

Being Part Of The SGB (School Governing Body) at Franklin D. Roosevelt Primary School

What we do:

Our role as SGB is to ensure that the school is governed in the best interest of all the stakeholders. We carry the best interest of the school before any personal interests.

Composition of the SGB:

- 1) The school principal
- 2) Elected members: These member can be parents of learners in the school, teachers at the school, staff members who are not teachers such as administrators or gardeners.
- 3) Co-opted members: These are non-voting members of the governing body and can be members of the community and the owner of the school property if the property is privately owned.

The SGB functions that are inline with the South African Schools Act:

- To promote the best interest of the school and ensure its development
- To adopt a mission statement with the beliefs and values of the school
- To adopt a constitution setting out how the SGB will operate
- Adopt a code of conduct for learners at the school which sets out disciplinary procedures
- To help the principal, educators and other staff members to perform their professional functions
- To recommend on the appointment of educators and non-educators staff in the school to the provincial education department
- To decide on school policy which should include amongst others admissions, religion, language and finance
- To administer and control the property of the school, buildings and grounds
- To encourage parents, learners, educators and other staff members at the school, to offer voluntary services to the school
- To determine the extra-mural curriculum of the school and the choice of subject options according to provincial curriculum policy.

Functions that are not part of the SGB but may apply to the Head of Department, in writing requesting to be allocated:

- To maintain and improve the schools property, buildings and grounds
- To buy textbooks, educational materials and equipment for the school
- To pay for services rendered to the school.

Key Roles of the SGB:

- Decision Making
- Planning
- Conflict Management
- Team Building
- Negotiation
- School Finances

Expectations of the SGB:

- The South African Schools Act states that the SGBs may have to find additional resources to improve the quality of education. This places a responsibility on the SGB to raise extra money for the school.
- The SGB must open and maintain a bank account on behalf of the school. This means that the school governing body will decide who can withdraw money from the school's bank account and when can money be withdrawn.
- The school governing body has a responsibility of making sure that the financial statements of the school are audited and to submit audited reports to the HOD of the department for every financial year.
- The school governing body is required to prepare an annual budget which shows the estimated income and expenditure of the school for the following year.
- The school governing body must call a general meeting of parents where parents should discuss and decide whether they want to charge school fees or not.
- School governing bodies can take parents to court if they do not pay the agreed fees and if they do not qualify for exemption from paying school fees. To promote the best interests of the school;

Boundaries/Restrictions of the SGB:

- A member of a school governing body who is a minor (that is under the age of 18) cannot enter into contracts on behalf of the school governing body.
- Any member of a school governing body who has a personal interest in a matter discussed at a meeting of the school governing body, must leave the meeting when the matter is discussed and a decision is made.
- The Head of Department may withdraw the functions of a school governing body when the school governing body does not act in the best interest of the school.
- If for any reason a school governing body fails to carry out its functions, the HOD must appoint people to perform the functions of the SGB. To adopt a mission statement with the beliefs and values of the school;

Brief summary of expectations for an SGB member:

- Regular but planned meetings either in person or online
- Report to parents on matters where the SGB is concerned
- Group specific meeting e.g. parents, and staff on the governing body where they meet separately
- Form part of the sub committees in the school e.g. fundraising committee, finance committee, sports committee, etc.