

## **School Governing Body (SGB) – Explanation of Portfolios**

At the first meeting of a newly elected SGB, office bearers (Chairperson, Vice-Chairperson, Treasurer & Secretary) are elected from amongst the cadre of the **parent** members of the SGB. Office bearers are elected annually, at the first SGB meeting of the year. SGB members then volunteer their services for a portfolio of their choice (one per member). Herewith a description of the current portfolios.

**Chairperson:** This person oversees the functions and activities of the SGB, and its sub-committees, and attends meetings/functions as representative of the parents of the school. The chairperson does not necessarily have to have a portfolio allocated to him/her, but may elect to do so.

**Administration & Human Resources:** By virtue of his/her position at the school, the Principal is in overall charge of all educational matters of the school. He reports back to the SGB on matters that have an impact on the governance of the school. The Principal has to; 1.) ensure that the school's insurance portfolio is updated and sufficient and, 2.) ensure the efficient functioning of administrative equipment, systems & procedures.

**Buildings & Grounds:** This person, in consultation with the Principal and the Grounds Supervisor, is responsible for matters relating to the maintenance, improvement & extension of school facilities.

**Information Technology:** This member is responsible to liaise with the IT manager and the IT Technician to ensure the efficient functioning of all computer hardware and software in the school. Constant interaction is necessary to ensure that our systems are always up to date and utilised optimally.

**Educational & School Improvement:** This person assists the Principal with educational matters as well as co-ordinates planned improvement in the School be it to the physical infrastructure, enhancement of the teaching and learning process or extra-curricular improvements.

**Extra-Curricular Activities:** This person works very closely with the Principal with regards to all organisational matters relating to the school's extra-curricular programme (i.e. extra murals, educational excursions, tours, etc.)

**Financial (Sound financial background required):** This person is the SGB elected Treasurer and works very closely with the Financial Administrator & the Principal in ensuring fiscal discipline, controlling expenditure, setting the annual budget, etc. Reports to the SGB w.r.t. the financial performance of the school. The **Finance sub-committee** comprises of the Chairperson, the Treasurer, the Principal, the School Financial Administrator and any other **Parent** members of the SGB who volunteer to serve on this committee (except in potential cases of conflict of interest). The treasurer chairs the sub-committee meetings. Detailed minutes must be kept of all meetings/discussions.

**Fundraising (FRC):** Although the Fundraising Committee is a volunteer body, an SGB member is elected to act as liaison between the Fundraising Committee and the SGB and keeps the SGB informed of all fundraising activities organised by Parents of the school as well as all projects identified by the FRC.

**Marketing:** This person liaises with SGB & School management in all matters regarding the marketing of the school (i.e. contributions to the media, Open Days, Sports events, etc.)

**Legal (Legal background, especially w.r.t. Education laws, required):** This person is responsible for ensuring that legal advice is given, or obtained, as and when necessary. This implies a sound knowledge of all legal matters relating to education.

**Relationships & Communication:** This person is responsible for the various areas of communication (SGB/Parents, SGB/FRC, SGB/Educators, etc.) as well as ensuring that positive relationships are established and maintained amongst the various stakeholders in the school environment.

**Staff well-being:** This person assists the Principal & SGB in ensuring the well-being of all employees at the school. This includes, but is not limited to: supporting staff when dealing with difficult learners & parents, acknowledgement of good work and/or notable achievements, incentivizing employees, etc.

**So, should you stand for election?**

**(With grateful acknowledgement to Mr. Tim Gordon, CEO of the Governing Body Foundation)**

**If you are:**

- someone with **skills** that are in short supply in the school;
- a **selfless server** willing to play a bit-part in a larger cast; and
- someone who wants to **create** a good and sustainable education, not just for your own children, but also for your children's children;

then you are probably a strong candidate!

**If, on the other hand, you:**

- feel you have a **score to settle**, or **bear a grudge**;
- are **forceful**, a bit **authoritarian** or **dictatorial**, highly **assertive** or a **little arrogant**, with an **own agenda** that you want to implement; or
- are a **control freak**, **wanting to micro-manage** a portfolio;

then you will probably be better off – and so will the school – if you find yourself a role in another sphere. Remember, a governor is part of democratic governance, not of forceful management!

We trust that the above will provide you with some clarity on the “workings” of an SGB.

Kind regards

**School Electoral Team**