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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors: District Corporate Services, Circuit Managers, Heads: Management and Governance, Principals and Chairpersons of Governing Bodies of public schools

Summary: *Standard Operating Procedure for governing body infrastructure related projects.*

**Subject: Standard Operating Procedure for governing body infrastructure related projects**

1. The Western Cape Education Department (WCED) has developed a Standard Operating Procedure (SOP) to assist schools with infrastructure related projects.
2. The purpose of this SOP is to describe the procedures to be followed for the management of infrastructure related projects at schools where the funding comes from the infrastructure budget and transferred into the bank account of the school.
3. The SOP defines expected practices, procedures, and standards within the operations at school to ensure the success of the project. See **Annexure A** attached.
4. The WCED will transfer the funds to the school, and the governing body will take full responsibility for the implementation of the project from start to finish.
5. Although the project is regarded as a governing body project, with the principal as the accountable official, the WCED Physical Resources team remains responsible as the budget holder to conduct an oversight role in terms of the use of the funds.
6. This SOP is to ensure that all processes are compliant with the WCED procedural requirements.
7. Stakeholders in the delivery of governing body managed infrastructure projects have different roles and responsibilities and the SOP will outline these different responsibilities.

8. The contents of the SOP should be reviewed annually, in conjunction with the procedures which take place within the districts and at schools.
9. Please bring the content of this circular to the attention of all staff and members of the governing body.

**SIGNED:** B WALTERS  
**HEAD: EDUCATION**  
**DATE:** 2023-06-26