



# education

Department:  
Education  
**PROVINCE OF KWAZULU-NATAL**

## 2024 HANDOVER CERTIFICATE FROM OUTGOING SGB CHAIRPERSON TO NEWLY ELECTED SGB CHAIRPERSON

**A copy of this certificate is to be kept safely at the school, preferably in the minute book. A copy is to be submitted to the Circuit Manager of the school for placement in the school's file. Handover process must be done within 14 days of the election.**

This certificate covers only standard items and is intended to provide guidance to the SGB. Extra items should be added where appropriate. The necessary schedules should be attached.

Name of School	Nkombose High School					
EMIS NUMBER	4	4	3	5	9	3
Circuit	Kwa Msane			District	uMkhanyakude	

I, Nkosikhona Mgenge, the newly elected Chairperson of the SGB of this school, hereby certify the receipt of the following documents and information from the outgoing Chairperson.

NO	ITEM	RECEIVED	
		YES	NO
1	<b>COPIES OF OFFICIAL DOCUMENTS</b>		
1.1	The South African Schools Act (SASA), Act 84 of 1996 and all its amendments	YES	
1.2	The KZN Schools Education Act 3 of 1996	YES	
1.3	Provincial Notices No 651 and 653 published on 08 February 2024 as Provincial Gazette No 2652 Relating to Election of Governing Bodies of Public Ordinary Schools or Public School for Learners with Special Education needs	YES	
1.4	Guidelines for the consideration of governing bodies in adopting a code of conduct for learners (General Notice No. 776 of 15 May 1998)	YES	
1.5	Determination of Serious Misconduct by Learners (No 1385 of 22 June 2015)	YES	
1.6	National Norms and Standards for School Funding (General Notice 2362 of 12 October 1998) and KZN School Norms Policy Implementation Manual (09 February 2022)	YES	
1.7	Regulations for the exemption of parents from paying of school fees (Regulation Number 1052 of 18 October 2006)		NO
1.8	Understanding School Governance: Manuals 1-7		NO
	<b>Other documents as listed below:</b>		
NO	ITEM	RECEIVED	
		YES	NO
2	<b>OFFICIAL SCHOOL DOCUMENTS</b>		
2.1	The Constitution of the School Governing Body	YES	
2.2	The Vision and Mission Statement of the School	YES	
2.3	Admission Book		NO
2.4	Code of Conduct for Learners	YES	
2.5	Code of Conduct for members of SGBs	YES	
2.6	School's Finance Policy	YES	
2.7	Policy regarding appointments to posts where remuneration and appointment are controlled by the SGB only (SGB Posts)		NO
2.8	Policy on Learner Attendance	YES	



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2.9	Admission Policy	YES	
2.10	Policy Regarding School Sport and Cultural Activities	YES	
2.11	Policy regarding the use of School Buildings and Facilities by the Community	YES	
2.12	Policy on Discipline, Safety and Security	YES	
2.13	Policy on Religion and Education	YES	
2.14	Language Policy	YES	
2.15	HIV & Aids Policy	YES	
2.16	Policy on Occupational Health and Safety	YES	
	<b>Other Policies as listed below:</b>		
3	<b>SGB Committee Constitutions</b>		
3.1	• Finance	YES	
3.2	• School Safety	YES	
3.3	• Fundraising		NO
3.4	• Health Advisory		NO
	<b>Other SGB Committee Constitutions as listed below:</b>		
4	<b>OFFICIAL SCHOOL RECORDS</b>		
4.1	SGB Minute Book	YES	
4.2	The Current School Development Plan and School Improvement Plan	YES	
4.3	Action Plans for the above School Development Plan and Year Plan	YES	
4.4	Copy of the Current year 10 <sup>th</sup> School Day Statistics	YES	
4.5	Copies of contracts of all staff employed by the SGB	YES	
4.6	Contracts with any supplier to the school, as per the attached list		NO
4.7	Documentation and a verbal update on fundraising activities currently happening in the school, as per the attached list ( <b>14/02/2024</b> )	YES	
4.8	Documentation and a verbal update on any disputes currently being dealt with by the school, as per the attached list		NO
	<b>Other records a listed below:</b>		

NO	ITEM	RECEIVED	
5	<b>SCHOOL FINANCE</b> – The SGB is legally responsible for the management of the school fund and as such it is responsible for ensuring that the school records on finances are available at the school, even though maintaining the financial records may be delegated to a member of the staff. Accordingly, the incoming Chairperson must ensure that at least the following documents are available.	YES	NO
5.1	• The SGB approved Examined or Audited Financial Statements for the previous years	YES	
5.2	• The approved School Budget for the current year	YES	
5.3	• Management reports on Receipts & Payments or Income and Expenditure for the current year	YES	
5.4	• The most recent Board of Survey Report		NO
5.5	• The Assets Register of the School	YES	
5.6	• Bank Statements and recording of EFT payments	YES	



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5.7	• Cash Payment and Receipt books	YES	
5.8	• Bank reconciliations for the current year	YES	
5.9	• Payment Advice Forms with supporting vouchers	YES	
5.10	• Receipt books (Current)	YES	
5.11	• Receipt books (Completed)		NO
5.12	• Records of School Fees paid and outstanding		NO
5.13	• Records of School Fee exemptions process		NO
5.14	• Petty Cash funds and records	YES	
5.15	• Disbursements Register		NO
5.16	• Order Register		NO
5.17	• Documentary proof of investments if any		NO
5.18	• List of NGOs/partners approved by district and operating in the school	YES	
5.19	• Minutes of the Finance Committee	YES	
5.20	• Year plan of the Finance Committee meetings	YES	
5.21	• Bank balance for school Account	R184 353 ,07	
5.22	• Bank balance for second account – investment	R N/A	
5.23	• Bank balance for other accounts	R N/A	
<b>Other Documents as listed below:</b>			
<b>6</b>	<b>LEARNER PERFORMANCE (in line with section 58B(5)(b) of SASA</b>		
6.1	Copies of analysis of results of previous three years (grades 12)	YES	
6.2	Annual Academic Performance Report	YES	
6.3	School Academic Improvement Plan (Turn Around Strategy)	YES	
<b>Other Documents as listed below:</b>			

## Confirmation of receipt of the documents listed in the above certificate:

Name: \_\_\_N MGENCE\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_10/04/2024\_\_\_  
Incoming Chairperson

**To the best of my knowledge all important records, explanations and documentation have been made available to the above-mentioned Chairperson.**

Name: \_\_\_AS SOKHULU\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_10/04/2024\_\_\_  
Outgoing Chairperson

Name: \_\_\_HT ZWANE\_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_10/04/2024\_\_\_  
Principal

## Contents of this certificate noted by the Circuit Manager

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Circuit Manager