



Reference: 20160121-6816  
17/4  
Enquiries: Circuit Managers

Business Strategy and Stakeholder Management Minute: 0001/2016

To: Deputy Directors-General, Chief Directors, Directors, Heads: IMG Co-ordination and Advice, Circuit Managers, Curriculum Support Officials, Principals of ordinary public schools and Members of governing bodies

**Subject: School Improvement Plans and Monitoring**

1. The School Improvement Plans for 2016 should be finalised on CEMIS by 29 January 2016. Adjustments can be made, in consultation with the school Circuit Manager, until 17 February 2016 which is the date for final conclusion of the plans. You are encouraged to carefully check your performance against targets and to do all you can to make this a value-adding exercise. It is important for the governing body to be part of the sign-off and monitoring of the plan.
2. The Western Cape Education Department will once again monitor the implementation of School Improvement Plans in 2016.
3. The following areas will be monitored in the School Improvement Monitoring (SIM) of the School Improvement Plan (SIP) in 2016:
  - Preparation for, and implementation of, the SIP;
  - Workbooks;
  - Textbooks and stationery;
  - Teaching and learning with a focus on Grades 1 and 9 pass rates, curriculum pace and assessment, school-based support teams;
  - Management (meetings with parents, data management, admissions, learner and teacher attendance, filling of vacancies, teacher development);
  - Desks and chairs;
  - Infrastructure, with a focus on toilets and classroom accommodation; and
  - Financial management.
4. The details for each term of 2016 are provided in the attached document.
5. The SIM is to be completed by both the school and officials as follows:

Period	Due Date
Term 1	17 March 2016
Term 2	23 June 2016
Term 3	29 September 2016
Term 4	15 November 2016

6. In order to facilitate monitoring, the following procedure will be followed:
  - 6.1 Monitoring focus items will be provided for sign-off on CEMIS under "ADMINISTRATION".
  - 6.2 The principal will capture responses online.
  - 6.3 Circuit Managers will make an appointment to discuss the responses and the completed sheet will be signed by both parties.
  - 6.4 The principal will sign off on CEMIS.
  - 6.5 One hard copy will be retained by the Circuit Manager for auditing purposes. A second one should be kept at the school.
  - 6.6 The Circuit Manager will sign off on Eduinfosearch.
7. Note that this will be the **only minute in this regard for 2016**. There will be no reminders as in previous years. The new template for each term will be uploaded on CEMIS by the start of the term.
8. Any queries will be dealt with by the Circuit Manager.
9. We thank you for your commitment to quality education.

**SIGNED:** PA VINJEVOLD  
**HEAD: EDUCATION**  
**DATE:** 2016-01-20