



Reference: 20161130-6590
15/2/3

Enquiries: Circuit Managers

Business Strategy and Stakeholder Management Minute: 0001/2017

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

Subject: School Improvement Plans and Monitoring

1. The School Improvement Plans for 2017 should be finalised on CEMIS by 15 February 2017. Adjustments can be made in consultation with the circuit manager until 22 February 2017, which is the date for the 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 2017.
3. The following areas will be monitored in the School Improvement Monitoring (SIM) of the School Improvement Plan (SIP) in 2017:
 - Preparation for, and implementation of, the SIP
 - Workbooks
 - Textbooks and stationery
 - Teaching and learning with a focus on assessment, eLearning, extramural programmes and school-based support teams
 - Management (meetings with parents, data management, admissions and teacher development)
 - Desks and chairs
 - Infrastructure, with a focus on toilets and classroom accommodation
 - Financial management
4. The details for each term of 2017 are provided in the attached document.

5. The SIM is to be completed by the school as follows:

Period	Due Date
Term 1	29 March 2017
Term 2	28 June 2017
Term 3	27 September 2017
Term 4	15 November 2017

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 2017**. There will be no reminders. 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: BK SCHREUDER
HEAD: EDUCATION
DATE: 2017- 01-19