

1. ROLES AND RESPONSIBILITIES OF THE SCHOOL GOVERNING BODY / IMISEBENZI NEZIBOPHO ZOMKHANDLU OLAWULA ISIKOLE

<p><i>Activity / Okwenziwayo</i></p>	<p><i>What the SGB must do / Wenzani Umkhandlu Olawula Isikole</i></p>	<p><i>What the SGB must not do / Yini ongeyenze Umkhandlu Olawula Isikole</i></p>
<p>1. <i>Promote best interests of the school</i></p> <p>Ukulwela intuthuko nenzuzo yesikole khathizonke.</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • <i>Help the principal, educators & other staff to perform their professional functions / Ukusiza uthishanhloko, abafundisi nabanye abasebenzi ukuba benze kahle umsebenzi wabo.</i> • <i>Decides on school times as aligned with the conditions of employment of staff / Ukunquma isikhathi sesikole esihambisana nezimiso zokuqashwa kwabasebenzi.</i> • <i>Administer and control school's property, buildings and grounds including hostels / Ukuqondisa nokubheka impahla yesikole, izakhwo, nezinkundla kumbandakanya namahostela.</i> • <i>Encourage parents, learners, educators and other staff to offer voluntary services to the school / Ukugqugquzela abazali, abafundi, abafundisi, nabanye</i> 	<ul style="list-style-type: none"> • <i>Refrain from doing anything that may be construed as interference in the professional management of the school / Ukugwema ukwenza okungabonakala kusakugxambukela ekuphathweni ngendlela kwesikole noma kwabonke abasebenzi besikole.</i> • <i>Must not decide on school times that will not be aligned with conditions of employment of staff / Ukugwema ukunquma isikhathi sesikole esingahambisani nezimiso zokuqashwa kwabasebenzi.</i> • <i>Refrain from interference with any educator's performance of his or her professional and other tasks at the school / Ukugwema ukwenza okungabonakala ekwenziweni komsebenzi womfundisi ngendlela efanele nokwenza eminye imisebenzi yesikole.</i> • <i>Refrain from interference with any non-educator's performance of his or her duties at the school / Ukugwema ukwenza okungabonakala</i>

<p style="text-align: center;">↑</p>	<p>abasebenzi ukunikeza imisebenzi yokuzinekelwa esikoleni.</p> <ul style="list-style-type: none"> • <i>Work at all times to the best ability ensuring that SGB's work is carried out in terms of the requirements of the law and SGB constitution / Ukusebenza ngawo onke amandla kuqinisekiswa ukuthi umsebenzi womkhandlu wenziwa njengoba kulawula umthetho kanye nomthethosisekelo womkhandlu.</i> • <i>Abide by the Code of Conduct for SGB as promulgated by the MEC / Ukugcina umgomo wokuziphatha komkhandlu njengoba umenyezwe nguNgqongqoshe woMnyango wezeMfundo.</i> 	<p>kusakugxambukela ekwenziweni komsebenzi wabanye abasebenzi besikole abangafundisi.</p> <ul style="list-style-type: none"> • <i>Must not become involved in any action which may bring the school and the SGB into disrepute / Ukungazimbandakanyi kunoma yiziphi izenzo ezingadonsela igama lesikole noMkhandlu Olawulayo ekubeni kwehlelewe yisithunzi.</i> • <i>A member of the SGB may not transgress any stipulation of the Code of Conduct of the SGB / Alikho ilunga loMkhandlu wokuLawulwa kwesikole elingeqa ngisho nowodwa kwimigomo ebekelwe ukuziphatha kwamalunga oMkhandlu wokuLawulwa kwesikole.</i>
<p>2. Policies</p> <p>Imigomo yokusebenza</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • <i>The SGB must formulate the following policies in line with National and Provincial legislative mandates / Umkhandlu wokuLawulwa kwesikole ugunyazwe ukumisa lemigomo elandelayo njengoba kusho Isishayamthetho seNashinali nesePhulovinsi:</i> 	<ul style="list-style-type: none"> • <i>Must not operate without these policies which have been approved by the SGB / Ungasebenzi lemigomo ingenziwe wabe usuyayivuma.</i>

<p style="text-align: center;">↑</p>	<ul style="list-style-type: none"> ✓ <i>Policy on Admission / Umgomo wokwemukelwa kwabafundi</i> ✓ <i>Language Policy / Umgomo wolimi lokufundiswa</i> ✓ <i>Policy on Religious Observance / Umgomo wokuhlonishwa kwezinkolo</i> ✓ <i>Code of Conduct for Learners / Umgomo wokuziphatha kwabafundi</i> ✓ <i>Finance Policy / Indlela yokusetshenziswa kwezimali zesikole.</i> 	
<p style="text-align: center;">3. Meetings Imihlangano</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • <i>Meet at least every three months / Kufanele uhlangane okungenani emva kwezinyanga ezintathu.</i> • <i>Issue invitations to / Ukhiphe izimemo.</i> • <i>Keep a proper record of attendance at such meetings according to the requirements of the law / Kufanele ugcine okukhombisa</i> 	<ul style="list-style-type: none"> • <i>Must not absent him / herself without a written apology / Ungaphuthi emhlanganweni singenziwe isixoliso esibhaliwe.</i> • <i>Must not divulge any confidential information discussed in a governing body meeting unless the law prescribes / Ungayikhiphi indaba eyisifuba somkhandlu ngokungemthetho ngaphandle kokuvunyelwa umthetho.</i> • <i>Must not make statements to the media or to any person or provide the media with information related to the SGB, school, parent, learner or</i>

<p style="text-align: center;">↑</p>	<p>ukubakhona kwamalunga emihlanganweni njengokuyalela komthetho.</p> <ul style="list-style-type: none"> • <i>Keep minutes of its meetings / Kufanele ugcine amaminithi emihlangano yawo.</i> • <i>Make minutes available to the Head of Department or his or her delegate on request / Kufanele uwaveze amaminithi uma ecelwa iNhloko yoMnyango noma isithunywa sayo.</i> • <i>Conduct him / herself at all times in a manner which brings credit to the SGB / Kufanele uziphathe khathizonke ngendlela engenakudicilela isithunzi somkhandlu phansi.</i> 	<p><i>any employee of the public school / Unganikezi isitatimende mayelana nomkhandlu olawulayo, ngesikole, ngomzali, ngomfundi noma muphi umsebenzi oqashwe esikoleni somphakathi kwabezindaba, kwabomsakazo nabamaphephandaba.</i></p>
<p>4. <i>Financial Matters</i></p> <p>Ezezimali zesikole</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> • <i>Must establish a Finance Committee according to the National and Provincial legislation / Umisa ikomiti lezimali ngokuyalela komthetho woMyango kaZwelonke noweProvinsi.</i> • <i>Prepare an annual budget in consultation with parents, educators, non-educators and learners /</i> 	<ul style="list-style-type: none"> • <i>Must not utilize any funds without being authorized by the SGB / Awuyikusebenzisa noma iyiphi imali ungagunyaziwe ngumkhandlu.</i> • <i>Must not utilize the funds on items which were not budgeted for /</i>

	<p>Wenza uhlahlomali ubambisene nabazali, abafundisi, abaqashwa abangafundisi kanye nabafundi.</p> <ul style="list-style-type: none"> • <i>Disclose to parents the amount received by the school from the state (Norms & Standards) / Wethulela abazali zonke izimali ezivela eMnyangweni weMfundo ebizwa (ngama – Norms & Standards).</i> • <i>Open and maintain a bank account into which all money received by the school must be paid / Uvula i-akhawunti yokugcina zonke izimali ezemukelwa isikole.</i> • <i>Prepare and submit annual financial statements according to the prescribed Departmental Guidelines / Wenza futhi unikeze umbiko wezimali wonyaka njengokweziqondiso zoMnyango.</i> • <i>Annually report to parents, learners, educators and non-educators of the school / Unikeza umbiko wezimali nokunye kubazali, kubafundi, kubafundisi nakubasebenzi abangafundisi njalo ngonyaka.</i> 	<p>Awunakuzisebenzisa izimali zesikole kokungabhajethelwanga.</p> <ul style="list-style-type: none"> • <i>No personal loans to be issued to anyone out of school funds / Awunakuyibolekisa kumuntu imali yesikole.</i> • <i>Must not run an overdraft in their bank account / Awunakuyisebenzisa imali eyeqile kuleyo onayo ebhange.</i> • <i>Must not acquire goods through hire purchase / Awunakuthenga izimpahla zesikole ngesikweletu.</i> • <i>Must not participate in any decision making relating to financial matters in which he / she has vested interest / Awunakuzimbandakany a ezingxoxweni zokusetshenziswa kwemali lapho unesifiso sokuba kunikezwe wena umsebenzi.</i>
	<ul style="list-style-type: none"> • <i>Adopt a code of conduct for learners after consultation with</i> 	<ul style="list-style-type: none"> • <i>May not expel a learner from attending a public school /</i>

<p style="text-align: center;">↑</p> <p style="text-align: center;">5. <i>Code of Conduct for learners</i></p> <p style="text-align: center;">Umgomo wokuziphatha a kwabafundi</p> <p style="text-align: center;">↓</p>	<p><i>learners, parents and educators at the school / Wemukela umgomo wokuziphatha kwabafundi emva kokubonisana nabo, nabazali kanye nabafundisi besikole.</i></p> <ul style="list-style-type: none"> • <i>Develop a code of conduct which is in line with the Constitution of RSA and any other applicable legislation / Wenza umgomo wokuziphatha kwabafundi ohambisana nokushiwo uMthetho weRSA kanye neminye imithetho eqondene nalokhu.</i> • <i>Hand a copy of the code of conduct to learners and parents at the beginning of each year / Unikeza abafundi nabazali umgomo wokuziphatha njalo ekuqaleni konyaka.</i> • <i>Display a copy of the learner code of conduct in each classroom as well as in a conspicuous place at the school / Ubeka umgomo wokuziphatha kwabafundi obondeni lwezindlu zokufundela nakwezinye izindawo ezisobala zesikole ukwenza abafundi behlale bewufunda.</i> • <i>Submit a copy of the learner code of conduct to the Head of Department /</i> 	<p>Awunakubaxosha abafundi esikoleni.</p> <ul style="list-style-type: none"> • <i>May not encourage educators to administer corporal punishment to any learner in a public school / Awunakubakhuthaza abafundisi ukujezisa abafundi ngesihluku (Corporal Punishment).</i> • <i>May not recommend expulsion or extended suspension of learners without following proper disciplinary procedures / Awunakuncoma ukuxoshwa nokwelulwa kwesikhathi sokumiswa komfundi ingalandeliwe imigudu efaneleyo.</i> • <i>Must not recommend the expulsion of learners for transgressions not appearing in the school's code of conduct / Awunakuncoma ukuxoshwa komfundi ngokwenza amacala angekho emgomeni wokuziphatha kwabafundi.</i> • <i>Must not set up the Tribunal which does not take into consideration the demographics of the learner population at the school /</i>
---	---	--

<p style="text-align: center;">↑</p> <p>5. Code of Conduct for learners</p> <p>Umgomo wokuziphatha a kwabafundi</p>	<p>Unikeza iNhlako yoMnyango umgomo wokuziphatha kwabafundi.</p> <ul style="list-style-type: none"> <i>Establish a disciplined and purposeful school environment through the learner code of conduct / Wenza indawo yokufundela ibesimweni esilungele ukufunda ngomgomo wokuziphatha kwabafundi.</i> <i>Maintain an educational environment dedicated to the improvement and maintenance of the quality of the learning process / Ugcina indawo yokufundela iseqophelweni elilungele ukufunda nokufundisa. neliphezulu</i> 	<p>Awunakumisa ikomiti lokuqondiswa kwezigwegwe zabafundi kungabhekwa imvelaphi yabafudi.</p>
<p>6. Employment of educators</p> <p>Ukuqashwa kwabafundisi</p> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> <i>Must establish an interview committee according to the Departmental Guidelines / Kufanele umise ikomiti labazohlunga abaqashwa ngokulandela imigudu emiswe uMnyango.</i> <i>Must allow proper selection procedures as prescribed in the Procedure Manual / Kufanele uhlunge abazokashwa ngokulandela inqubo ebekiwe.</i> <i>Must always execute their duties in relation to staff selection with impeccable</i> 	<ul style="list-style-type: none"> <i>Must not employ staff without ensuring that they sign a legal employment contract / Ungeke uncome ukuqashwa kwabasebenzi ngaphandle kokubasayinisa inkontileka yomsebenzi.</i> <i>Must not employ educators who are not registered with SACE / Ungeke uncome ukuqashwa kwabafundisi abangarejistile kwi – SACE.</i>

	<p><i>honesty / Kufanele wenze umsebenzi wokuhlunga abazoqashwa ngokwethembeka.</i></p> <ul style="list-style-type: none"> • <i>Must make recommendations to the Head of Department on the appointment of educators and non-educators / Kufanele unikeze iNhloko yoMnyango izincomo zabazoqashwa.</i> • <i>May employ staff additional to the post determined in terms of the Public Service Act / Ungancoma ukuqashwa kwabasebenzi abangafundisi ngokulandela umthetho wokuqashwa kwabo.</i> • <i>May employ suitably qualified educators additional to the post establishment in terms of the Employment of Educator's Act / Ungancoma ukuqashwa kwabafundisi abafaneleyo ngaphezu kwesibalo esimisiwe kulandelwa umthetho wokuqashwa kwabafundisi.</i> 	<ul style="list-style-type: none"> • <i>Must not expel state employed staff from school / Awunakubaxosha abasebenzi abaqashwe nguMyango.</i>
--	--	---

**Prepared and presented @ SGB meeting by : NKD KHUZWAYO
[PRINCIPAL]**