



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

SA-SAMS

Guidelines for using the General School Information module

September 2009

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1. INTRODUCTION

Governance means the development of policy, including Financial Policy, which is in compliance with National, and Provincial Policy. The monitoring of its implementation is the responsibility of the school Principal and the SGB.

The Governance Module keeps records of all issues pertaining to the SGB. These records should be added and updated regularly so that the SGB can have current data for discussion at meetings.

2. GETTING STARTED

Select the **GOVERNANCE INFORMATION** button from the main menu to open.

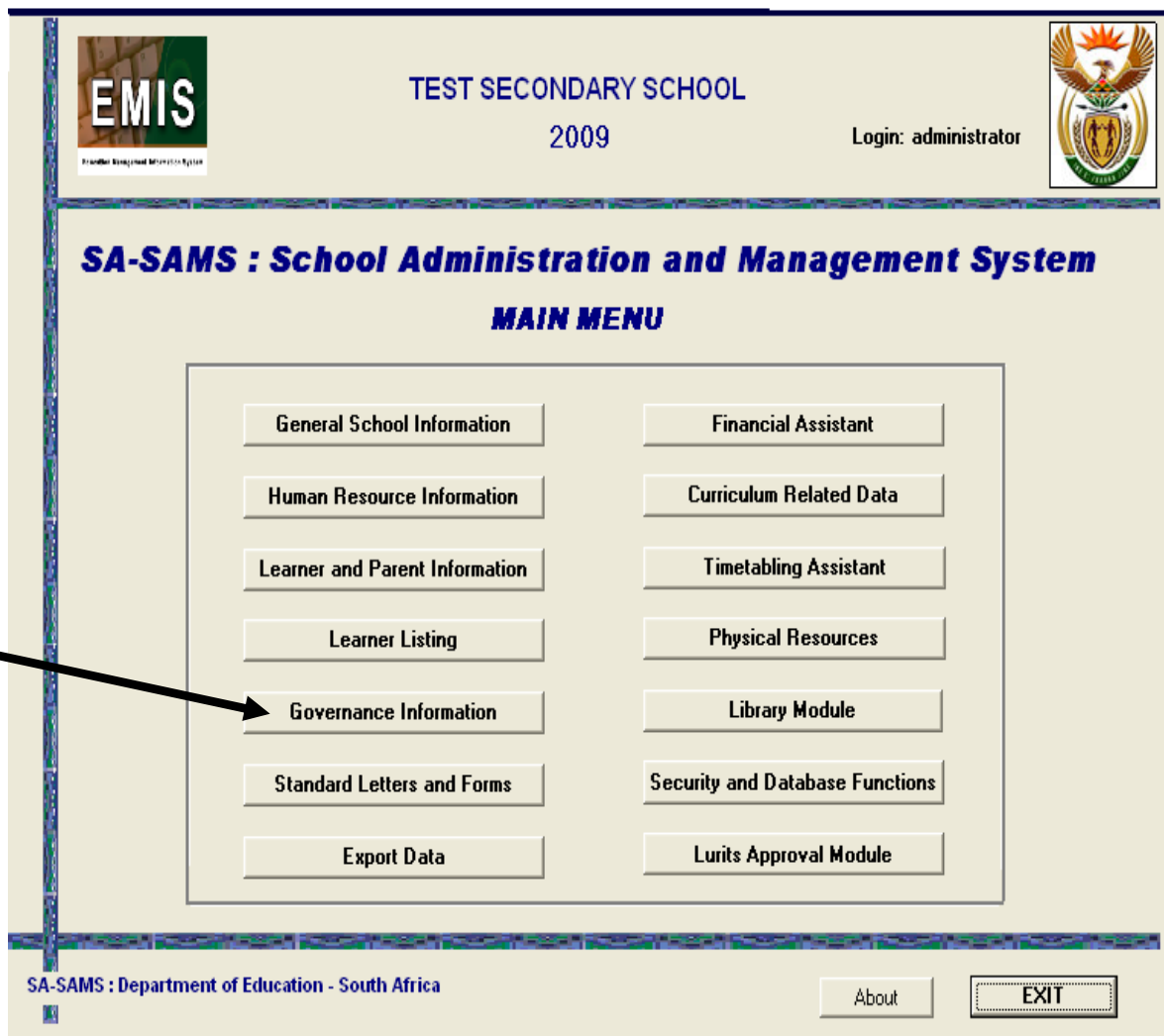


Figure 1: SA-SAMS Main Menu

3. THE STRUCTURE FOR THE GOVERNANCE INFORMATION

This module requires the parents, learners and the educators to maintain its members. All of this data would have been previously captured under the relevant modules and is now pulled through here. The progressive capturing of data is highlighted here where what you put in earlier is now needed down the line.

Data captured in the Governance module is also required for the completion of the ASS.

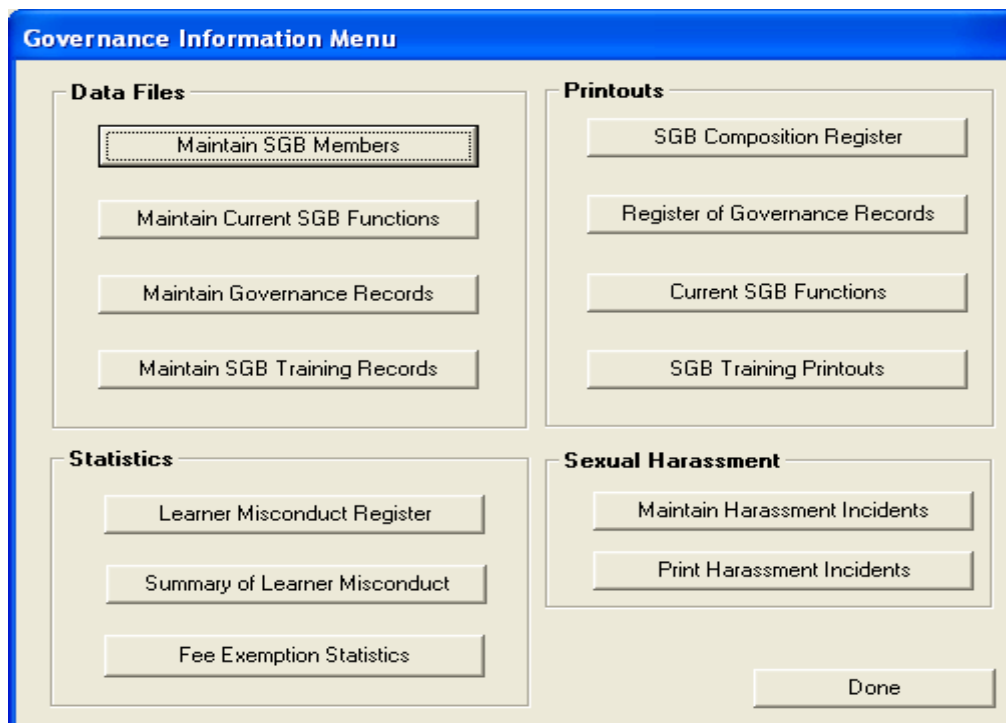


Figure 2: Governance Information Menu

4. MAINTAINING SGB MEMBERS

The maintain SGB members menu allows you to add new SGB members.

- In order to add, edit or delete SGB Members select the **Maintain SGB Members** button from the Governance Module menu.

- The SGB Members window will open;
- User Guideline on Governance information

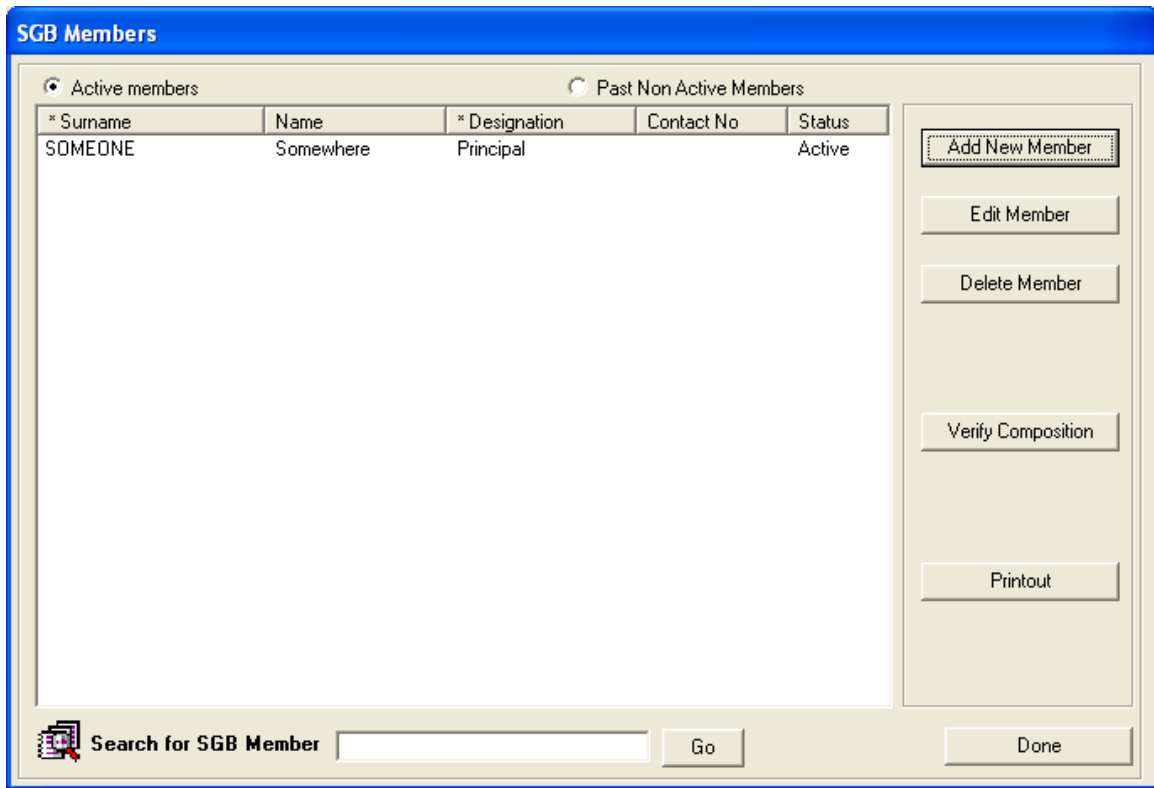


Figure 3: SGB Members

4.1 Adding SGB Members

- Select the **Add New Member** button to open the members' data capture form.
- The first step to adding an SGB member is to select the type of member from the drop down list (Fig. 4)
- Once the type of member has been selected the available candidates in the relevant category will appear in the list view. (This step will be skipped for co-opted members).

4.2 Maintaining SGB Member Details

- Names of persons will appear here. Click on person to be added to SGB

Figure 4: Maintain SGB Members

- Click on the name of the person in the listview to be added to the SGB. The member data capture form (Fig. 4) will open automatically with various member fields already completed. (No fields will be completed for co-opted members)
- Complete all the member details and **Save** the person to the SGB by clicking on the **SAVE TO SGB** button.
- Each member added will appear in the SGB listview on the SGB members form.

4.3 Add SGB Member Details

Maintain SGB Member Details

Add Members to School Governing Body

Member Type

Member Details

**Surname:

**Name:

**Initials: **Race:

**Title: **Gender: Male Female

**Home Language:

Second Language:

Contact Number:

Tele/Fax Number:

Cell Phone:

E-Mail Address:

**Level of Education:

**Capacity on SGB:

Date Elected:

****Compulsory Fields**

Postal Address:

Postal Address:

City/Suburb:

Code:

End of term/Resignation:

Active: Yes No

Date Resigned:

Figure 5: Maintain SGB Members Details

4.4 Add/Edit/Delete an SGB Member's Details

- If you are adding a new member, a blank screen as in Fig 5 will open. Capture all details for this new member
- If you wish to update /edit or view a member, in the SGB Members window, click on the name of the member
- Once you have highlighted the name of the relevant member, Fig 5 above will open with member's current details. Select the Edit Member button to view or update the member's details
- Remember to **Save** your new data if you add to or change any of the details
- To delete an existing member, click on the member's name in the SGB window then click the **Delete** button
- The Verify Composition button will give you a breakdown of the members according to title/position on SGB

A full list of SGB Members can be viewed or printed by selecting the **PRINTOUT** button from the SGB Members form.

5. MAINTAIN CURRENT SGB FUNCTIONS

Maintain current SGB function menu is used to enter detailed information of the SGB tasks in the school and the role that they play.

SGB Functions

School Governing Body Functions Year : 2005

SGB Functions Page 1 SGB Functions Page 2 SGB Functions Page 3

Answer each question by entering the correct number in the block provided
(numbering is in line with Annual Schools' Survey)

3.2	The school has a duly elected, properly constituted SGB executive. [1=yes; 2=no]	
3.3	Indicate the frequency with which the SGB structures meet: [0=does not exist; 1=does not meet; 2=once a year; 3=once a quarter; 4=once a month; 5=once a fortnight; 6=once a week]	
3.3.1	SGB	
3.3.2	Executive of the SGB	
3.3.3	SGB sub-committee for finance	
3.3.4	SGB sub-committee for grounds and buildings	
3.4	Assess the effectiveness of the SGB 1 = The SGB exists, but does not meet 2 = The SGB meets, but it does not function well and requires training. 3 = The SGB meets and functions with a satisfactory level of involvement by role-players. 4 = The SGB functions well. There is a high level of participation. There have been significant achievements by this structure.	
3.5	Indicate which of the following are done/have been done by the governing body. [1=yes; 2=no]	
3.5.1	Adopted a constitution for the governing body.	
3.5.2	Developed a mission statement for the school.	
3.5.3	Adopted a code of conduct for learners.	
3.5.4	Administers and controls the school property, including buildings and grounds out of own school funds.	
3.5.5	Maintains and controls the school property, including buildings and grounds out of own school funds.	
3.5.6	Encourages parents, learners, educators and other staff to render voluntary services to the school.	
3.5.7	Allows the use of the school for educational programmes not conducted by the school.	
3.5.8	Allows the use of the school for community, social and school fund-raising purposes.	
3.5.9	Determines the extra-mural curriculum of the school.	

ENTER or arrow keys to move between cells on grids
F2 to clear cells on grids

Print Save Done

Figure 6: SBG Functions

- Click on **Maintain Current SGB Functions** from the Governance Menu, to fill in the School Governing Body Functions.
- You will see that each category has a code.
- Each block must be filled in according to the relevant code for your School Governing Body, as shown.
- There are three pages that must be completed.
- Remember to **Save** your data for each page, before continuing to the next page.

6. MAINTAIN GOVERNANCE RECORDS

The maintain policies menu is used to add, edit or delete school policies.

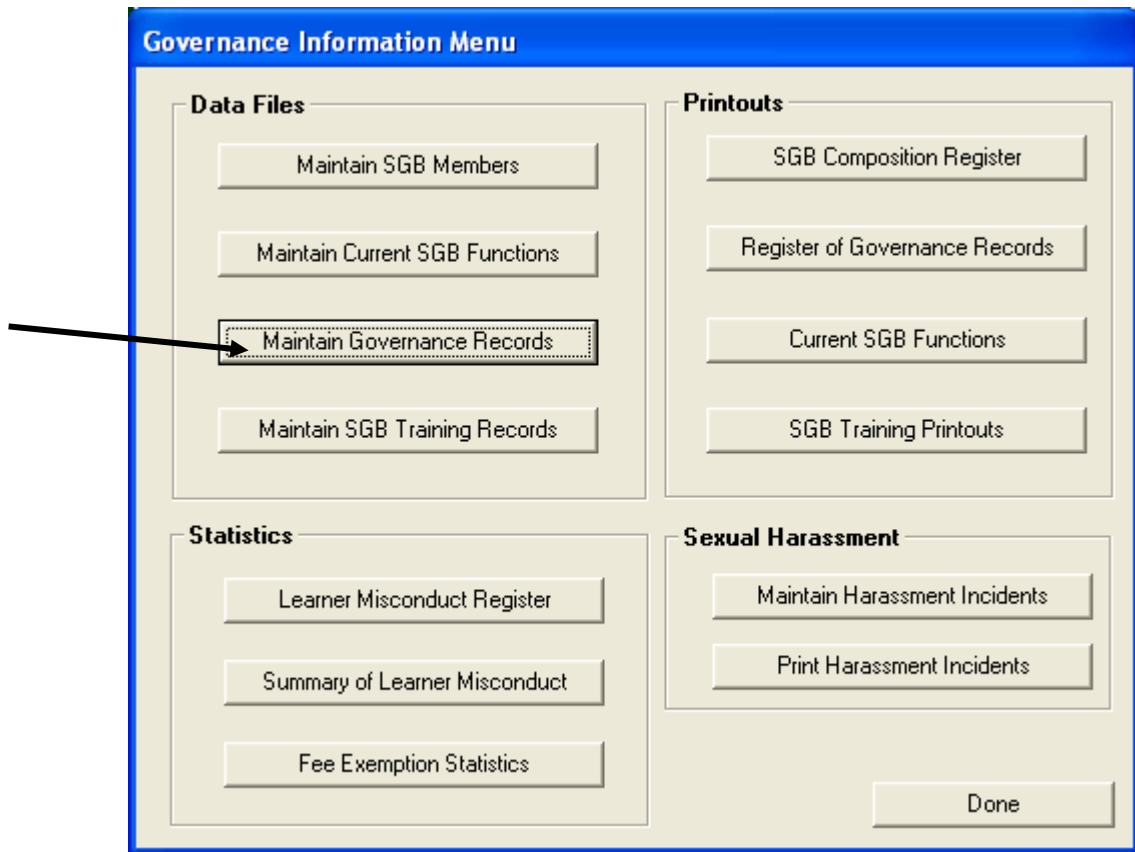


Figure 7: Governance Records

6.1 Maintaining Policies

- Click on the **Maintain Governance Record** menu from the **Governance Information** main menu and the following screen will appear;

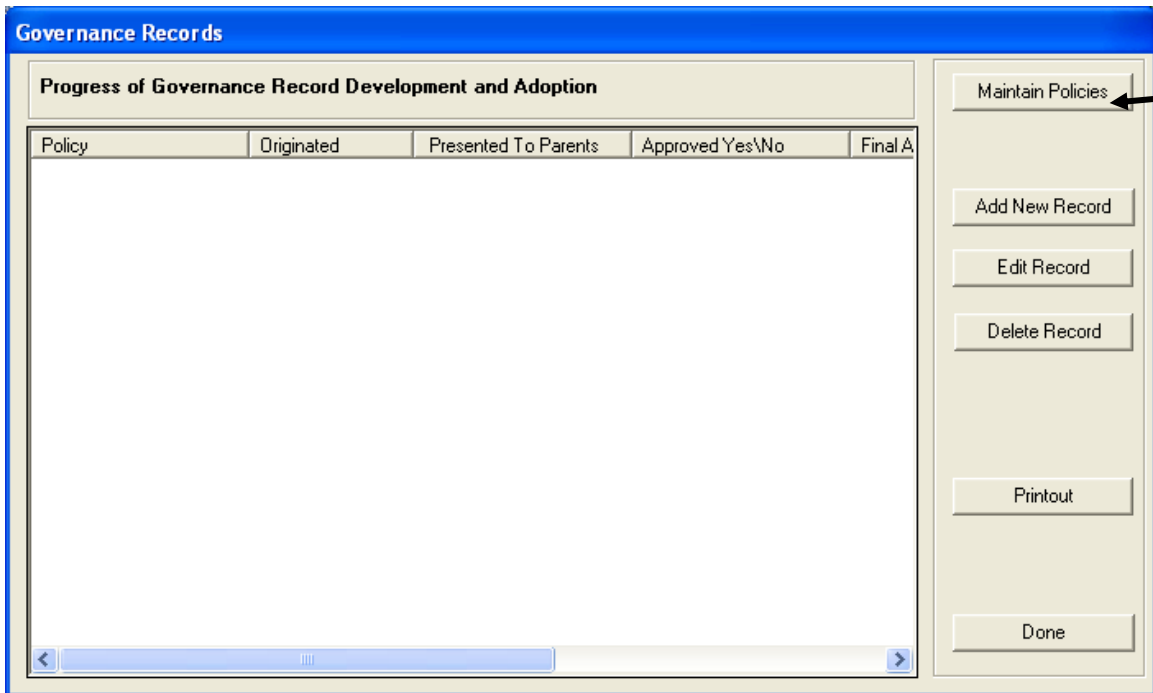


Figure 8: Maintain Policies

- Click on the Maintain Policies button and the below screen will appear
- This screen allows you to add and to edit policies.

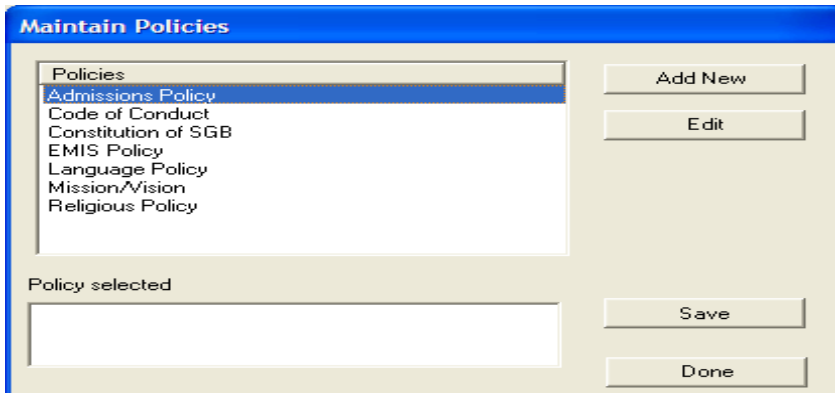


Figure 9: Edit Policies

- To maintain an existing policy, select the **Maintain Policies** button
- You will see that you can add new policies to the existing policies by pressing the **Add New** button(see figure 9)
- Then fill in all the new details in the field below
- **Save** your data once you have entered it

- To view or change existing policies, press the **Edit** button. Remember to save any changes you make.

6.2 Add New Governance Records

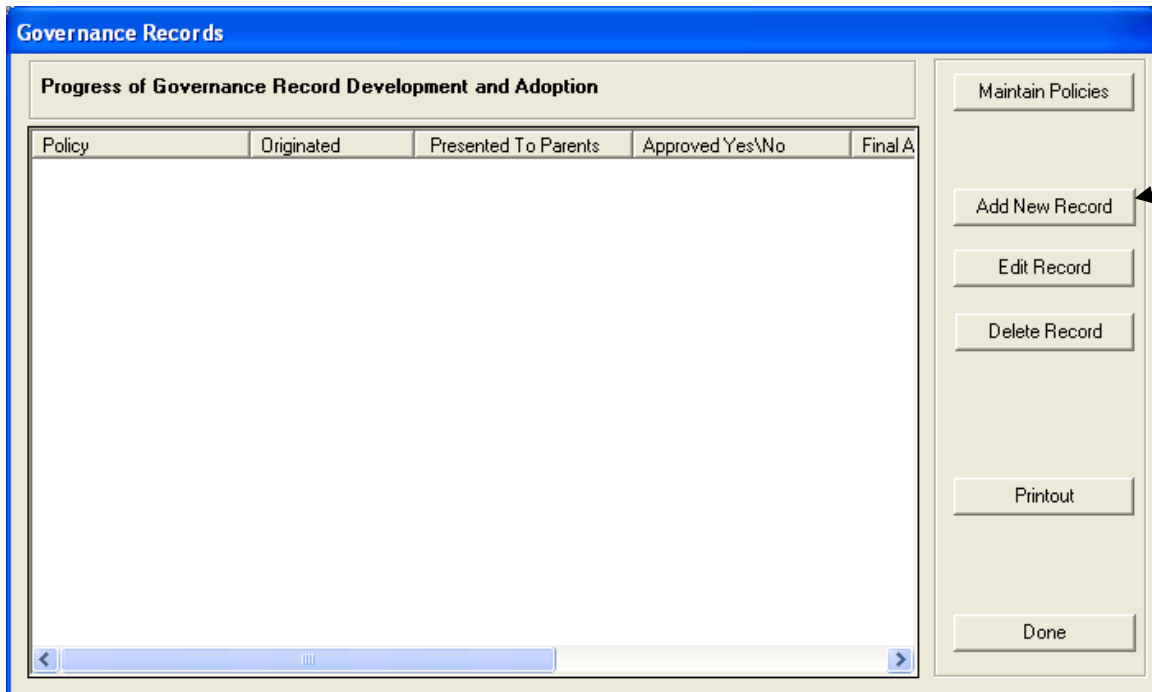


Figure10: Governance Records

- Click on **Add New Record**
- Select the policy from the dropdown menu
- Select the dates and click **Save**

The screenshot shows the 'Governance Records' application window with the 'Add New Record' form open. The form has the following fields and controls:

- New Policy:** A dropdown menu.
- Originated:** A date field with a dropdown menu showing '2005/05/02' and an empty text input field.
- Presented to Parents:** A date field with a dropdown menu showing '2005/05/02' and an empty text input field.
- Approved by Parents:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Final Amendment:** A date field with a dropdown menu showing '2005/05/02' and an empty text input field.
- Submitted to Department:** A date field with a dropdown menu showing '2005/05/02' and an empty text input field.
- Approved by Department:** A date field with a dropdown menu showing '2005/05/02' and an empty text input field.

At the bottom of the form are three buttons: 'Clear Dates', 'Save', and 'Done'.

Figure 11: Governance Records

- Use the **Printout** button to view/print detailed information about the policies.

7. MAINTAIN SGB TRAINING RECORDS

Maintain SGB training record menu allows you to maintain SGB training categories, maintain SGB training course and to maintain individual training record.

- Click on the **Maintain SGB Training Records** to start.

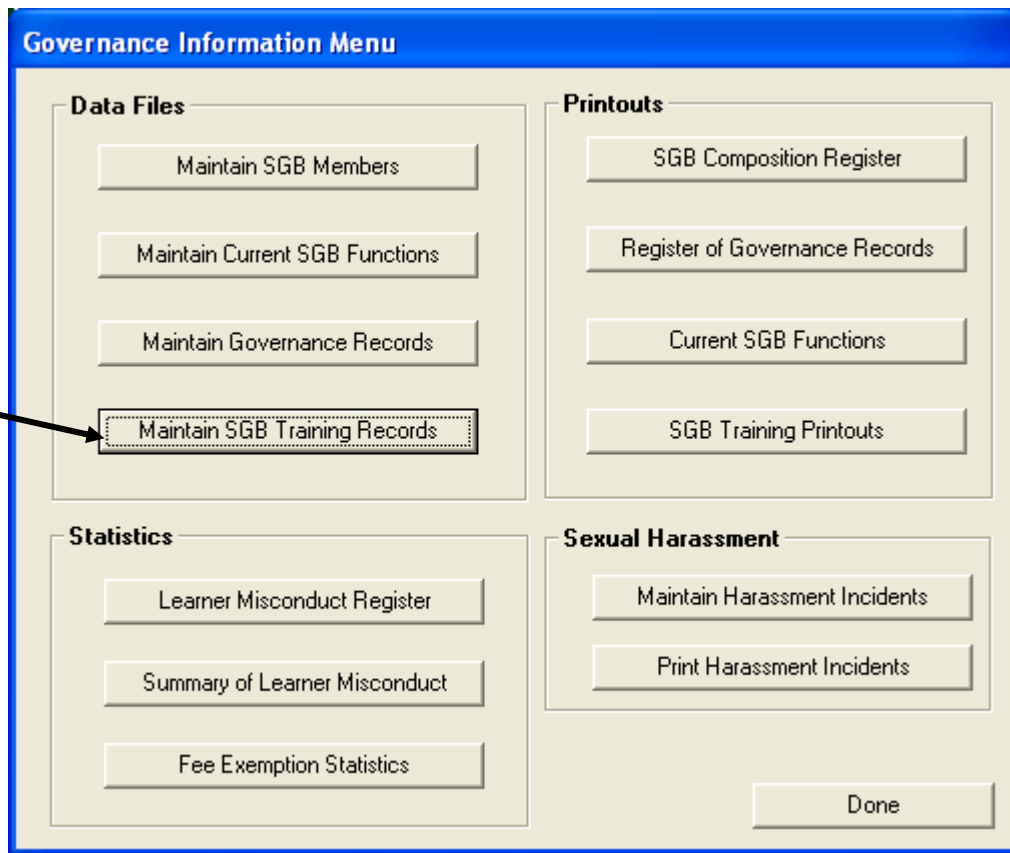


Figure 12: Governance information menu

- The following menu will appear;



Figure 13: Sub Menu for SGB Training Information

7.1 Maintain SGB Training Categories



Figure 14: Courses/Categories

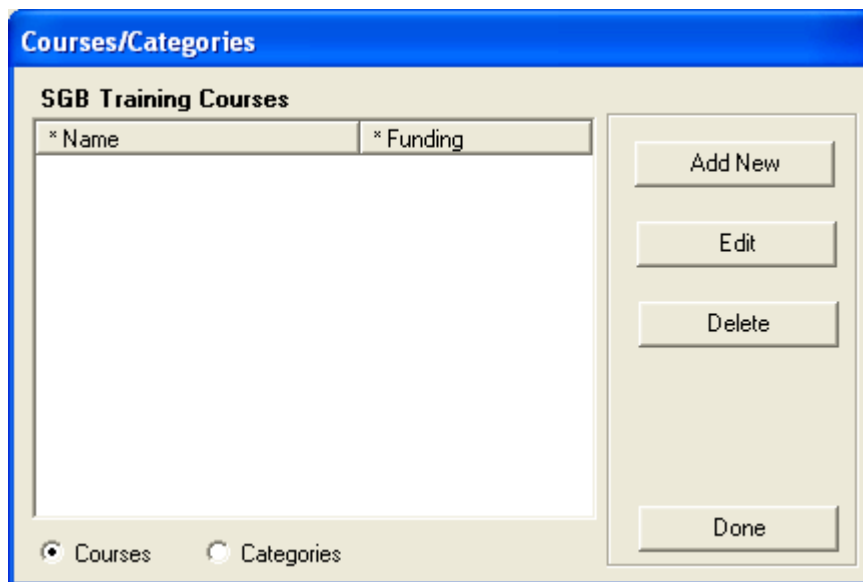
- You may add new categories to the existing categories by clicking the **Add New** button
- Fill in the relevant data. Remember to save the data you have entered
- Press **Done** when you have finished
- To edit existing categories click on the **Edit** button and remember to save your data

- To delete any existing categories, click on the category you wish to delete and press **Delete**
- Press **Done** when you have finished

7.2 Maintain SGB Training Courses

Maintain SGB Training Course menu allows you to enter courses which educators/other staff/parents on the SGB have received.

- Click on the **Maintain SGB Training Course** button and the following menu will open.



The screenshot shows a software dialog box titled "Courses/Categories" with a blue header. Inside, the "SGB Training Courses" section contains a table with two columns: "* Name" and "* Funding". The table is currently empty. To the right of the table are four buttons: "Add New", "Edit", "Delete", and "Done". At the bottom left, there are two radio buttons: "Courses" (which is selected) and "Categories".

Figure 15: Add Courses/Categories

- To add a course received click on the **Add New** button and the following menu will open

The screenshot shows a dialog box titled "Add SGB Training Courses". It contains the following fields and controls:

- Training Category: [Dropdown menu]
- Name of Course: [Text input field]
- Service Provider: [Text input field]
- Date Started: [Dropdown menu showing 2005/04/04]
- Date Ended: [Dropdown menu showing 2005/04/06]
- Duration: [Text input field showing 3] Days
- Course funded by: [Dropdown menu]
- Buttons: Save, Done

Figure 16: Add SGB Training Courses

- This option allows you to record all training courses that educators/other staff/parents on the SGB have received
- One can add new records after course training has been received by capturing all the data in the relevant fields.

7.3 Maintain Individual Training Records

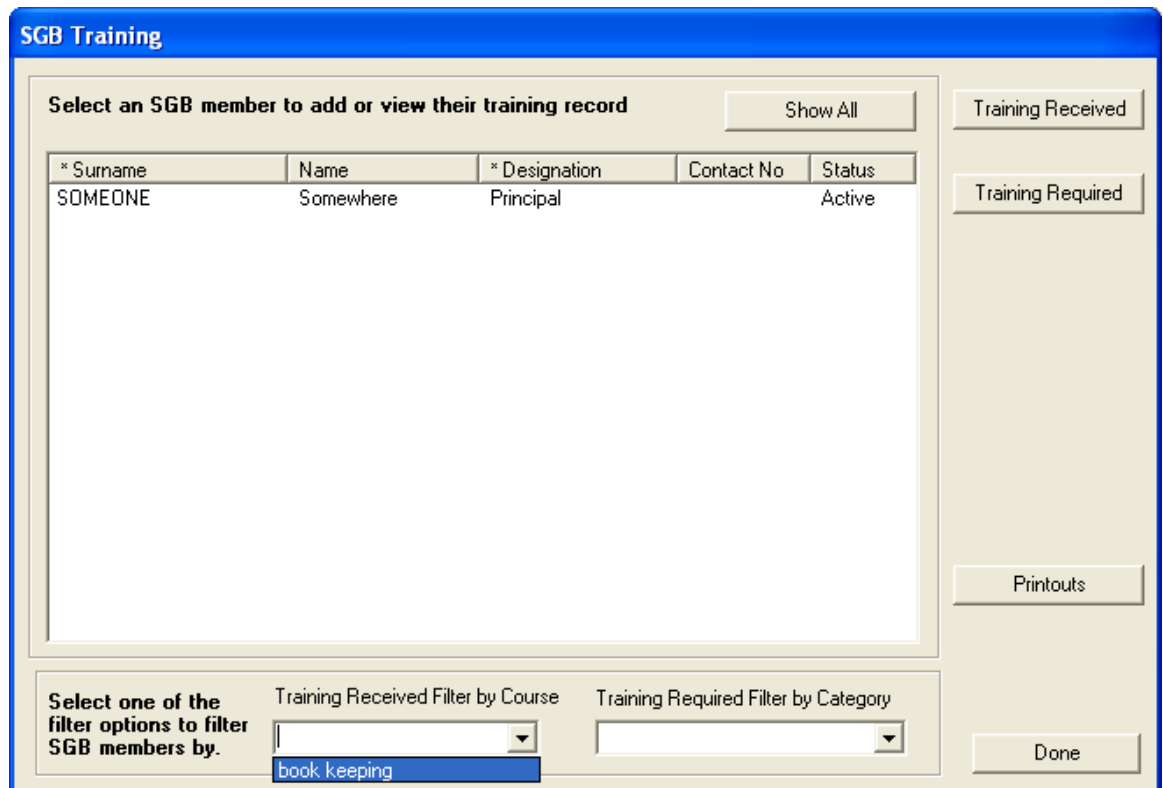


Figure 17: SGB Training

7.4 Individual Training

- In order to view the training courses any member has been on or training courses still to be attended you can use the filter options at the bottom of the screen
- Select either Training Received or Training Required to view relevant information

7.5 Training Received

Training for SGB Members

SGB Member Current year only
 Full History

Select all courses that member has attended

Courses

book keeping

Save

Done

Figure 18: Training for SGB members

- Select the Training Received button
- Tick in the box next to the course/s trained on
- Click on the **Save** button to save your data. Press **Done** to complete the task

7.6 Training Required

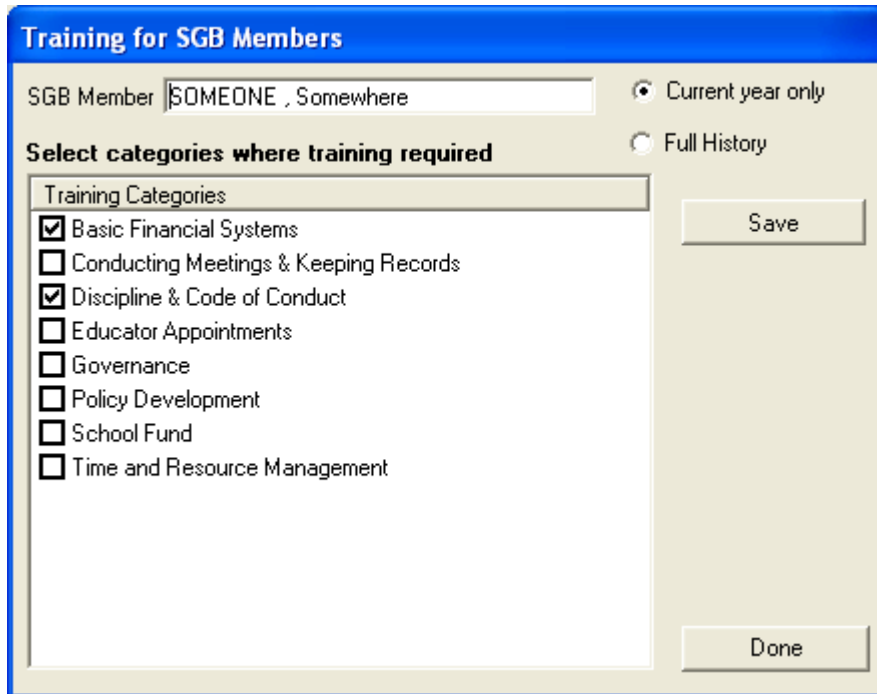


Figure 19: Training for SGB members2

- Select the Training Required button from the SGB Training Menu
- Tick in the box next to the course/s still to be trained on
- Click on the **Save** button to save your data. Press **Done** to complete the task.

8. STATISTICS

The information found in the three options under statistics is completed under the Learner Information module, because these are areas that require decision making by the SGB, they are stored here.

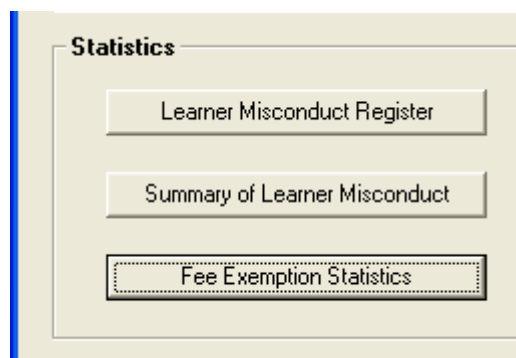


Figure 20: Stats (From Governance Main Menu)

- To print or view statistics from the Learner Misconduct Register, press the **Learner Misconduct Register** button on the Governance Menu
- Click on the relevant month and year from the drop down options.
- Press Print to print or **Done** to return to the program.
- For Summary of Learner Misconduct and Fee Exemption Statistics, do the same as above.

9. PRINTOUTS

- The purpose of printouts is to have current information available (in the relevant file) to access on request
- SGB meetings might require that certain topics requiring SGB decision making are to be discussed. The printouts pertaining to this can be printed beforehand to be available at the meeting.
- This option allows you to print SGB Composition Register, Register of Governance Records, Current SGB Functions and SGB Training Printouts
- To print, select the relevant button and press Print to perform the normal printing function.

10. SEXUAL HARASSMENT

Because of the nature of such incidents and the confidentiality involved, although the persons involved could be either learners or educators, the records are kept under Governance because decision-making will involve the SGB members.

10.1 Maintain Harassment Incidents

- To add incidents, click on the **Add Incident** button
- You will see that the incidents have been coded into 4 Types:
 - Learner to Learner
 - Learner to Educator
 - Educator to Learner
 - Educator to Educator

Details of Sexual Harassment Incident

Details

Type of Sexual Harassment: By Educator to Learner

Date of Incident: 2005/03/18

Grade of Complainant: Grade 12

Complainant: [Empty]

Grade of Alleged Perpetrator: [Empty]

Alleged Perpetrator: [Empty]

Comments

[Empty Text Area]

Select all the relevant options:

Case reported to PDE Case pending disciplinary hearing

Case reported to SACE Case suspended

Case withdrawn

Save **Done**

Figure 21: Details of Sexual Harassment Incident

10.2 Add an Incident

- When adding an incident select the relevant type of incident from the Type of Sexual Harassment drop down list
- Fill in the remainder of the relevant data under the details section
- Tick in the box next to the appropriate steps taken
- Press **SAVE** to save your data and **DONE** to return to the program.
- To view or change an existing incident, click on the relevant incident and click the **Edit** button.
- Remember to **Save** your data if you change anything.
- To delete an existing incident, click on the relevant incident and click **Delete**.
- Press **Done** to return to the program.

10.3 Print Harassment Incidents

- Click on the **Print Harassment** button Incident to get hardcopy records of the incidents
- These are Governance records and have implications for testimonials