



**INSTITUTIONAL DEVELOPMENT SUPPORT AND GOVERNANCE: NORMS AND STANDARDS FOR SCHOOL FUNDING**  
Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape  
Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA  
Tel: +27 (0)40 608 4344 • Fax: +27 (0)40 6084623 • Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Enquiries: Ms SP Mtila

Email: [pula.nkula@edu.ecprov.gov.za](mailto:pula.nkula@edu.ecprov.gov.za)

### INTERNAL MEMORANDUM

**TO: PRINCIPALS OF SCHOOLS**  
**SCHOOL GOVERNING BODIES**  
**SCHOOL GOVERNING BODIES ASSOCIATIONS**  
**LABOUR UNIONS**

**Cc: DDGs, CHIEF DIRECTORS, DISTRICT DIRECTORS and CESs**

**FROM: HEAD OF DEPARTMENT**

**DATE: 10 DECEMBER 2018**

**SUBJECT: UTILIZATION OF MAINTENANCE BUDGET BY SCHOOLS**

#### **PURPOSE:**

This Internal Memorandum serves as an instruction to all Public Ordinary schools to utilize the maintenance allocation for intended purposes.

#### **BACKGROUND:**

According to Amended National Norms and Standards for School Funding Gazette no. 29179 of 31 August 2017, "Schools which receive the school allocation as a monetary transfer into the school fund must administer this money in accordance with the South African Schools Act (SASA). The Provincial Education Departments must ensure that the financial management directions issued to all schools in terms of Section 37 of the SASA are adequate, and that schools comply with these directions."

#### **DELIBERATIONS:**

- The Eastern Cape Department of Education (ECDoE) issued final paper budgets in March 2017 which indicated a percentage increase of maintenance allocation from 20% to 30% in 'No Fee' schools and from 15% to 35% in 'Fee Charging' schools. The status quo remained for 2018 financial year
- Maintenance budget is used for **minor repairs** as articulated by the gazette mention in the first paragraph.
- Roadshows addressing NSF compliance issues were conducted in May 2017 where it was clearly stated that maintenance allocation has increased and schools must use that budget for intended purposes. Despite this instruction some schools continue to be in a dilapidating state.
- **Schools are therefore instructed to have by 09 January 2018:**



- **School buildings, classrooms and ablution blocks are painted and cleaned**
- **Ceilings and floors fixed**
- **Broken doors and windows repaired and**
- **Cut the grass**
- **Toilets desludged**
- **Water leaks fixed**
- **Dangerous infrastructure cordoned off with danger net**
- **School buildings, Classrooms and ablution blocks cleans**
- **IDS&G and Infrastructure officials both at Provincial and District level will monitor the process to ensure that this instruction is adhered to.**
- **Schools found not to have taken heed to the instruction will be required to give reasons for non – compliance.**

Yours in Education.

  
MR. T. KOJANA  
HEAD OF DEPARTMENT

