



Enquiries: Ms LS Mandlazi
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CIRCULAR NO: 27 of 2025

**TO: CHIEF DIRECTOR: DISTRICT COORDINATION
DISTRICT DIRECTORS
CIRCUIT COORDINATION
SCHOOL PRINCIPALS
SCHOOL GOVERNING BODIES**
ATT: CIRCUIT MANAGERS

ADMINISTRATION OF SGB FUNCTIONALITY TOOL AND BASIC MANAGEMENT TOOL

1. The Basic Management Documents (The Building blocks) and the SGB functionality tool are hereby released to all schools in the province for self- assessment by all school managers and for monitoring by circuit managers as mandated by the Department of Basic Education.
2. The administration of these uniform tools form part of ongoing monitoring and support to schools, the functionality of School Governing Body structures and the School Management Teams, which is central to a positive contribution on the overall performance of the schools and improved learner attainment is essential.
3. Principals are to conduct self-evaluation before the verification process can take place by the circuit manager.
4. Circuit Managers (during school visit) are expected to verify the survey tools and rate the school as per the criteria indicated in the tools to determine if schools are producing minimum set of management documents at a required standard.
5. The tools are administered throughout the year from quarter 1 to 4 by all schools in the Province. After the verification, the circuit manager should collect the tools to the circuit office. The Districts will collect the tools for analysis and consolidation and prepare a report.
6. It is mandatory for the SGB Chairperson to sign the SGB functionality tool. Should the SGB chairperson not be present to sign, the Deputy Chairperson must sign on behalf of the Chairperson.
7. In terms of monitoring and support, all tools must be properly completed and verified, signed by both the principal and the circuit manager. ***A copy of the signed completed tool must be left at the school to allow affected parties to effect all recommendations in preparation for next visit.***

Attached is the management plan and copy of the two survey tools for monitoring.


MR CS MANYABEANE
(A)HEAD: EDUCATION


DATE



education
MPUMALANGA PROVINCE
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Departament van Onderwys

Indawulo ye Dyondzo

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MANAGEMENT PLAN FOR BUILDING BLOCKS AND SGB FUNCTIONALITY TOOL **MPUMALANGA: 2025**

ACTIVITY	RESPONSIBILITY	DATE
1.Distribution of the circular and survey tools to District Directors	Chief Director –District Coordination and Management	23 May 2025
2.Distribution of the circular and survey tools to circuit Coordinators	District Directors	30 May 2025
3.Distribution of the circular and survey tools to circuit managers	Circuit Coordinators	04 June 2025
4.Distribution of the circular and survey tools to schools	Circuit Managers	12 2025
5.Schools Interact with the forms and self evaluation	Principal,SGB and SMT	13- 20 June 2025
6.Verification of documents during school visits, Signing of survey tools and collection of tool to the circuit	Circuit managers	June to August 2025
7.Collection of verified, signed and stamped survey tools from the circuit office	District officials (TD&G)	September 2025
8.Analysis of survey tools for intervention purposes	District officials (TD&G)	September 2025
9.Submission of sampled, verified and stamped tools with electronic listing to provincial EMGD	District CES's-(TD&G)	September 2025
10.Consolidation and verification of all sampled tools	Provincial EMGD	November 2025
11.Submission of signed final tools and electronic listing to DBE and strategic planning	Provincial EMGD	December 2025

MR R THWALA
DIRECTOR: TD & G
DATE 13/05/2025