
File no.: 13/3/2/ National School Nutrition Programme (NSNP)
Reference: 20231106 - 9440

National School Nutrition Programme Minute: 0001/2023

To: Chief Director: Districts, District Directors, Heads: Management and Governance, Circuit Managers, National School Nutrition Programme District Coordinators and Liaison Officers, Principals of ordinary public schools benefiting from the National School Nutrition Programme and Chairpersons of governing bodies whose learners are beneficiaries of the programme

Subject: Audit findings for National School Nutrition Programme (NSNP) for 2022/2023

1. The Auditor-General of South Africa (AGSA) identified deficiencies in the NSNP during the 2022/2023 audit of the management and monitoring of the programme.
2. This minute, therefore, is provided to assist NSNP beneficiary schools to implement the NSNP more effectively at school level.
3. Since principals must provide leadership with the management of the NSNP at their schools, the areas that need attention are referred to below and must be considered.
4. Certain shortcomings in terms of the composition of NSNP school committees, their roles and responsibilities have been identified by the AGSA; therefore, the following measures need to be implemented:

4.1 NSNP school committee roles and responsibilities

The principal and governing body must establish an NSNP school committee consisting of the following members:

- (a) one member from the School Management Team (SMT);
- (b) one governing body member;
- (c) one volunteer food handler;
- (d) one staff member; and
- (e) one member from the Representative Council of Learners (secondary schools only).

- 4.2 The NSNP school committee must keep records of all meeting minutes.

- 4.3 The principal and governing body must implement feeding times as prescribed by the *Conditional Grant Framework* or use the 10:00 and/or before 12:30 rule.
- 4.4 They must ensure that Volunteer Food Handlers (VFHs) prepare and serve nutritious meals, including breakfast, to learners on time, ensuring that the NSNP runs smoothly at school level.
- 4.5 VFHs must serve meals in line with the method as prescribed by the principal and SMT.
- 4.6 Schools must prepare the correct quantities of food as prescribed by the NSNP menu.
- 4.7 Meals should take priority irrespective of any function or event of the school and must still be served at the prescribed times. This includes fruit and vegetables being served on the prescribed days.
- 4.8 They must check if the VFHs are paid correct stipends.
- 4.9 They have to ensure that the VFHs have Personal Protective Equipment, namely: uniforms, headgear, and boots/closed shoes to adhere to the hygiene and safety compliance regulations.
- 4.10 The principal as the accounting officer is responsible for the overall management of the programme of the school, thus ensuring its success.
5. Principals are requested to bring the contents on this minute to the attention of all concerned.

SIGNED: AJE MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2023-11-20