



## CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET  
KATLEHONG GARDENS  
KATLEHONG, GP  
1432

P.O. BOX 12557  
KATLEHONG  
1431

TEL: (011) 307 2349  
CELL: (073) 262 8287

E-MAIL: Christopher.Maluleke@gmail.com



# SCHOOL POLICY

## Maintenance

**EFFECTIVE DATE:** \_\_\_\_\_

### REVISION HISTORY:

As amended on:

11 October 2016 – Department of Education Circular 144/98 of 5 November 1998.

### PURPOSE

- Routine maintenance should be on going. This includes the grounds as well, cleaning, refurbishment, repair and/or replacement of all sections of school building. When routine maintenance is neglected, it could result in expensive emergency repairs being required.
- Budgeting for routine maintenance should be done according to the specific condition of the buildings and grounds. The school fund can supplement the N&S allocation for maintenance.
- A portion of the annual routine maintenance allocation should be set aside for maintenance of equipment for ground maintenance e.g. lawn mower.
- N&S allocations may not be used for repairs to hostels. Such repairs should be funded from learners' hostel fees or bursaries.

### PROCEDURE

- Non-section 21 schools should indicate allocations for the maintenance of buildings, grounds and equipment as a total amount on the Departmental form.

- The Education Department does not accept responsibility for the payment where schools spend more than the amount allocated to them. Schools will have to cover the additional amounts themselves. If non-section 21 schools for any reason exceed their N&S allocation the Education Department will recover any such over-expenditure from the N&S allocation the next year. This means that the N&S allocation may not be exceeded.

### **Serious Emergency Repairs**

According to paragraph 97 of the NNSSB the Education Department accepts responsibility for large emergency repairs to buildings, but the Department is limited to the funds available for this purpose. The following repairs will be considered according to the procedures in Circular 175/2000.

- **Category A**

Damage caused by natural disasters, structural problems and fires. The Education Department will accept responsibility for emergency repairs if the costs exceed R5000 if sufficient funds are available. The Education Department will use its discretion to provide funds for material in relatively less serious cases.

- **Own Income**

According to Section 36(1) of the South African Schools Act (Act 84 of 1996) (SASA) as amended, School Governing Bodies (SGB's) should take all reasonable steps to supplement the state's resources in order to improve the quality of education provided by the school. No-school-fee schools may not impose compulsory school fees (including registration fees). However, they are encouraged to raise funds through voluntary contributions and donations and other fund raising events.

- **Reporting**

- The approved budget of the school should be submitted to the relevant district office by 1 December.
- All schools should submit an Education Department form (quarterly report) to the relevant district office within 30 days after the end of each term (expenses to 31 March, 30 June, 30 September and 31 December). Funds will only be transferred to schools if satisfactory Education Department reports regarding the financial activities of previous terms have been received.
- According to Section 43(5) of the SASA schools should submit an audited set of financial statements for the previous financial year by 30 June of each year (for the attention of the relevant district office director).

• **Procedure for the Contracting of People / Organisations For Maintenance**

Expenses for repairs and servicing (also maintenance contracts) of photocopiers, isograph machines, typewriters, sewing machines, lathes, school furniture for learners and educators, etc. should be budgeted for in the annual allocation on the Education Department form under the budget item for Maintenance and Repairs to Buildings and Equipment. The school itself will be responsible for the payment of services and must make sure that it receives value for its money.

**METHOD OF PAYMENT**

The principal should certify the invoices as prescribed in Circular 144/98 of 5 November 1998. This circular is available on the Education Department’s website.

Schools should ensure that they acquire stamps with the wording as in the following example:

<b>SERVICES</b>	
I herewith certify that:	
Services rendered were essential for official purposes.	
Services were satisfactory on _____	
Costs are according to comparative tariff/contract or agreement/fair and reasonable.	
_____	_____
<b>Signature of principal</b>	<b>Name in print</b>
<b>Date</b> _____	

The certified invoices, on which the above mentioned stamps and the school stamp appear, should be sent to the order office together with the delivery notes within 5 days after receipt so that payment can be effected.

## **EXCEEDING OF ALLOCATIONS**

Although the Education Department manages the allocation, it is the responsibility of the school to ensure that the available amount is not exceeded.

- **Should The Allocation be Exceeded the Excess Will Not Be Covered by the Department.**
- **Any Excess Will Be Recovered from the School's Allocation in the Following Year.**

