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Reference: 20230821-7319

Strategic People Management Minute: 0014/2023

To: Deputy Directors-General, Chief Directors, District Directors, Circuit Managers, Heads: Management and Governance, Principals and School Management Teams

Subject: Strengthening implementation of the Quality Management System to monitor school infrastructure

1. The Technical Support Unit at the Department of Basic Education (DBE) reported the poor state of infrastructure in some schools visited by the Minister.
2. The school community is responsible for the maintenance and upkeep of school infrastructure among other things. In particular, the management of the school is the responsibility of the principal and the School Management Team (SMT), in accordance with the prescripts of Collective Agreement Number 2 of 2020, dated 17 September 2020.
3. Principals (post level 4) and deputy principals (post level 3) are appraised on seven performance standards, one of which addresses the management of infrastructure as follows:

*"Performance Standard 5: Managing the school as an organisation:
Criterion 3: Management of infrastructure –*
 - a. Uses existing resources and physical infrastructure optimally;*
 - b. Monitors use and safe keeping of all movable and immovable assets in the school;*
 - c. Makes regular physical infrastructure inspections; and*
 - d. School buildings, ablutions facilities and grounds are properly maintained."*
4. It is advised that the relevant descriptors on the management of infrastructure, as applicable in the school context, be included in the workplan of the principal and deputy principal which is to be drafted in November 2023 and finalised in February 2024.
5. Circuit managers, principals and deputy principals are reminded that they are held accountable for the management of school infrastructure.

6. The letter from the DBE, dated 19 June 2023, in this regard is attached for ease of reference.
7. Kindly bring the contents of this minute to the attention of all district directors, circuit managers, principals and SMTs.

SIGNED: LJ ELY
DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES
DATE: 2023-11-06