

# School Governing Body

## FUNCTIONALITY TOOL



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA



## SGB Functionality Tool

---

1. The South African School's Act No 84 of 1996 (SASA) as amended stipulates that the governance of a school is vested in its School Governing Body (SGB).
2. SASA provides for roles and responsibilities that SGBs must perform.
3. The SGB Functionality Tool selects key categories from the expected roles for SGBs to self-evaluate their performance and for the Department to assess their functionality in order to determine areas of support and capacity building. The Tool further alerts of the functionality level of the SGB based on the areas in the Tool.
4. Each category has 4 statements from which only ONE must be selected as they are arranged in a cascading order which the higher ranking (with evidence) presupposes that the lower criteria have been achieved. Therefore, only one block must be marked with an X per category.
5. The School Principal and an SGB representative should administer the first rating and then followed by the moderation by Departmental official based on the evidence provided by the school.
6. Both the school and departmental representative must sign the tool.
7. The Department of Basic Education or Provincial Education Department will select a sample of schools from those rated for verification purposes.

2022/2023

---

# 2022/23 SCHOOL GOVERNING BODY FUNCTIONALITY TOOL

Name of School: \_\_\_\_\_ EMIS: \_\_\_\_\_ Province: \_\_\_\_\_ District: \_\_\_\_\_

A Fee Paying: YES/No Quintile \_\_\_\_\_ Type of School: Urban \_\_\_\_\_ Rural \_\_\_\_\_ Township \_\_\_\_\_ Farm School \_\_\_\_\_

Category	Scored by the school				Moderated score by official	Comment
	Mark with an X	Mark with an X	Mark with an X	Mark with an X		
1. SGB Constitution	0 Not available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		
2. School mission statement	0 Not available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		
3. Admission Policy	0 Not available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		
4. Language Policy	0 Not available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		
5. Religious Observances Policy	0 Not available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		

Category		Scored by the school			Moderated score by official	Comment
	Mark with an X	Mark with an X	Mark with an X	Mark with an X		
6. Code of Conduct for Learners	0 Not Available	1 Available	2 Available , Consulted with all members (provide evidence)	3 Available , Consulted with all members and in line with relevant legislation		
7. SGB correctly constituted	0 Not in place	1 In place	2 In place and list showing full names and contact details of all SGB members available (provide evidence)	3 In place and list showing full names and contact details of all SGB members available and all electable categories filled (provide evidence)		
8. Office-Bearers	0 Not in place	1 In place	2 In place and elected in 2022 (provide minutes)	3 In place and elected in 2022 and all electable categories of office bearers filled (provide evidence)		
9. SGB Meetings	0 Not in place	1 In place	2 In place and meetings conducted at least once per term (Provide minutes)	3 In place and meetings conducted at least once per term and a formal agenda with approved minutes is in place for every meeting (Provide evidence)		
10. Finance Policy	0 Not Available	1 Available	2 Available and consulted with internal stakeholders (Provide evidence)	3 Available and consulted with internal stakeholders and in line with relevant legislation		

Category	Scored by the school				Moderated score by official	Comment
	Mark with an X	Mark with an X	Mark with an X	Mark with an X		
<b>11. Finance Committee</b>	<b>0</b> Not in place	<b>1</b> In place	<b>2</b> In place and regular meetings held (Provide minutes)	<b>3</b> In place, regular meetings held and school finances managed in terms of the school finance policy and SASA provisions (Provide evidence)		
<b>12. School Budget</b>	<b>0</b> Not Available	<b>1</b> Available	<b>2</b> Budget available and is prepared following acceptable protocols (Provide evidence)	<b>3</b> Budget available, prepared following acceptable protocols ,Annual General Meeting/Budget meeting held and budget approved by parents (Provide evidence)		
<b>13. Learner Support Material</b>	<b>0</b> Orders prepared	<b>1</b> All internal stakeholders participated (Provide evidence)	<b>2</b> All internal stakeholders participated and approved by the SGB (Provide evidence)	<b>3</b> All internal stakeholders participated, approved by the SGB and orders placed with the supplier or the Department Adhered to by school (Provide evidence)		
<b>14. Audited Financial Statements</b>	<b>0</b> Not Available	<b>1</b> Available	<b>2</b> Available, agreed to and signed by the SGB (Provide evidence)	<b>3</b> Available, agreed to, signed by the SGB and submitted to the Department (Provide evidence)		
<b>15. School property, buildings, and grounds</b>	<b>0</b> Controls not in place	<b>1</b> Controls in place	<b>2</b> Controls in place and administered by the SGB (Provide evidence)	<b>3</b> Controls in place, administered by the SGB and controls adhered to by the school (Provide proof)		



<b>1. NAME OF PRINCIPAL</b>	
<b>SIGNATURE:</b>	
<b>Telephone/Cell no</b>	
<b>DATE:</b>	

<b>2. NAME OF SGB CHAIR</b>	
<b>SIGNATURE:</b>	
<b>Telephone/Cell no</b>	
<b>DATE:</b>	

<b>3. NAME OF EDUCATION OFFICIAL</b>	
<b>SIGNATURE:</b>	
<b>Telephone/Cell no</b>	
<b>DATE:</b>	

---



Published by the Department of Basic Education

222 Struben Street

Private Bag X895, Pretoria, 0001

Telephone: 012 357 3000 Fax: 012 323 0601

© Department of Basic Education

**website**

[www.education.gov.za](http://www.education.gov.za)

**facebook**

[www.facebook.com/BasicEd](http://www.facebook.com/BasicEd)

**twitter**

[www.twitter.com/dbe\\_sa](http://www.twitter.com/dbe_sa)