

### 3. Checklists

Checklist	
Elections and Handover	
1. Office bearer details have been submitted by the Principal to the District Office within 30 days of the elections	
2. The handover meeting must be convened by the Principal (14 days after the elections)	
Values	
1. We have adopted a mission statement with the beliefs and values of the school	
Policy etc.	
1. The governing body has developed a Constitution	
2. The Constitution has been submitted to the Department in the required timeframes (90 days)	
3. The governing body has developed / reviewed the following policies:	
3.1 Admission	
3.2 Language	
3.3 Code of Conduct (Learner)	
3.4 Finance	
3.5 Religious	
3.6 Staff	
4. The governing body monitors and evaluates the implementation of policy in the school	
Meetings	
1. A schedule of meetings has been set up for the year	
2. Ensure that a minimum of ONE governing body meeting per term takes place	
3. A standard agenda has been set up	
4. Ensure that the secretary communicates with members in advance; accepts apologies and includes additional items in the agenda	
5. Chair meetings and ensure agenda items and times are followed	
6. Ensure that members recuse themselves if they have a personal interest in the matters under discussion	
7. Ensure that minutes of meetings are drafted, checked for accuracy and circulated to members	
8. Follow up on activities allocated to members	

Managing finances	
1. Ensure an Annual Budget is prepared by stakeholders and that this is presented to parents and approved by them. Ensure submission to the required authorities	
2. Manage income (includes fee income if applicable)	
3. Make sure decisions around fee exemptions are made within 30 days of receiving the request	
4. Ensure financial management reports are produced and reviewed	
Stakeholder Management	
1. Keep an eye on parental involvement – monitor attendance and make a plan to improve	
2. Build good relationships with the principal, SMT and educators through regular meetings	
3. Ensure that at least one meeting a year takes place with parents (where budget etc. is presented). One meeting with learners takes place as well.	
4. Build relationships with potential funders / donors	
5. Explore and develop relationships with school governing body associations	
6. Explore and develop relationships with district officials	
7. Allow the school premises to be used by the community	
8. Allow the school premises to be used by the provincial department of education	
Strategy	
1. Develop a three (3) year school development plan with members and the school. The SDP is based on the whole school evaluation.	
2. Compare internal results with departmental targets (ANA, NSC)	
Reporting	
1. Annual report (to parents and department)	
2. Monthly reports (internal)	
3. Monitor submission of school specific reports related to curriculum delivery (e.g. School Improvement Plans)	
4. Ensure that any suspected fraud or corruption is reported to the authorities for further investigation	

<b>Recruitment and recommendation</b>	
1. Ensure involvement in the selection and recruitment of qualified GDE appointed staff	
2. Recommend GDE appointments to the HoD within the required timeframes	
3. Ensure that SGB selected, recruited and appointed staff are performance managed	
<b>Managing Resources</b>	
1. Ensure that a property maintenance schedule is set up	
2. Ensure that property maintenance takes place	
3. Check that an accurate register of assets is prepared.	
4. LTSMs are ordered, delivered, distributed and retrieved.	
<b>Safety and Security</b>	
1. Ensure that the school is a safe place for learners and staff.	
<b>Records</b>	
1. Ensure records of meetings are kept	
2. Ensure financial records are kept for the required time	
<b>Curriculum Monitoring</b>	
1. Ensure that the principal and educators provide information around curriculum implementation (Are they keeping pace?)	
2. Raise questions around school performance (in terms of departmental targets) and establish plans for improvement	
3. Raise questions around professional development and training for staff	
<b>Managing members</b>	
1. Ensure that members identify capacity building needs in relation to roles	
2. Ensure capacity building happens in terms of identified needs	
3. Ensure that members of the SGB (and the sub-committees that support them) are fulfilling their responsibilities	
<b>Discipline</b>	
1. The SGB participates in hearings for serious offences	