



## M - WCED Guideline: Roles and responsibilities of School Governing Bodies

Branch: Institution Development and Coordination	M – WCED Guideline: Roles and Responsibilities of School Governing Bodies	
M - WCED Guideline	Issued: 23 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



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## **M – WCED GUIDELINE: ROLES AND RESPONSIBILITIES OF SCHOOL GOVERNING BODIES**

### **1. Purpose**

The following document outlines the various roles and responsibilities of School Governing Body members to support the management of COVID-19.

### **2. Role of School Governing Bodies**

- 2.1. The regulations pertaining to the Covid-19 pandemic do not detract from the Roles and Responsibilities of SGBs as determined by the South African Schools Act. (SASA).
- 2.2. The SGB must continue to ensure that it fulfils its function as stated in Section 20(1)(e) of SASA, to “support the principal, educators and other staff of the school in the performance of their professional duties”.
- 2.3. The Covid-19 pandemic requires School Governing Bodies to support the school management in meeting the requirements for the health and safety of the school community.

### **3. Actions to be taken**

- 3.1. To establish a COVID-19 committee to draw up a plan in co-operation with the Principal and SMT, within the National regulations. This Health and Safety Committee could possibly be an extension of the School Safety Committee.
- 3.2. Support the school management in the implementation of Health and Safety protocols. This includes access to the school premises, the screening plan and the revised schooling plan (which learners come to school when, and timetabling).
- 3.3. To support the orientation programme of learners and communication to parents.
- 3.4. Reprioritise budgets, taking into account:
  - 3.4.1. Savings effected as a result of school being closed since 20 March 2020 – for example: maintenance, water and electricity, phone, travel, extra murals and cancellation of projects.
  - 3.4.2. Shortfalls on income from collection of school fees.
  - 3.4.3. Additional expenses that could arise from ensuring the functioning of schools during the next few months, especially safety and security (including storage of PPEs) and curriculum delivery and, where necessary, additional staff.
- 3.5. Deal with staffing issues that might arise from reduced income and the payment of SGB employees.
- 3.6. Deal with staffing issues that might arise from the absenteeism of staff.

- 3.7 Finalise the 2021 Admissions process.
- 3.8 Manage contracts with service providers due to the cancellation of extra-mural activities.
- 3.9 Request an action plan from the principal regarding the implementation of the Guidelines and monthly reports on implementation and risks.
- 3.10 Approve changes to school times, where applicable, and ensure that it is consistent with any applicable conditions of employment of staff (SASA s.20(1)(f)).
- 3.11 Communicate with parents about what is expected of them in terms of payment of school fees.
- 3.12 Make decisions about how to handle non-payment of fees.
- 3.13 Decide on how to deal with parents who wish to visit the school.
- 3.14 Approve addendums or extensions to existing policies to deal with Covid-19. For example: The Safety Policy, the Code of Conduct, determining policy regarding school-paid staff absence because of co-morbidities, or any other policies that need COVID-19 addendums.

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