



Isalathiso: 20190329-3227
Inombolo yefayili: 12/12/13/1
Imibuzo: D Louw/S Philander

ISetyhula: 0039/2019

Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kwiiNtloko zoLawulo noKuphathwa kwamaZiko (ii-ofisi zezithili) kuMasekela-Balawuli beeNkonzo zeZiko (kwii-ofisi zezithili), kuBaphathi beeSekethe, kwiiNqununu zezikolo zikarhulumente nakooSihlalo bamabhunga olawulo

Isishwankathelo esifutshane: Ukuqinisekisa iiprogram zoqeqesho nezenkxaso ezifanelekileyo zamalungu ebhunga olawulo, *kugxininiswa kwindima yawo ngokumalunga nokudala indawo engqonge ukufunda esemgangathweni, ukuqinisekisa ukuphunyezwa kweeprogram zokubekwa esweni nokuhlolwa ngokuyimpumelelo kweendima nemisebenzi yamabhunga olawulo ezikolweni kwanokuqinisekisa ukuba amabhunga olawulo aphumeza ulawulo lobuchule noluyimpumelelo nolusekuhleni lwezemali neenkqubo zolawulo lwangaphakathi.*

ISihloko: Ukuqinisekisa ukusebenza ngobuchule nangokuyimpumelelo kwamabhunga olawulo

1. Ibhunga lolawulo lesikolo linoxanduva lokuqinisekisa ukuqulunqwa kwemigaqo-nkqubo yolawulo esemgangathweni nezikhokelo ukukhuthaza imiba elungiselela isikolo ngeyona ndlela ibhetele nokuzondelela ukuphuhliswa kwaso ngokubonelela ngemfundo esemgangathweni kubo bonke abafundi abasesikolweni. Ukunika inkxaso nokomeleza amabhunga olawulo ngokumalunga noku, iSebe leMfundo leNtshona Koloni lenze isigqibo sokuphumeza le migqaliselo nemigaqo yolawulo imiselwe kule setyhula.
2. ISebe iWCED lizibophelele ekuncediseni amabhunga olawulo ngale miba kugxilwe kuyo ilandelayo:
 - 2.1 Ukuqinisekisa uqeqesho olufanelekileyo neeprogram zenkxaso zamalungu ebhunga lolawulo, kugxininisa kwindima yawo ekunikeni inkxaso ukufundiswa kwekharithulam, ukudala indawo esemgangathweni engqonge ukufunda nebandakanya bonke

abafundi, nokukhuthaza ukukhethwa kwezifundo eziya kuvulela abafundi amathuba okufunda nawomsebenzi.

- 2.2 Ukuqinisekisa ukuba amabhunga olawulo aphumeza iinkqubo zolawulo lwezemali ezibubuchule nezisebenza ngokuyimpumelelo neenkqubo zolawulo lwangaphakathi nokuba iintlawulo ezenziwa ngoomatshini zemimiselo nemigangatho ezikolweni, zisetyenziselwa injongo ekujoliswe kuzo.
3. NgokweSikhokelo sikazwelonke i-*Guidelines for Capacity Building of School Governing Body Members, 2018*, iSikhokelo i-*School Governing Body Functionality Tool* sisetenziselwa ukuhlola intsebenzo yamabhunga olawulo xa ithelekiswa nendima nemisebenzi yawo njengoko oko kuyimfuneko ngokoMthetho weZikolo zaseMzantsi Afrika, 19996 (uMthetho 84 ka-1996) Esi sixhobo sinceda ekuqapheleni iinkalo zeemfuno ngebhunga lolawulo ngalinye yaye senza inkqubo yokuyinisekisa iimfuno zawo onke amalungu ebhunga lolawulo anyulwe esikolweni.
4. Ngumsebenzi oyimfanelo weNtloko yeSebe (HoD) ukuxhobisa ngezakhono amabhunga olawulo ngeeprogram zokuxhotyiswa ngezakhono ezixininisa kwiindima nakwimisebenzi yawo kwiinkqubo yesikolo. Iiprogram zokuxhotyiswa ngezakhono mazibandakanye uqheliso-msebenzi noqeqesho ukulungiselela amalungu ukuba enze iindima nemisebenzi yawo ezikolweni. I-HoD mayiqinisekise ukuba iinqununu namanye amagosa abonelela ngenkxaso eyimfuneko kumalungu ebhunga lolawulo ukwenzela ukuba abe nokusebenza ngokupheleleyo.
5. Amabhunga olawulo ahlolwa kwintsebenzo yawo ukumisela ukuba ngaba imisebenzi yabo yenziwa ngokuyimpumelelo kusini na nokuqaphela iinkalo ezinokuphuculwa. ISebe iWCED lisebenzisa izixhobo zohlolo ezahluka-hlukeneyo ezifana ne-*School Governing Body Functionality Tool* njengomlinganiselo wokuvavanya ukusebenza ngokuyimpumelelo kwamabhunga olawulo.
6. Ukungasebenzi ngobuchule nangokuyimpumelelo kwebhunga lolawulo, kubeka esichengeni isikolo kwezi ngxaki ziyilahleko zilandelayo:
 - 6.1 Ulawulo olugwenxa lwezemali.
 - 6.2 Inkcitho ekukudyakraza neyilahleko nengenanzuzo
 - 6.3 Ukungathotyelwa kweSASA.
 - 6.4 Ukuqeshwa ngokungafanelekanga kwabasebenzi
 - 6.5 Ifuthe elingalunganga kwiziphumo zokufunda esikolweni.
 - 6.6 Ukuphazamiseka kwezikolo.

- 6.7 Ukufika emva kwexesha nokungabikho esikolweni kwabafundi nabasebenzi.
- 6.8 Ukungabikho kwemigaqo-nkqubo yolawulo ebalulekileyo
- 6.9 Ukungaphumeleli ukujongana nemigaqo-nkqubo yobandlululo emalunga nokwamkelwa kwabafundi ezikolweni, ulwimi nokuziphatha kwabafundi).
- 6.10 Ukungabikho kwezitraktsha ezichaphazelekayo ezifana nokomitana zamabhunga olawulo umzekelo, ikomiti yokhuseleko, ikomiti yezemali, ikomiti yezoluleko njalo-njalo.
7. Ezi nkqubo zilandelayo, imigaqo nemigaqo-nkqubo mayibe yesebenzayo ukunciphisa imiba eyingxaki nebangela ilahleko ezikolweni:
- 7.1 Onke amabhunga olawulo makabekho kuqeqesho olunyanzelekileyo (ukungqinelana namacandelo 19(1)(a), (b) no-19(2) eSASA), noluqhutywa liSebe iWCED ukuqinisekisa ukuba enza imisebenzi yabo njengoko kuyimfuneko oko ngokweSASA. Ngenxa yoko, **onke amabhunga olawulo ngokwenjenje ayacelwa ukuba aye kuqeqesho olunyanzelekileyo oluqhutywa liSebe iWCED, aqinisekise ukuba ayalihlala ithuba lokuqhuba kweshoni yoqeqesho yaye aqinisekise ukuba ayayisayina irejista yokubakho kuqeqesho (*attendance register*) kwiiseshoni zoqeqesho ngethuba lokuqhutywa kwazo, ayisayine irejista yokuhamba isikolo kwiseshoni yoqeqesho eqhutywayo.**
- 7.2 Ibhunga lolawulo malihlangane rhoqo (ubuncinane kanye ngekota). Iingongoma ze-ajenda esetyenziswayo zimele ukubandakanya: imiba yezemali, ukuqeshwa kwabasebenzi, imiba yabafundi ebandakanya iBhunga eliMele aBafundi (*Representative Council of Learners (RCL)*) (ukuba kuvumelekile oko), imiba yokwamkelwa esikolweni kwabafundi nokufakwa kwabo kwizithuba, imiba yekharithulam, imiba yendlela yokuziphatha phakathi kwabafundi, imiba yendlela yokuziphatha phakathi kwabasebenzi, indlela yokuhamba isikolo kwabafundi, indlela yokuhamba isikolo kwabasebenzi, amaxesha okufika esikolweni, ukuqeshisa iprophati, imiba yeziseko zophuhliso, imiba yolawulo lwee-asethi, imiba yeZibonelelo zokuXhasa ukuFunda nokuFundisa, imiba yokhuseleko nokhuseleko kugxininiswa kwi-*Business Continuity Management*, lo kwiCwangciso soPhuhliso lweSikolo, kwisiCwangciso soPhuculo lweSikolo, kwisiCwangciso soLawulo lweSikolo, kwiNgxelo i-*Annual and Quarterly Academic Performance Report*, kwiNgxelo yesiCwangciso soPhuculo lweNdlela yoKupasa kwaBafundi, iingxelo zeekomitana ezahluka-hlukeneyo, imiba yezithili kunye/okanye izicelo nembalelwano ezivela kwaNdlunkulu weSebe leMfundo esiSiseko, neNgxelo yeeNqununu zeZikolo (*School Principal's Report (SPR)*).
- 7.3 Ibhunga lolawulo maliqinisekise ukuba zonke iikomitana ezingundoqo eziyimfuneko, zichotshelwa lilungu elisebenzayo lebhunga lolawulo. Ezi komitana mazihlangane ubuncinane kanye ngenyanga xa kuyimfuneko.

- 7.4 Ibhunga lolawulo maliqinisekise ukuba linekomiti yesigqeba ehlangana amaxesha amaninzi ukwenza izicwangciso kwangaphambili nekufuneka yazi ngezinto eziqhubeke kwixesha edlulileyo, yaye kwakhona likubeke esweni ukuphunyezwa kwezigqibo.
- 7.5 Ibhunga lolawulo maliqinisekise ukuba kuyabhungiswana nabo bonke abachaphazelekayo besikolo (abaquka abazali, amalungu angabasebenzi nabafundi (ukuba kuyasebenza oku) malunga nayo yonke imigaqo-nkqubo yesikolo yaye kukho ubungqina bokuba ezi ntlanganiso zothetha-thethwano ziqhubekile (iirejista zokubakho nemizuzu yentlanganiso). Kwakuba kugqityiwe ngokuvunywa komgaqo-nkqubo, amalungu akhoyo kule ntlanganiso ilolu hlobo makasayine umgaqo-nkqubo yaye afake ii-inishiyali kwiphepha ngalinye. UMGaqo-nkqubo osayiniweyo mawuhanjiswe neleta ehamba kunye nawo kubo bonke abachaphazelekayo, kuqukwa nabazali.
- 7.6 Ibhunga lolawulo maliqinisekise ukuba kwakufunyanwa naziphi na iziphumo okanye iingcebiso ezivela kwi-arhente karhulumente nokuba yeyiphi na (ebandakanya iSebe iWCED, naliphi na iziko leSahluko 9, ii-Provincial Forensic Services, i-Public Service Commission (PSC), njalo-njalo), kutyunjwa amagosa awenza lo msebenzi ukwenzela ukuqinisekisa ukuba isikolo siphendula ngokufanelekileyo engadlulanga amaxesha asikiweyo, lo gama kubekwe esweni inkqubela yaye kunikwe nengxelo ngayo.
- 7.7 Ibhunga lolawulo maliqinisekise ukuba kuyaxoxwa ngeSikhokelo i-School Governing Body Functionality Tool yaye liqwalaselwe nexabiso laso (rated) kwikomitana (le inokuba yikomiti yesigqeba yebhunga lolawulo).
- 7.8 IGosa lezeMali neeRekhodi zeSikolo (School Finance and Records Officer (SFRO), lesithili, umphathi weseKethe, amagosa akwaNdlunkulu avela kwiSebe iDBE, baya kutyelela izikolo rhoqo ngamathuba athile ukuhlola ukusebenza ngokuyimpumelelo kwamabhunga olawulo.
8. INTloko yoLawulo noKuphathwa kwamaZiko kwisithili ngasinye iya kwenza oku kulandelayo:
- 8.1 Mayinike izikolo ishedyuli yotyelelo lweSFRO olumalunga nesikhokelo i-School Governing Body Functionality Tool .
- 8.2 Zonke izikolo mazitye lelwe kwikota yesibini yonyaka wekhalenda, yaye olu luya kuba lutyelole lokwandlalela.
- 8.3 Iya kuvavanya isikhokelo i-School Governing Body Functionality Tool sithelekiswa nobungqina obuchaphazelekayo ukuqinisekisa ukuthotyelwa kwaso. Igosa ekudluliselwe kulo amagunya yiNtloko yeCandelo loLawulo noKuphathwa kwamaZiko), malihlalutye iinkalo zentsebenzo eziphambili (key performance areas)

yaye lizithelekise nobungqina obuchaphazelekayo, lingqinise ukufezeka kwengcaciso nokuqinisekisa ukulandelelwa kweemfuno zokuthotyelwa ezimiselweyo.

- 8.4 Emva kwenkqubo yophicotho/yohlolo/yokubekwa esweni, igosa ekudluliselwe kulo amagunya maliqale linxibelelane neNtloko yeCandelo loLawulo noKuphathwa kwamaZiko phambi kokusichaza nasiphi na isiphumo kwinqununu nosihlalo webhunga lolawulo.
- 8.5 Phambi kokuba igosa lisishiye isikolo emva kwenkqubo yophicotho/yohlolo/yokubekwa esweni, maliyandlale ingxelo eyandulelayo kwinqununu nakusihlalo webhunga lolawulo ligxininisa imiba yokungathotyelwa kwale miqathango eqatshelwe ngethuba lotyelelo. Makugcinwe imizuzu yale ntlanganiso. Amanyathelo okulungisa le meko yokungathotyelwa kwemiqathango makuvunyelwane ngawo phakathi kwenqununu, igosa ekudluliselwe kulo amagunya nosihlalo webhunga lolawulo. Le ntlanganiso mayirekhodwe yaye makugcinwe imizuzu yaye isayinwe ngabo bonke abachaphazelekayo abadlala indima.
- 8.6 Igosa ekudluliselwe kulo amagunya liya kwenza ingxelo esemthethweni (makufunde ithemplethi eqhotyoshelwe **njengesihlomelo A**) equlethe iziphumo, iingcebiso, imisebenzi yokudluliselwa kwamagunya namaxesha amisiweyo. Le ngxelo MAYIsayinelwe yiNtloko yeCandelo loLawulo loKuphathwa kwamaZiko neekopi zengxelo mazithunyelwe kwinqununu nakusihlalo webhunga lolawulo. Inqununu nosihlalo webhunga lolawulo, mabasayine ukuvuma ukuba bayifumene ingxelo (kucelwa kufundwe **isiHlomelo B nesiHlomelo C** ngokulandelelana). INtloko yeCandelo loLawulo noKuphathwa kwamaZiko mayinike umphathi weseke the nosekela-mlawuli jikelele ikopi yengxelo. Umphathi weseke the nosekela-mlawuli wesithili mabavume ukuba bayifumene ingxelo ngokusayina **isiHlomelo D nesiHlomelo E** ngokulandelelana.
- 8.7 Inqununu mayiyalelwe ukuba ixoxe ngeziphumo neengcebiso nabasebenzi yaye mayinike ubungqina bokuba oku kwenziwe ngokungenisa iikopi zeleta ebiza intlanganiso, i-ajenda, imizuzu nerejista yokubakho kwintlanganiso kwiNtloko yeCandelo loLawulo noKuphathwa kwamaZiko, zingadlulanga iintsuku zomsebenzi eziyi-10 emva kokufunyanwa kwengxelo sisikolo.
- 8.8 Usihlalo webhunga lolawulo makaxoxe ngeziphumo neengcebiso namalungu ebhunga lolawulo kwintlanganiso esemthethweni, zingadlulanga iintsuku zomsebenzi eziyi-15 emva kokuba usihlalo efumene ingxelo. Ibhunga lolawulo malinike i-Ofisi yeNtloko yeCandelo loLawulo noKuphathwa kwamaZiko iikopi zeleta ebiza intlanganiso, ne-ajenda eqhotyoshelweyo yentlanganiso. INtloko yeCandelo yoLawulo noKuphathwa kwamaZiko nayo mayinikwe nerejista esayiniweyo yokubakho kwintlanganiso nemizuzu ingadlulanga inyanga emva kokuba isikolo sikusayinele ukuyifumana ingxelo.

- 8.9 Makunganikwa mhla umiselweyo odlula kwiintsuku eziyi-40 zomsebenzi ukususela kusuku isikolo esikusayinele ngalo ukuyifumana ingxelo. Kwiintsuku eziyi-40 isikolo masinike ubungqina obuyimfuneko. Ukuba isikolo asibuniki ubungqina obuyimfuneko, iNtloko yeCandelo loLawulo noKuphathwa kwamaZiko mayicele uphando lokulandelela. Isaziso sethuba elingaphambili leentsuku ezimbini zomsebenzi ubuncinane, masithathelwe ingqalelo. Umhla omtsha wenyathelo lokuphunyezwa koku weentsuku eziyi-20 zomsebenzi (emva kokuphela kweentsuku eziyi-40), unokuvunywa yi-Ofisi yeNtloko yeCandelo loLawulo noKuphathwa kwamaZiko. I-Ofisi yeNtloko yeCandelo loLawulo noKuphathwa kwamaZiko mayinike isikolo umhla wokulandelela okuqhubekayo weentsuku eziyi-25 emva kokuphela kweentsuku eziyi-40 zokuqala. Ukuba isikolo sityelelwe yaye akubangakho kuphucuka komgangatho, iNtloko yeCandelo loLawulo noKuphathwa kwamaZiko mayinike ingxelo kumphathi wesekethe yokuba aqalise inkqubo yamanyathelo olawulo okujongana nokungathotyelwa kwemigaqo.
- 8.10 Iphotifoliyo yobungqina mayigcinwe esikolweni (ngaphandle kokuba icelwe kanye ngqo liSebe iWCED) ukunika inkxaso kwirivyu ezimeleyo eyenziwa ngumphathi wesekethe kunye/okanye ligosa ekudluliselwe kulo amagunya elivela kwi-Ofisi yeNtloko yeCandelo loLawulo loKuphathwa kwamaZiko kunye/okanye kwaNdlunkulu kunye/okanye kuRhulumente weNtshona Koloni kunye/okanye kwiSebe iDBE kunye/okanye naliphi na iziko leSahluko 9.
9. Ngokumalunga noqeqesho lwamabhunga olawulo, makuqatshelwe ezi ngongoma zilandelayo:
- 9.1 Lunyanzelekile lonke uqeqesho lwamalungu ebhunga lolawulo.
- 9.2 Ukuba ilungu sele liyile kwiseshoni yoqeqesho ethile kule minyaka mithathu idlulileyo, akuyomfuneko ukuba libekho kuqeqesho kwakhona phantsi komqathango wokuba linika ubungqina bomhla woqeqesho nokuba belikho kuqeqesho (irejista esayiniweyo) nokuba uqeqesho beluqalwe liSebe iWCED. INtloko yoLawulo noKuphathwa kwamaZiko, iya kwenza isigqibo sokugqibela ngokuba ingaba ilungu likuxolelwe na ukuya kwiseshoni yoqeqesho. Isigqibo seNtloko yoLawulo noKuphathwa kwamaZiko sesokugqibela yaye akukho zicelo zezibheni ziya kuqwalaselwa liSebe iWCED.
- 9.3 Ukuba ilungu lebhunga lolawulo alinako ukuya kwiseshoni yoqeqesho ecwangcisiweyo yesikolo salo, malingenise ikopi ebhaliweyo yesingxengxezo eqala igqithiswe kwinqununu ukuya kwiNtloko yeCandelo loLawulo noKuphathwa kwamaZiko. Oku makwenziwe kwangaphambi komhla ocwangcisiweyo woqeqesho yaye ilungu lebhunga lolawulo elithile malinike izizathu ezamkelekileyo zokungabikho kuqeqesho, kodwa malixele enye iseshoni yoqeqesho kwishedyuli eliya kuya kuyo. **IsiHlomelo F** simele ukuzaliswa ukuba ilungu alinako ukubakho kuqeqesho. Inqununu mayazise ngeleta emiselweyo iNtloko yoLawulo noKuphathwa kwamaZiko amagama abo bangenako ukuya kwiseshoni yoqeqesho, phambi kweseshoni yoqeqesho

ecwangcisiweyo, kunye nazo zonke iziHlomelo F ezichaphazelekayo eziqhotyoshelweyo.

- 9.4 Unobhala nosihlalo webhunga lolawulo mabakukhuthaze ukubakho kwamabhunga olawulo kwiiseshoni zoqeqesho ezinyanzelekileyo ezicwangcisiweyo.
- 9.5 Usihlalo makaqinisekise ukuba umba wokubakho kuqeqesho olunyanzelekileyo kwiiseshoni zoqeqesho zeSebe iWCED ngumba obekwa phambili yaye kuyaxoxwa ngawo qho ngonyaka kwintlanganiso yebhunga lolawulo. Izisombululo ezisusela kwezi ntlanganiso zilolu hlobo, mazingensiwe kwiNtloko yoLawulo noKuphathwa kwamaZiko phambi kowe-31 Meyi qho ngonyaka.
- 9.6 Ibhunga lolawulo linako ukuthetha-thethana neNtloko yoLawulo noKuphathwa kwamaZiko okanye ne-Ofisi yoMlawuli woCwangciso loLawulo noKuphathwa kwamaZiko ngeseshoni yoqeqesho olukhethekileyo, olucwangciswe ngokweemfuno ezithile zamabhunga olawulo, ngokuzaliswa nokungeniswa **kwesiHlomelo G**.
- 9.7 Ukuba amalungu amabhunga olawulo akayi kwiiseshoni zoqeqesho ezicwangcisiweyo yaye akaphumeleli ukunika izizathu ezamkelekileyo, iNtloko yoLawulo noKuphathwa kwamaZiko, mayingenise amagama kusihlalo nenqununu yaye mayicele ukuba kuthathwe amanyathelo oluleko ngakulo malungu ebhunga lolawulo.
10. Igosa ekudluliselwe kulo amagunya le-Ofisi yeNtloko yoLawulo noKuphathwa kwamaZiko liya kutyelela isikolo ngasinye ubuncinane kabini ngonyaka, kanye kwikota yesibini okanye eyesithathu nakanye kwikota yokuqala neyesine zonyaka wekhalenda yesikolo. ICandelo loCwangciso loLawulo noKuphathwa kwamaZiko, liya kutyelela i-5% yezikolo ezityelelwe zizithili ukwenzela ukubekwa esweni nokuhlolwa kwazo. Izikolo eziza kutyelelwa zinokufumana isaziso seentsuku ezintlanu zomsebenzi. Makuqatshelwe ukuba iSebe iDBE, i-Ofisi yoMphicothi-zincwadi Jikelele nele-*Public Service Commission*, banako ukutyelala izikolo ukubeka esweni ukuphunyezwa kwesi sixhobo sifanayo. Iingxelo zamaqumrhu awahlukileyo atyelela isikolo, ziya kusetyenziswa ngumphathi wesekethe kutyelelo lwakhe kwisikolo eso.
11. Kucelwa wazise okukule setyhula abachaphazelekayo (ngokukodwa oosihlalo namalungu amabhunga olawulo) ukwenzela ukuba bakuthathele ingqalelo.

ISAYINWE: NGU-BK SCHREUDER

INTLOKO: YESEBE LEMFUNDO

UMHLA : 2019-10-16

DIMG 16/2019

IMS NUMBER IS COMPULSORY

IMS NUMBER:

NAME OF SCHOOL

TELEPHONE NUMBER:	<input type="text"/>	EDUCATION DISTRICT:	<input type="text"/>
NAME OF PRINCIPAL:	<input type="text"/>	CIRCUIT:	<input type="text"/>
CELL NUMBER:	<input type="text"/>	CIRCUIT MANAGER:	<input type="text"/>
NAME OF CHAIRPERSON:	<input type="text"/>	CELL NUMBER:	<input type="text"/>
CELL NUMBER:	<input type="text"/>	OFFICE NUMBER:	<input type="text"/>
INVESTIGATOR:	<input type="text"/>	HEAD - MANAGEMENT AND GOVERNANCE:	<input type="text"/>
CONTACT DETAILS:	<input type="text"/>	CONTACT DETAILS:	<input type="text"/>

#	Finding	Recommendation	Management Remedial Action Plan (Consulted and agreed)	Responsible Official	Due date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

<<INITIALS AND SURNAME AND SIGNATURE ON TOP>>

DESIGNATION

DATE:

<<INITIALS AND SURNAME AND SIGNATURE ON TOP>>

HEAD: MANAGEMENT AND GOVERNANCE

DATE:

DIMG 16/2019

DIMG 10/2019

Head: Management and Governance

Education District: _____

I, _____, the undersigned and **Principal** of _____ **(name of school)**, hereby:

1. Acknowledge receipt of the report dated _____ **(date)** under reference number _____ **(IMS Number – compulsory)** from the Office of the Head: Management of Governance from the _____ **(name of the district office)** District Office of the Western Cape Education Department.
2. Confirm that I will attend to the instruction(s)/finding(s)/recommendation(s) stipulated in the report under reference number _____ **(IMS Number)**.
3. Confirm that I fully understand the content of the report under reference number _____ **(IMS Number)**.
4. I understand that I must discuss the finding(s) and recommendation(s) with the staff and that I must provide proof that this was done by submitting copies of the letter convening the meeting, agenda, minutes and attendance register of the meeting to the Office of the Head: Management and Governance (of the education district under which the abovementioned school resorts) within 10 business days after the report was received by the school.

Signed on the _____ day of _____ (month) in the year _____ at _____ (place).

Signature of Principal

Signature of witness: _____

Name: _____

Designation: _____

Date: _____

Tel. no.: _____

DIMG 11/2019

Head: Management and Governance

Education District: _____

I, _____, the undersigned and **Chairperson of the governing body** of _____ **(name of school)**, hereby:

1. Acknowledge receipt of the report dated _____ **(date)** under reference number _____ **(IMS Number – compulsory)** from the Office of the Head: Management of Governance from the _____ **(name of the district office)** District Office of the Western Cape Education Department.
2. Confirm that I will attend to the instruction(s)/finding(s)/recommendation(s) stipulated in the report under reference number _____ **(IMS Number)**.
3. Confirm that I fully understand the content of the report under reference number _____ **(IMS Number)**.
4. I understand that I must discuss the finding(s) and recommendation(s) with the governing body at a governing body meeting or a special governing body meeting within 15 business days after I received the report. I also understand that the governing body must provide proof that this was done by submitting copies of the letter convening the meeting, agenda, minutes and duly signed attendance register of the meeting to the Office of the Head: Management and Governance (of the education district under which the abovementioned school resorts) within a month after the report was received by the school.

Signed on the _____ day of _____ (month) in the year _____ at _____ (place).

Signature of Chairperson of the governing body

Signature of witness: _____

Name: _____

Designation: _____

Date: _____

Tel. no.: _____

DIMG 12/2019

Head: Management and Governance

Education District: _____

I, _____, the undersigned and **Circuit Manager** of
_____ (**name of school**), hereby:

1. Acknowledge receipt of the report dated _____ (**date**) under reference number _____ (**IMS Number – compulsory**) from the Office of the Head: Management of Governance from the _____ (**name of the district office**) District Office of the Western Cape Education Department.
2. Confirm that I take note of the instruction(s)/finding(s)/recommendation(s) stipulated in the report under reference number _____ (**IMS Number**).
3. Confirm that I fully understand the content of the report under reference number _____ (**IMS Number**).

Signed on the _____ day of _____ (month) in the year _____ at
_____ (place).

Signature of Circuit Manager

DIMG 13/2019

Head: Management and Governance

Education District: _____

I, _____ the undersigned and **Deputy Director: Corporate Services** of _____ **(name of education district)**, hereby:

1. Acknowledge receipt of the report dated _____ **(date)** under reference number _____ **(IMS Number – compulsory)** from the Office of the Head: Management of Governance from the _____ **(name of the district office)** District Office of the Western Cape Education Department.
2. Confirm that I take note of the instruction(s)/finding(s)/recommendation(s) stipulated in the report under reference number _____ **(IMS Number)**.
3. Confirm that I fully understand the content of the report under reference number _____ **(IMS Number)**.

Signed on the _____ day of _____ (month) in the year _____ at _____ (place).

Signature of Deputy Director: Corporate Services

DIMG 14/2019

Head: Management and Governance

Education District: _____

Dear Sir/Madam

WRITTEN APOLOGY FOR NON-ATTENDANCE OF GOVERNING BODY TRAINING SESSION SCHEDULED FOR _____ (DATE)

I, _____, the undersigned and a member of the governing body of _____ (name of school) would hereby like to tender my apology for not being able to attend the planned compulsory training to be conducted by the Western Cape Education Department (WCED) on _____ (date) at _____ (venue) from _____ (time) till _____ (time) for governing body members as per the invitation letter dated _____.

Reason(s):

I understand the importance of the training and have decided to attend the scheduled training on _____ (date) at _____ (venue) from _____ (time) till _____ (time) instead.

I fully understand that the governing body of the abovementioned school may act against me if I just stay away from these training sessions without valid reasons. I am also aware that the WCED schedules these training sessions to empower us to be better equipped for our tasks as governing body members.

If you need any further information please call me on _____ or you may send me an email to _____.

Thanking you in anticipation

Kind regards

Signature: _____

Designation on governing body: _____

DIMG 15/2019

Head: Management and Governance
 Education District: _____

Dear Sir/Madam

REQUEST FOR A CUSTOMISED TRAINING SESSION FOR THE GOVERNING BODY OF
 _____ **(NAME OF SCHOOL)**

On _____ (date) the governing body of the abovementioned school held a meeting where a resolution was taken to approach the Western Cape Education Department (WCED) to conduct a training session for *(please delete what is not applicable)*:
 full governing body / Finance Officer / Bursar / SMT members / Finance Committee / Executive Committee / Recruitment and Selection Committee / Safety Committee / Maintenance Committee / Staff / _____ (mention committee).

Topic(s):

1	
2	
3	
4	
5	

Proposed dates and venue:

1	
2	
3	
4	
5	

If you need any further information please call me on _____ or you may send me an email to _____.

Thanking you in anticipation

Kind regards

Signature: _____

Name: _____

Designation on governing body: _____