

SAPA GAUTENG CONFERENCE 2026

STRENGTHENING SCHOOL GOVERNANCE FOR FUTURE-FORWARD, FUNCTIONAL AND PROGRESSIVE SCHOOLS

04 JUNE 2026



GAUTENG
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

GGT2030
GROWING GAUTENG TOGETHER

MANAGEMENT (SMT) VS GOVERNANCE (SGB)

CONTRASTING LEADERSHIP STYLES BY DESIGN

Bureaucracy (Management)

VS

Democracy (Governance)

Emotional Intelligence will help you to navigate the two styles.

SASA SECTION 16A – THE ROLE OF THE PRINCIPAL IN SGB

16A. Functions and responsibilities of principal of public school.—(1) (a) The *principal* of a *public school* represents the *Head of Department* in the *governing body* when acting in an official capacity

(3) The *principal* must assist the *governing body* in the performance of its functions and responsibilities, but such assistance or participation may not be in conflict with—

instructions of the *Head of Department*;
legislation or policy;

OVERVIEW OF SGB PROGRAMMES

SGB Handover process and implications

- **Submission of Narrative Handover Report to the District by November 2026**
- **Handover of actual documents by outgoing SGB (using checklist)**
- **Proper functioning of the SGB**

Financial management in schools

- Financial Committee
- Financial Policy
- SGB's role - Administration of School Finances
- Change of Signatories
- Management of the Budget
- Submission of Audited Financial Statement by 30 June of each year

OVERVIEWcontinued

Policy Review & Development

- **School policies to be reviewed within 90 days**
- **Development of new policies, where necessary**

Recruitment and selection

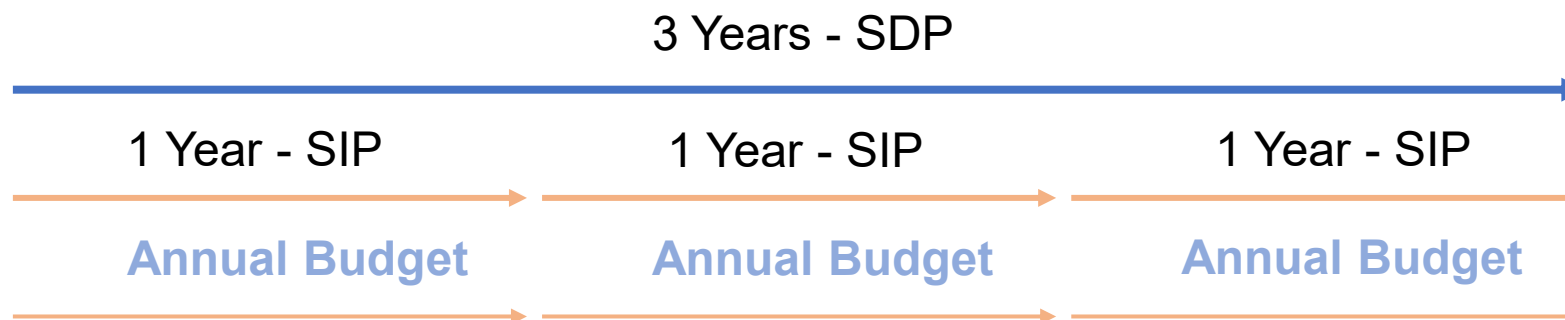
- Responsible for recruitment & selection of SGB employees
- Guided by the GDE recruitment policy, recommend appointment of GDE employees to the HOD

School Development Planning

- **SWOT Analysis using SSE & SIP**
- **Three year macro-planning linked to Budget**
- **Alignment between SDP and SIP**
- **Covering of 9 Areas of Whole Evaluation**

LINKING SDP, SIP AND SCHOOL BUDGET

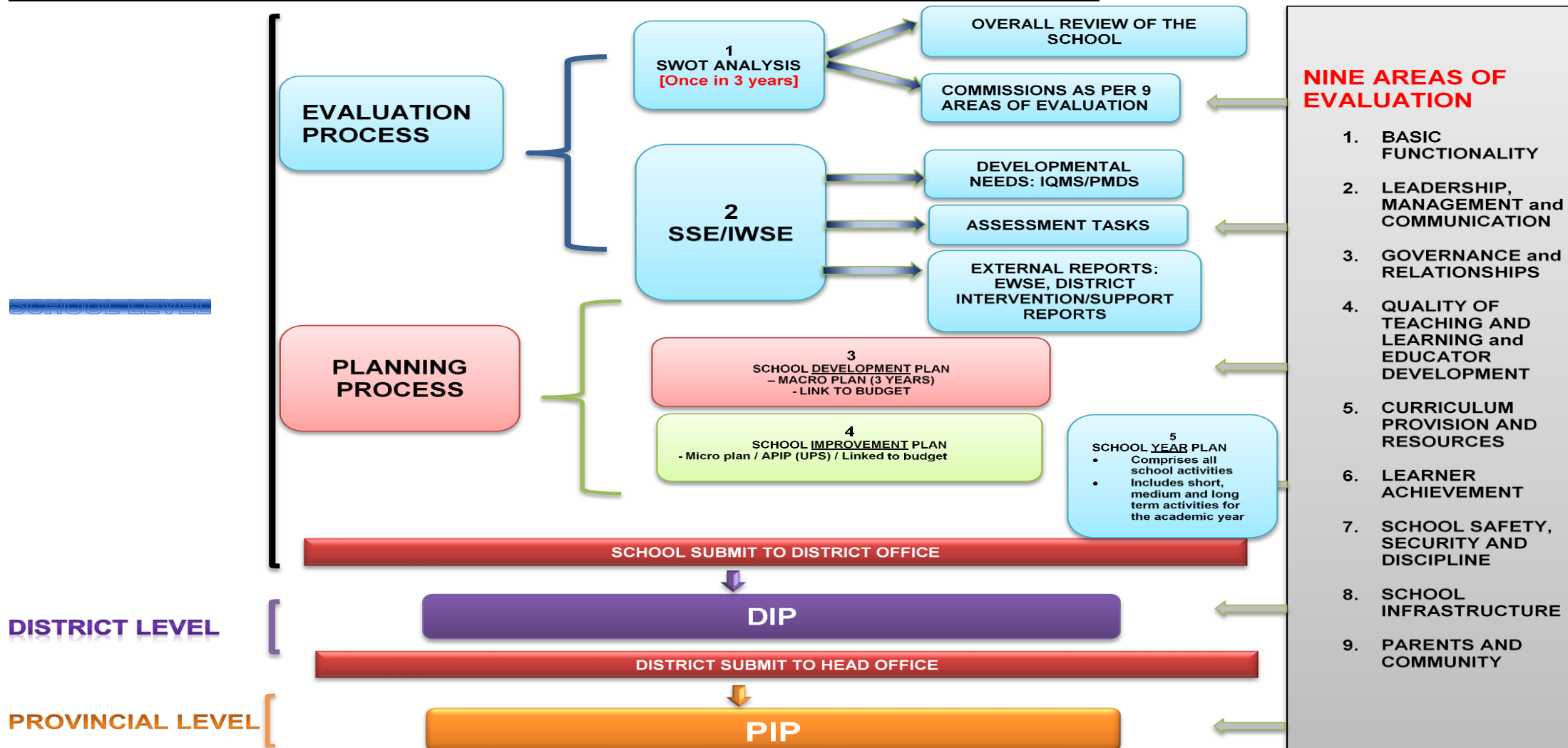
- To be able to set up an adequate budget, schools should first set up a School Development Plan (SDP) which is a medium-term plan that covers the schools goals, activities and interests over a 3 year period. The SDP must be completed on the template as provided in GDE Circular 01/2020. In addition to the SDP, schools should have a Schools Improvement Plan (SIP) which is a short-term plan which is developed in response to the findings and recommendations made in the school's evaluation reports.



FLOW CHART – WSI

FLOW CHART – SCHOOL IMPROVEMENT: EVALUATION AND PLANNING PROCESSES

ANNEXURE A



OVERVIEWcontinued

Code of Conduct for SGBs	• To regulate the conduct of the SGB members • To establish a disciplined and purposeful school environment • To provide for the procedure for the suspension or removal of members of the governing body and to ensure that the process is executed objectively
Functions of SGBs as stipulated in SASA	• As outlined in Section 20 and Section 21 of SASA 84 of 1996
Learner Discipline	• The SGB must ensure that there is procedural and substantive fairness in both the expulsion and suspension of learners in terms of GN 6903 of 2000, as amended

GOVERNANCE vs PROFESSIONAL MANAGEMENT

Initiate, administer and maintain a school fund	Assist the School Governing Body with their functions in terms of SASA
Open and maintain one banking account and Keep the financial records of the school	Support and guide expenditure in consultation with School Governing Body
Ensure controls are in place and operating for cash collected	Assist the School Governing Body in keeping proper record of school accounts
Prepare an annual budget and present to parents for approval	Support the School Governing Body with their functions in terms of SASA
Draw up and submit audited annual financial statements to the Department of Education (District Finance Unit) by 30 June of each year	Monitor compliance with all applicable legislation effecting the schools in assisting the School Governing Body



GOVERNANCE vs PROFESSIONAL MANAGEMENT

Buy textbooks, educational material (Learner Teacher Support Material) or equipment for the school	Administer and organise day-to-day teaching and learning at the school
Supplement the funds supplied by the Department of Education to improve the quality of education in the school	
Ensure school fees are collected according to decisions made by the School Governing Body	
Adopt SGB constitution, Code of Conduct and develop the Vision and Mission statement of the School	

CONDUCTING SGB MEETINGS

STANDARD AGENDA – QUORUM?

1. Opening and welcome
2. Attendance/Apologies
3. Adoption of Agenda
4. Reading Minutes and Adoption of minutes
- 5. Business of the Day / Procedural matters**
 - 5.1 Portfolio Reports (e.g. Finance Report; Principal's Report; Chairperson's Report; other SGB Committees Reports)
 - 5.2 Correspondence
6. Way forward
7. Date of next meeting
8. Closure

CONDUCTING SGB MEETINGS

- Develop a Management Plan of monthly Finance Committee and SGB Meetings
- Convener – Chairperson, in consultation with Secretary & Principal
- Secretary – Writes invites, minutes & ensures that minutes are typed and forwarded to SGB members prior to the next meeting
- Treasurer/Finance Committee – Reports on school's financial progress
- Representatives of various SGB committees to report on developments from their respective committees
- Principal – Reports on curriculum and other general developments in the school

FACTS TO CONSIDER - SGB MEETINGS

- SGB meetings and discussion items to be given timelines
- Minutes should be issued seven (7) days before the SGB meeting
- Adopted minutes to be signed for authenticity by the chairperson and the secretary
- Adherence to the Confidentiality Clause as outlined in the Code of Conduct for SGB members (GN 1182 of 2004)
- Minutes to have a “To-Do List” indicating: Resolutions taken, Implementation timelines and responsible persons

MISCONCEPTIONS IN SCHOOL GOVERNANCE

- Confidentiality
- Election of Office Bearers and Committees
- Reporting to stakeholders
- Manipulation / Factions
- Role of Deputy Principals on the SGB
- Educators recalled by their constituencies
- Mass withdrawal from the SGB
- Signatories
- Language usage (inferiority/superiority complex)

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We also do Bosberaad training for FREE



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THE END

THANK YOU