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Enquiries: L Sopotela

National School Nutrition Programme (NSNP) Minute: 0001/2020

To: Chief Director: Districts, District Directors, Circuit Managers, NSNP District Coordinators/Liaison Officers, Principals of ordinary public schools benefitting from the NSNP and Chairpersons of governing bodies whose learners are beneficiaries of the programme

Subject: Urgent procedures to be followed by NSNP district officials and principals of ordinary public schools under the NSNP

1. The National School Nutrition Programme (NSNP) is a government programme to alleviate poverty, specifically initiated to uphold the right of children to basic food and education.
2. The NSNP is funded by a conditional grant received from the Department of Basic Education (DBE). This grant's framework is spelled out in the Division of Revenue Act, 2019 (Act 16 of 2019).
3. The Western Cape Education Department (WCED) is committed to providing nutritious meals to targeted learners in poorer communities to improve their lives in every possible way.
4. This minute serves to inform all stakeholders (district directors, circuit managers, NSNP district coordinators/liaison officers, members of governing bodies, principals, NSNP school coordinators and volunteer food handlers) that an internal audit recommended that certain procedures be followed urgently by NSNP district officials and principals so that the NSNP can be run in a more efficient manner.
5. The last audit conducted at schools highlighted the following issues for urgent attention:
 - a) District coordinators and liaison officers should be responsible and held accountable for ensuring that requirements are complied with.

- b) Where relevant documentation is required but not submitted, the provincial Deputy Chief Education Specialist must follow up on the documentation before the quarterly report for the DBE is compiled.
6. The following non-compliance issues at school level were identified by the audit at a number of schools:
- a) The menu for the meals was not used.
 - b) The prescribed measurements and quantities were not adhered to.
 - c) Learners did not receive their meals by 08:00.
 - d) Stock monitoring forms, feeding registers and volunteer food handlers' attendance registers were not submitted.
7. District officials should adhere to the following corrective measures to address the non-compliance issues identified in section 6 above.
- a) The NSNP monitoring tool should be used and non-compliant schools should be penalised. Not feeding according to the menu, prescribed measurements and quantities will impact on the overall classification of the school performance.
 - b) Schools not feeding learners by 08:00 must write a letter to the district director explaining the challenges they encounter and the reasons why the school does not comply with the set time. The school should explain to the district director how they intend to implement breakfast programmes at their school. Please note that it is important to ensure that feeding time does not encroach on teaching time.
 - c) Schools not submitting stock monitoring forms, feeding registers and volunteer food handlers' attendance registers must be reported to the Deputy Chief Education Specialist and circuit manager of the school so that they can follow up and enforce compliance.
8. The principal, as the accounting officer, is responsible for the overall management of the programme at the school (see section 2.3 of Circular 0015/2014 of 09 April 2014).
9. Kindly bring the contents of this minute to the attention of all relevant stakeholders.

SIGNED: HA LEWIS

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2020-01-09