Western Cape Government
Education

Directorate: Business Strategy
and Stakeholder Management

Reference: 20160127-7057
17/4
Enquiries: Circuit Managers

Business Strategy and Stakeholder Management Minute: 0002/2016

To: Deputy Directors-General, Chief Directors, Directors, Heads: Specialised Learner and Educator Support, Circuit Managers, Special School Programme Managers, Curriculum Support Officials, Principals of special public schools and Members of governing bodies

Subject: School Improvement Monitoring

1. The Western Cape Education Department will once again monitor the implementation of School Improvement Plans in 2016.

2. 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;
   - Management (meetings with parents, data management, admissions, learner and educator attendance, filling of vacancies, educator development);
   - Desks and chairs;
   - Infrastructure, with a focus on toilets and classroom accommodation; and
   - Financial management.

3. The details for each term of 2016 are provided in the attached document.

4. 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

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5. In order to facilitate monitoring, the following procedure will be followed:

5.1 Monitoring focus items will be provided for sign-off on CEMIS under "ADMINISTRATION".

5.2 The principal will capture responses online.

5.3 Circuit Managers will make an appointment to discuss the responses and the completed sheet will be signed by both parties.

5.4 The principal will sign off on CEMIS.

5.5 One hard copy will be retained by the Circuit Manager for auditing purposes. A second one should be kept at the school.

5.6 The Circuit Manager will sign off on Eduinfosearch.

6. Note that this will be the **only minute in this regard for 2016**. The new template for each term will be uploaded on CEMIS by the start of the term.

7. Any queries will be dealt with by the Circuit Manager or Special School Programme Manager, if related to specialised education aspects.

8. This is the first year that the SIM will be completed by special schools. Any recommendations for improvements should be sent to the Directorate Inclusive and Specialised Education Support to be considered for incorporation in the 2017 SIM for special schools.

9. We thank you for your commitment to quality education.

SIGNED: P A VINJEVOLD
HEAD: EDUCATION
DATE: 2016-01-26