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National School Nutrition Programme Minute: 0001/2024

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 benefitting 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 2023/2024

1. The Auditor-General of South Africa (AGSA) identified deficiencies in the NSNP during the 2023/2024 audit of the management and monitoring of the programme.
2. This minute, therefore, is provided to assist NSNP beneficiary schools in implementing the NSNP more effectively at school level.
3. Since principals must provide leadership with the management of the NSNP at their schools, they need to pay specific attention to the areas that need attention and that are referred to below.
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 roles and responsibilities need to be clarified and implemented:

4.1 Composition of the NSNP school committee

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 (VFH);
- (d) one staff member; and
- (e) one member from the Representative Council of Learners (RCL) (secondary schools only).

4.2 Roles and responsibilities of the NSNP school committee, including the principal

4.2.1 The principal must:

- (a) Take responsibility for the overall management of the programme as the accounting officer;
- (b) Provide leadership with the management of the NSNP at their school, including other responsibilities related to the programme;
- (c) Implement feeding times as prescribed by the *Conditional Grant Framework* or use the 10:00 and/or before 12:30 rule;
- (d) Ensure that VFHs have Personal Protective Equipment (PPE), namely: uniform, headgear, and safety boots to adhere to the hygiene and safety compliance regulations;
- (e) Ensure that the NSNP kitchen has a Certificate of Acceptability issued by an Environmental Health Practitioner; and
- (f) Ensure that the gas stove is properly connected to comply with the gas safety rules and then provide proof of a Certificate of Compliance/Conformity.

4.2.2 SMT member must:

- (a) Chair the NSNP school committee meetings;
- (b) Send the invitation for these meeting to all committee members;
- (c) Keep the register of the attendees;
- (d) Have a scribe (see 4.2.5 (e) below) to take the minutes which must be kept in the NSNP file;
- (e) Monitor/supervise the school coordinator and check the documents before submitting it to the district office;
- (f) Report the issues/matters of concern to the principal and SMT meetings; and
- (g) Ensure that the NSNP forms part of the school agenda items in meetings.

4.2.3 Governing body member (could be a support staff member or an educator) must:

- (a) Assist the school coordinator in monitoring the day-to-day running of the programme;
- (b) Ensure that learners are fed on time;
- (c) Ensure that learners are fed in the classroom under the supervision of an educator;
- (d) Ensure that VFHs cook according to the menu of the day;
- (e) Ensure that the VFHs have PPE;
- (f) Take matters pertaining to the NSNP to governing body meetings for discussion; and
- (g) Ensure that the gas cylinders are safely stored in a cage outside the kitchen and are properly connected.

4.2.4 VFH member must:

- (a) Inform the NSNP school committee members about the challenges the VFHs encounter;
- (b) Provide a daily update to the school coordinator about the provisioning of food;
- (c) Indicate the needs of the VFHs;
- (d) Make suggestions on how best the programme could be improved;
- (e) Indicate the assistance they need from the SMT, governing body, educators, and learners to improve the running of the programme;

- (f) Prepare the correct quantities of the meals; and
- (g) Ensure that the meals are prepared according to the menu.

4.2.5 **Staff member (school coordinator)** should:

- (a) Run the day-to-day activities of the NSNP at school level;
- (b) Monitor the performance of the VFHs;
- (c) Accept stock deliveries or assign the caretaker or a VFH to receive it on her/his behalf;
- (d) Monitor the programme and perform the daily administrative duties;
- (e) Take the minutes in the NSNP school committee meetings;
- (f) Train the school committee on their roles and responsibilities at school level;
- (g) Conduct physical stock-taking and perform a reconciliation of the food items to ensure the accuracy of the stock register;
- (h) Inform the district office about the newly appointed VFHs;
- (i) Ensure that the VFHs sign the contracts, and that these are kept in the NSNP file;
- (j) Keep copies of identity documents of the VFHs in the NSNP file;
- (k) Conduct one-on-one training including the inductions of the newly appointed VFHs as soon as possible; and
- (l) Ensure that the VFHs attend the school and district training as per schedule on the following aspects:
 - Roles and responsibilities of the school committee.
 - Training on health and hygiene standards
 - Food and gas safety.

4.2.6 **RCL member** must

- (a) Give feedback to the school committee whether the learners are fed on time;
- (b) Check whether the VFHs cook both meals per day according to the menu;
- (c) Check the quality of the food served to the learners, especially fruit and vegetables;
- (d) Assist the VFHs in serving the food in the classroom and collect the eating utensils after feeding;
- (e) Report whether the learners are supervised during feeding and if there is a shortage of eating utensils;
- (f) Indicate the changes or improvements the learners would like to see in the programme; and
- (g) Report the challenges that are experienced by learners.

5. **Monitoring**

The district office and Head Office should ensure the adequacy of the functionality of the programme at school level.

6. Principals should bring the content of this minute to attention of all role players of the NSNP.

SIGNED: AJE MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2024-11-20