



Reference: 20180723-4494
File no.: 12/12/41/1
Enquiries: See Paragraph 10

Circular: 0036/2018

Expiry date: 31 March 2020

To: Deputy Directors-General, Chief Directors, Directors, Circuit Managers, Heads: Management and Governance, Deputy Directors at district offices, Principals and Governing Body Chairpersons of all section 21 ordinary public schools

Short summary: *Particulars of the financial allocation to section 21 schools for the 2019/20 financial year and guidelines for the procurement of goods and services.*

Subject: Section 21 schools: Norms and standards funding for schools Grades 1–12 — financial allocations for the 2019/20 financial year

1. Allocation

The provisional norms and standards (N&S) allocations for section 21 schools for the next three years, for the period of 01 April 2019 to 31 March 2022, are available on CEMIS and can be accessed in the following way:

- Log on to CEMIS.
- Select "Public Ordinary".
- Select school.
- Click "Proceed" then select the "Administration" option on the menu bar and click on "Norms and Standards Allocation" and select "N&S 2019/20".
- Print the page.

Attention is drawn to the following:

- 1.1 Allocations are calculated in accordance with the prescripts in paragraphs 108 to 114 of the National Norms and Standards for School Funding (NNSF) in *Government Gazette* No. 29179 of 31 August 2006.

- 1.2 According to paragraph 114 of the NNSF, the National Table of Targets, as published in *Government Gazette* No. 41420 of 02 February 2018, indicates the 2019 per learner targeted amount. The no-fee threshold will be R1 390.

National table of targets for the school allocation Grades 1–12 (2019–2021)

	2019	2020*	2021*
NQ1 No-fee	1 390	1 468	1 549
NQ2 No-fee	1 390	1 468	1 549
NQ3 No-fee	1 390	1 468	1 549
NQ4 No-fee	1 390	1 468	1 549
NQ5 No-fee	1 390	1 468	1 549
NQ4 Fee-charging	697	736	776
NQ5 Fee-charging	241	254	268
No-fee threshold	1 390	1 468	1 549

* 2020 and 2021 (adjusted with projected inflation rate) are the projected national targets as communicated.

- 1.3 The provisional allocations were calculated based on the 2018 10th day SNAP enrolment.
- 1.4 The Western Cape Education Department (WCED) will review all schools' learner enrolments with the 2019 10th Day Survey. **Final allocation** letters will be published on CEMIS by 15 March 2019.

2. Payment schedule

2.1 Schools charging school fees

Schools will receive their N&S allocation for the 2019/20 financial year in two payments namely 60% in April–May 2019 and 40% in October–November 2019. Section 21 schools must use their first transfer payment (60%) to purchase their 2020 learning and teaching support material (LTSM) either via their own suppliers or the online ordering system so that it is available before the end of September 2019 and pay for other expenses, as stipulated in paragraph 3.1 below. The second transfer payment (40%) must be used to cover appropriate school-related expenses up to 31 March 2020. Where the WCED procures any LTSM on behalf of schools, such costs will be deducted from the second transfer payment.

2.2 No-fee schools

Of the total N&S allocation that is paid over in April–May 2019 (see paragraph 2.1 above), 20% must be reserved for day-to-day operational **non-personnel expenditure**. Schools will be informed of this amount in the N&S allocation letter. It

must be borne in mind that this amount must sustain the school until April 2020, when payment will be received for the next financial year.

3. Use of the allocation

- 3.1 The N&S allocation is intended primarily for LTSM, local purchases, municipal services, essential day-to-day maintenance of school buildings, grounds and equipment (non-scheduled maintenance), and other everyday expenses. Own income, as intended in paragraph 6 below, must first be used to cover shortfalls in the above regard before it is used to finance governing body posts.

It is recommended that schools divide their available allocation for 2019/20 among the various expenditure categories as follows:

- 30% for LTSM orders for 2020, of which 10% should be targeted for library material (each learner must have a textbook for every subject). The stock of school library material should be augmented annually until the total number of items reflects the minimum international standard of 10 items per learner. (See paragraph 3.1.1 below for the list of items included under LTSM.)
- 20% for local purchases
- 25% for municipal services **(However, schools should budget for a larger percentage if expenditure trends necessitate this.)**
- 25% for maintenance

3.1.1 Learning and teaching support material (LTSM)

(a) The Department of Basic Education (DBE) defines LTSM as any material that supports and facilitates teaching and learning directly in the classroom or at home (homework). It includes the following:

- Textbooks, readers, reference books, prescribed works, atlases and dictionaries
- Workbooks
- Posters, maps and wall charts
- Educational board games
- Library material (fiction and non-fiction), reference books, posters, and recordings on videos, DVDs, CDs, multi-media, etc.
- Computer software and licensing
- Resource material for educators, learners, classrooms and libraries

(b) Schools are required to use their full LTSM allocation to purchase LTSM that will enrich and strengthen the implementation of the Curriculum and Assessment Policy Statement (CAPS) in their classes. Schools are therefore encouraged to use their LTSM allocation to purchase supplementary textbooks, prescribed works, atlases, dictionaries, workbooks, posters, maps, wall charts, educational board games, library material (fiction and non-fiction), reference books,

recorded videos, DVDs, CDs, computer software, as well as Consumer Studies, Hospitality Studies and science laboratory equipment.

- (c) LTSM funding should also be considered for subscriptions, online applications and the renewal of contracts or proprietary digital resources. This enables schools to use LTSM funding to acquire digital resources in the transition from traditional to digital learning. Such resources encompass eBooks as well as educational software. The costing for such is currently similar to traditional hard copy textbooks with little/no significant reduction in costs. Provision should be made to enable schools to subscribe to these services/products.
- (d) Subject to the following conditions, schools may assign less money to LTSM if:
- each learner in the school has a textbook for every subject and access to other LTSM resources;
 - the school has annually allocated 10% of the LTSM allocation to the purchasing of library material to augment the library stock and the total number of items in the library stock now constitutes the minimum international standard of 10 items per learner; and
 - the governing body has taken a formal decision regarding this deviation. (This decision of the governing body regarding the budget, which must be submitted at a parents' meeting, must be explained and the amount spent per learner on LTSM must be provided. This decision must be put before the parents' meeting, whether the circuit manager supports it or not.)
- (e) How to obtain LTSM:
- Section 21 schools must obtain competitive quotations in placing their orders with LTSM suppliers, where applicable, or schools can order online. The WCED informs schools annually (via circulars) of the timeframes for the ordering of CAPS top-up textbooks on CEMIS.
 - When ordering additional LTSM, schools must select all CAPS textbooks from the approved national catalogues — refer to approved national catalogues that are available on the WCED website at <http://wcedonline.westerncape.gov.za/index.html>.
 - Prescribed literature for Grade 10 study in 2020 must be selected from the DBE National Further Education and Training (FET) Literature Catalogue.
 - For assistance in selecting school library material schools should contact Mr Timothy Cloete, EDULIS Coordinator: School Library Services at tel. no. 021 957 9626. The district school library adviser and/or resource centre coordinator can also be contacted regarding the development of school libraries.

3.1.2 Municipal services

- (a) The N&S allocation to schools is intended for the payment of, amongst others, schools' monthly municipal services accounts which include electricity, water, sewage and refuse removal (availability and usage charges), but excludes the payment of property tax. As in the past, the State will pay the property tax on property registered in the name of the Provincial Government of the Western Cape (PGWC) or in certain circumstances the Republic of South Africa (RSA).
- (b) Schools must still implement the savings measures indicated in Annexure A.
- (c) Eskom and most municipalities have indicated that they can make prepaid electricity meters available to schools. This will enable schools to better control their electricity consumption. Schools must contact either Eskom or their local municipality, as applicable, should they want to have prepaid electricity meters installed.
- (d) **Where it is established that schools are not settling their municipal service accounts, the WCED reserves the right to withhold funds from the N&S allocation to pay outstanding municipal service accounts on behalf of the schools concerned.**
- (e) **All schools that agreed to be a part of the smart water meter pilot and have smart water meters installed at their schools must reserve funding from the municipal allocation to pay the monthly smart water meter charge.**

3.1.3 Day-to-day maintenance

- (a) Day-to-day maintenance applies to the maintenance of grounds, cleaning, renovations, repairs and/or replacement of parts of school buildings. **Regular maintenance must be carried out to prevent the deterioration of school buildings and emergency repairs resulting from neglect.**
- (b) **Where the N&S allocation for day-to-day maintenance is insufficient, schools are expected to supplement the allocation from their own income, where necessary.**
- (c) Schools must budget for their day-to-day maintenance repairs in accordance with the condition of the school buildings and grounds.
- (d) Schools should also set aside an amount from their annual day-to-day maintenance allocation for the:
 - maintenance of equipment used to enhance the appearance of the school grounds, e.g. servicing the lawnmower, purchasing paint for benches on the school grounds and purchasing lime and fertiliser;

- maintenance of firefighting equipment i.e. hoses, reels, appropriate fire extinguishers, etc.;
- emergency maintenance of security or guarding mechanisms — when the existing security mechanisms (including automatic gates, gate motors etc.) at a school have been compromised as a result of burglary, vandalism or age; and
- maintenance of fencing and other security mechanisms (e.g. alarms, intercoms, etc.).

(e) N&S allocations may not be used for day-to-day repairs to hostels. Such repairs should be funded from the learners' boarding fees and bursaries.

4. **The N&S allocation may NOT be used for the following:**

- **Remuneration of governing body-appointed personnel**
- **New buildings**
- **Hostel expenditure**
- **Loans to individuals or other institutions**
- **Vehicles**

5. **Major emergency repairs**

In terms of paragraph 97 of the NNSFF, the WCED accepts responsibility for major emergency repairs to buildings, subject to the availability of funds budgeted for such eventualities. The following repairs will be considered according to the procedures in the *Standard Operating Procedures for Emergency Maintenance in Western Cape Schools, 2014*:

CATEGORY A

Serious damage as a result of natural disasters, structural problems and fires.

The WCED will accept responsibility for such emergency repairs only if the cost exceeds R10 000 **and the maintenance allocation budget is exhausted**, provided that sufficient funds are available.

The WCED will, at its own discretion, consider making a transfer payment for the materials in relatively **less serious** cases.

6. **Own income**

In terms of section 36(1) of the South African Schools Act (SASA), 1996 (Act 84 of 1996), governing bodies must take all reasonable steps to supplement the resources supplied by the State in order to improve the quality of education provided by the school **to all learners at the school**. Although no-fee schools may not charge compulsory school fees (including registration fees), they are encouraged to seek voluntary contributions (donations) and engage in fundraising activities.

7. Reporting

- 7.1 The approved budget of the school must be submitted to the relevant district office by 01 December of each year.
- 7.2 All schools must submit a WCED 043 form (biannual report) to the relevant district office within 30 days of the end of the quarter (expenditure up until 30 June and 31 December). Furthermore, section 43(5) of the SASA requires schools to submit (for the attention of the relevant district director) a copy of their set of audited financial statements for the previous financial year by 30 June of each year.
- 7.3 Funds will only be paid over to a school if the district office certifies it to be financially sound based on the financial activities of previous quarters. **Furthermore, if a school is not certified as financially sound on or before the end of the financial year, the school may forfeit its N&S funding.**

8. Further conditions

- 8.1 The governing body must exercise proper control over revenue and expenditure, as set out in the *Manual: Basic Financial System for Schools*, issued by the Head of Department in terms of section 38(1) of the SASA. Should the members of the governing body not have the necessary expertise to carry out this function, they must co-opt someone who will be able to assist them.
- 8.2 All school funds, obtained both from the State allocation and own income, must be used for purposes directly connected with education, as stated in section 37(6) of SASA, including the acquisition of LTSM. In terms of WCED policy, textbooks and readers may not be photocopied as this is tantamount to infringement of the Copyright Act, 1978 (Act 98 of 1978).
- 8.3 The WCED has the right to inspect records relating to school funds and to act against any member of staff or the governing body should he or she be involved in the mismanagement of school funds. Schools must, therefore, keep all proof of income and expenditure for this purpose.

9. 2018/19 allocation

All outstanding WCED 043 forms for section 21 schools must be submitted to the district office **on or before Thursday, 31 January 2019**, to prevent the forfeiture of unpaid funds.

10. **Contact numbers for enquiries**

Subject	Name	Telephone no.
WCED 043 biannual reports and audited annual financial statements	Deputy Director: Corporate Services at district office	Applicable district office
Online textbook (CAPS) ordering enquiries	Ms P Phillips Mr B le Keur	021 467 2326 021 467 2094
General payment enquiries	Mr D Harrison Ms N Mtongana	021 467 2727 021 467 2703
Emergency repairs	Mr N Sutcliffe	021 467 2568
eLearning EDULIS Coordinator: School Library Services	Mr C Walker Mr T Cloete	021 467 2351 021 957 9626
General enquiries: Norms and Standards (excluding any payment-related enquiries)	Mr L Sangqu Mr R Dawson Fax no.:	021 467 2608 021 467 2700 086 731 8900

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2018-10-05

SAVINGS ON MUNICIPAL SERVICES**ELECTRICITY**

- (i) Outside lights must be switched off during the day.
- (ii) Only when natural light is inadequate should classroom lights be switched on during the day.
- (iii) Only the security lights and lights of corner classrooms must be switched on at night.
- (iv) During weekends and school holidays, the above-mentioned lights (see (iii)) must be switched on at night and switched off in the morning.
- (v) The installation of pre-paid electricity meters must be considered as schools will be able to exercise better control over their use of and spending on electricity. Eskom and most other municipalities have indicated that it will be possible for them to install these meters.

WATER

- (i) Municipal water restrictions as issued from time to time by local authorities, supersede any other requirements and must, besides any other guidelines, be strictly adhered to.
- (ii) Water sprinklers must be used sparingly and turned off when lawns and flower beds are wet enough. There are service providers that install water restriction meters. Such an option should be considered by schools.
- (iii) The water supply to urinals and taps outside the buildings must be closed at the stopcocks when not required, e.g. after school hours and especially during weekends.
- (iv) Personnel must ensure that all taps are closed properly before they leave the premises.
- (v) Supply pipes and water meters must be checked regularly for leakages and defects. The following procedure must be followed:
 - When the school closes for the day, ensure that all taps are closed and take the meter reading.
 - Take another reading in the morning before any taps are opened.
 - Compare the readings and, if they differ, take the following steps:
 - When the school closes the next day, close the stopcocks and take a meter reading.
 - Take a reading the next morning before the stopcocks are opened.
 - If there is still a difference between the readings, it indicates that the water meter is defective or that there is a pipe leakage.
 - Make arrangements immediately to have the defective water meter and/or pipe repaired.

REFUSE REMOVAL

Monitor the number of refuse bins used. Local authorities normally levy a tariff per bin. It is therefore important to use as few refuse bins as possible. Consideration could also be given to appointing a private contractor to remove the school's refuse.