the governing body meet at least once a year with parents, learners, educators and other staff at the school, respectively, in terms of section 18(2)(b) of the SASA?

YES	NO
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2.3 Does the governing body keep minutes of the proceedings of every meeting in accordance with the provisions of measure 21(1) of the MGP?

YES	NO
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3. SCHOOL FEES AND OTHER INCOME

- 3.1 Did the governing body determine school fees that were adopted at a meeting by a majority of parents in accordance with the provisions of section 39 of the SASA?

YES NO

- 3.2 Do the determined school fees, together with other income generated by the school as well as the school's State allocation in accordance with the provisions of Chapter 4 of the NS, enable the school to balance its budget?

YES NO

4. BUDGET

- 4.1 Does the school have a budget that balances? (**Attach, please.**)

YES NO

- 4.2 Has the budget been approved by parents and the governing body in accordance with the provisions of section 38 of the SASA?

YES NO

- 4.3 Is the budget attainable?

YES NO

- 4.4 Are there notes on the budget which indicate how

(a) the school will prevent the under-recovery of income and overspending in respect of expenditure?

YES NO

(b) contractual commitments (commencement date and period) of the school (e.g. hire-purchase, loans, bonds, etc.) will be honoured in the specific year and years to come?

YES NO

(c) the governing body plans to stay within its budget in the management of municipal services? (**Attach report, please.**)

YES NO

5. STOCK, FURNITURE AND EQUIPMENT (MOVABLE ASSETS)

- 5.1 Has a Procurement: Subcommittee of the governing body been established at the school in accordance with the provisions of section 30(1)(b) of the SASA that is in control of the purchase of stocks, furniture and equipment? (**Attach list of names of Procurement: Subcommittee, with an indication of their roles on the governing body, please.**)

YES NO

- 5.2 Has a purchase, safekeeping, issue and recovery process and the handling of deficits and surpluses for stock, furniture and equipment been recorded in writing, approved by the governing body and is it in use at the school? (**Attach, please.**)

YES NO

- 5.3 Is there a control process to keep a record of the books that have been loaned to learners and to reclaim them?

YES NO

- 5.4 Is taking of stock, furniture and equipment done at least once a year and properly reported to the governing body on deficits or surpluses?

YES NO

- 5.5 Is taking of stock, furniture and equipment done by a team under the chairmanship of a member of the governing body?

YES NO

- 5.6 Is a certificate, which indicates that taking of stock, furniture and equipment was done and that deficits and surpluses were properly reported to the governing body, submitted annually to the meeting of parents referred to in section 38 of the SASA, and the Department? **(Attach certificate, please.)**

YES NO

- 5.7 Is a register kept of stock, furniture and equipment (all movable, non-consumable goods of which the lifespan in the normal process of use exceeds one year)?

YES NO

- 5.8 Is a register of stock, furniture and equipment being kept by a stock control officer designated by the governing body? **(Attach particulars of the stock control officer, please.)**

YES NO

6. FINANCIAL PERSONNEL

- 6.1 Has a member of the governing body been elected as treasurer in accordance with the provisions of section 29 of the SASA? **(Attach particulars of the treasurer, please.)**

YES NO

- 6.2 Has the governing body appointed, in writing, a capable person who controls all receipts and payments continually?

YES NO

- 6.3 Has the governing body appointed, in writing, an auditor in accordance with the provisions of section 43(1) of the SASA? **(Attach letter of acceptance of auditor, please.)**

YES NO

- 6.4 Has the governing body established a Finance: Subcommittee, with a member of the governing body as chairperson, that is responsible for finance? **(Attach list of names of Finance: Subcommittee, with an indication of their roles on the governing body, please.)**

YES NO

7. POTENTIAL FACE VALUE FORMS

- 7.1 Are all unused and used (full) receipt, cheque, deposit and order-books kept securely locked away by the treasurer?

YES NO

7.2 Is a register of all unused receipt, cheque, deposit and order-books, in which receipt and issuance of these books are recorded and certified on a monthly basis, kept by the treasurer?

YES NO

7.3 Are face value forms and money always securely locked away when not in use?

YES NO

7.4 Are all cheques signed by at least two authorised persons, one of whom must always be the principal or the treasurer of the governing body?

YES NO

8. BANK ACCOUNTS

8.1 Has the governing body opened a bank account and is it being maintained in accordance with the provisions of section 37 of the SASA? **(Attach particulars of bank account, please.)**

YES NO

8.2 Up to which date has this bank account been reconciled? **(Attach latest bank reconciliation statement, please.)**

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8.3 Is each reconciliation checked and signed by the treasurer?

YES NO

8.4 Is the school's bank account overdrawn?

YES NO

9. RECEIPTS

9.1 Are receipts written out for all amounts received?

YES NO

9.2 Are all amounts received, deposited within three days?

YES NO

9.3 Are cash on hand, receipts and deposits balanced before amounts are banked?

YES NO

10. CASH BOOK

Is a receipts and payments cash book compiled monthly?

YES NO

11. **GROUNDS AND BUILDINGS**

If the school leases facilities for additional income in accordance with the provisions of section 20(2) of the SASA, does the governing body

11.1 draw up and sign contracts for each leasing?

YES NO

11.2 take out insurance which covers the school against the possible damage of property?

YES NO

11.3 take out insurance which covers the school against claims as a result of injuries sustained by persons during the intended use of school buildings?

YES NO

12. **REPORTING**

12.1 When last were annual financial statements drawn up and audited in accordance with the provisions of sections 42(b) and 43(1) of the SASA, respectively? (**Attach latest statements, please.**)

.....

12.2 Does the school have an internal system of monthly financial reporting to the governing body, in which actual income and expenditure are compared with the budgeted amounts?

YES NO

12.3 Will the governing body be able to submit to the WCED, within six(6) months after the end of the financial year, properly audited annual financial statements in accordance with the provisions of section 43(5) of the SASA?

YES NO

.....
SIGNATURE: CHAIRPERSON OF GOVERNING BODY

.....
DATE

.....
NAME IN PRINT

.....
SIGNATURE OF PRINCIPAL

.....
DATE

.....
NAME IN PRINT

SCHOOL STAMP

Additional information to evaluation questionnaire

NAME OF SCHOOL:

1. PROCUREMENT: SUBCOMMITTEE: MEMBERS (QUESTION 5.1)

SURNAME AND FIRST NAMES

TELEPHONE NUMBER

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2. NAME OF STOCK CONTROL OFFICER (QUESTION 5.8)

NAME OF TREASURER (QUESTION 6.1)

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3. FINANCE: SUBCOMMITTEE: MEMBERS (QUESTION 6.4)

SURNAME AND FIRST NAMES

TELEPHONE NUMBER

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4. PARTICULARS OF BANK ACCOUNT (QUESTION 8.1)

Name of Account Holder:

Name of Bank:

Branch Number:

Account Number:

Type of Account:

CERTIFIED AS CORRECT

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CHAIRPERSON: GOVERNING BODY

.....
SIGNATURE

.....
DATE

.....
PRINCIPAL

.....
SIGNATURE

.....
DATE