



Province of the
EASTERN CAPE
EDUCATION

DIRECTOR: SCHOOL RESOURCE PLANNING

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**TO : DISTRICT DIRECTORS
SCHOOL PRINCIPALS
SGB CHAIRPERSONS**

**CC : CHIEF FINANCIAL OFFICER
ACTING CHIEF DIRECTOR- HEAD OFFICE SCM
CHIEF DIRECTORS- DISTRICT OPERATIONS
CHIEF DIRECTOR- SCHOOL MANAGEMENT**

FROM : MR T S KOJANA- HEAD OF DEPARTMENT (ECDOE)

**SUBJECT : MANAGEMENT, CARE, CONTROL AND MAINTENANCE OF
SCHOOL FURNITURE IN THE EASTERN CAPE
DEPARTMENT OF BASIC EDUCATION**

DATE : 13 July 2020

1. BACKGROUND

In recent years the ECDOE has faced considerable challenges in the provision of furniture to schools in the Province. The extent of the problem was highlighted by a court application and subsequent Court Order granted on 26 January 2016. In terms of the Order, the ECDOE was required to take steps to ensure that all provincial public schools, identified as having furniture shortages, receive adequate age and grade appropriate furniture, which shall enable each child at the identified school to have his or her own reading and writing space. The ECDOE was also required to conduct a comprehensive furniture audit in all schools and to report regularly on progress with the implementation of the outcomes of the school furniture audit. Reports have been prepared and submitted to the Court as required.

The ECDOE is committed to the provision of grade and age appropriate school furniture to all learners to optimise learning. A key factor in achieving this goal is ensuring well-functioning furniture management systems at schools and at district-level. It is therefore essential that schools, districts and the Province put in place systems that ensure that schools effectively manage their stock of furniture.

These Guidelines provide direction to schools, districts and the ECDOE on how to develop and implement an effective furniture management plan. The Guidelines also outline the responsibilities in this regard at each level in the system.

2. PURPOSE

Section 16A(2) of South African Schools Act (SASA) Act 84 of 1996 as amended, describes the powers and functions of the School Principals as the representatives of the HOD in the governing body, when acting in his/her official capacity as contemplated in sections 23(1)(b) and 24(1)(i) of the Act.

In light of the above facts, this memorandum serves to remind and inform School Management among others, the Principals and the School Governing Bodies (SGB's) to formulate and put into practical, mechanisms to ensure that school furniture is taken care of, properly controlled and maintained.

3. RESPONSIBILITY AT ALL LEVELS

3.1 Responsibility Provincial Level:

- 3.1.1 Development of Systems
- 3.1.2 Development of Guidelines
- 3.1.3 Development of Applications
- 3.1.4 Development of Procurement

3.2 District Level Responsibilities

- 3.2.1 Schools are central to the effective management of school furniture. Schools should therefore:
- 3.2.2 Appoint a Furniture Committee to be responsible for the Furniture Management Plan;
- 3.3.3 Develop and implement a Furniture Management Plan that contains all the measures necessary for effective management of furniture including the disposal of damaged/obsolete furniture,
- 3.2.3 develop an enabling environment that encourages and supports the care and control of all furniture by learners, teachers and parents/care-givers;
- 3.2.4 Develop and implement an effective furniture ordering system;
- 3.2.5 Develop and maintain an inventory system for all school furniture;
- 3.2.6 Involve the School Governing Body (SGB) and the school community in the management and retention of furniture through an advocacy campaign;
- 3.2.7 Conduct an annual audit of furniture and take stock of furniture at the end of each year; and
- 3.2.8 Develop and submit an annual report on furniture management to the SGB and the District Director.
- 3.2.9 Management of transfer of excess school furniture should be managed fairly by the District Offices. (before any procurement, Districts should ensure any surplus furniture is distributed).

4. Responsibilities at School Levels

Schools are central to effective management of school furniture. Schools should therefore:

- 4.1 Appoint a Furniture Committee to be responsible for the Furniture Management Plan;

- 4.2 Develop and implement a Furniture Management Plan that contains all the measures necessary for effective management of furniture including the disposal of damaged/obsolete furniture.
- 4.3 Develop an enabling environment that encourages and supports the care and control of all furniture by learners, teachers and parents/care-givers;
- 4.4 Develop and implement an effective furniture ordering system;
- 4.5 Develop and maintain an inventory system for all school furniture;
- 4.6 Involve the School Governing Body (SGB) and the school community in the management and retention of furniture through an advocacy campaign;
- 4.7 Conduct an annual audit of furniture and take stock of furniture at the end of each year;
- 4.8 Develop and submit an annual report on furniture management to the SGB and the District Director; and
- 4.9 For purposes of ensuring transparency/requisition and disposal of furniture, all functions will be performed on the approval of School Governing Body.

5. Furniture Management Plan

All schools must develop and implement a **Furniture Management Plan**. The plan must take cognisance of the requirements set out by the ECDOE when purchasing furniture from service providers. The School Furniture Committee may choose supplementary furniture in line with guidance from subject specialists and curriculum advisers. Schools must follow all approved departmental guidelines and procedures when procuring furniture.

The school's Furniture Management Plan should include the strategies the school will use to encourage the school community to:

- (a) take care of the school furniture used and
- (b) ensure the safe keeping of such furniture.

5.1 These strategies should include:

- 5.1.1 lessons or projects on how to care for furniture and ensure their safekeeping;
- 5.1.2 Promoting a culture within the school of respect for all furniture. This should include a list of Do's and Don'ts in caring for furniture, the displaying of posters with suitable messages and the modelling of appropriate behaviour by teachers;
- 5.1.3 Workshops for the repair of damaged furniture;
- 5.1.4 Principles and procedures for the use of furniture by persons and organizations outside of the school;
- 5.1.5 Involving the SGB and the school community through an advocacy campaign including communication to parents via circulars or at parents' meetings.

5.1.1 The development and maintenance of a furniture inventory

The School Furniture Committee must develop and maintain a furniture inventory of all the school's furniture. See **Annexure B**. Each item of furniture must have the school stamp and its own unique number.

The inventory must be a written record of the number of types of furniture per grade as stock in hand. Thereafter, when furniture is delivered to the school, the types, quantities and invoice numbers of furniture must be entered into the furniture inventory.

The school must conduct a furniture check at least once per term to check for missing and damaged furniture. At the end of each year, after the annual stock take, the inventory must be updated and the number of furniture items (a) lost, (b) damaged, (c) obsolete and (d) in hand recorded. The inventory should be used to inform shortages for the following year, 'top up' orders and the annual report on furniture retention that must be submitted to the SGB and to the relevant District Director.

A process must be in place in order to dispose of all damaged/obsolete furniture. The School Furniture must enter all damaged and obsolete items in a disposal register as well as into the furniture inventory. Once authorised by an authority designated by the District Director, the disposal process can be followed. **See Annexure C:(Identification and Procedure for Obsolete and Damaged Furniture)**

5.1.2 Requisitioning, ordering and receiving of school furniture

Each school must complete **a requisition form** for the ordering of core furniture. The requisition form must indicate the estimated number of classes and learners and subjects for the following year and the required quantities. **See Annexure D (Furniture Transfer Form)**. Requisition forms must be signed by the principal and the chairperson of the School Furniture Committee certifying that the information submitted is correct. Completed and signed requisition forms should be delivered to the relevant District Director, in electronic or print form. The data submitted will be collated by the District Director / ECDOE and used for the centralized procurement process. The consolidated orders will be placed with suppliers by the ECDOE.

The ECDOE will manage the distribution of furniture to schools. In line with audit requirements, the principal must inform the ECDOE of the names and signatures of the officials at the school, who are authorized to receive and certify Proof of Deliveries (PODs) of furniture delivered to the school. Before the PODs are certified as correct, the items delivered must be checked against the items listed on the requisition form to ensure that only items that were ordered are delivered. One of the official signatories who has the authority to receive furniture, must check, sign and file a copy of the POD. Furniture suppliers must deliver the orders within the specified period and according to the official order.

Requests by the district districts should be submitted by September of each financial year. Ordering process should be done every January of each financial year. Requisitions should be done in line with ECDoE budget cycle.

5.2.3 Recording of furniture

When furniture is delivered to the school, types of furniture and quantities must be entered into the school's furniture inventory. The furniture items must be stamped and given a unique number. All furniture must be kept safely whilst not in use. The Department of Basic Education and the ECDOE have the right to visit schools at random to check if supplies have been delivered according to specification and that they are recorded, safely stored and effectively utilised. This process will be done in conjunction with directorate Assets Management.

5.2.4 Reporting

At the end of every school year, schools must report to the District Director on the furniture retention for the current academic year, citing reasons for loss or damage.

6. Systems

The District Director / Circuit Manager will be responsible for ensuring that schools develop a Furniture Management Plan and implementing it effectively. In addition, they must undertake periodical checks on furniture to ensure effective use and safekeeping. The District Director must be responsible for confirming that effective monitoring of furniture management and annual stock-taking are done at school level. District Directors must also manage the transfer of surplus furniture from a school having excess to another, needy school. **See Annexure D.**

The District Director must submit a report to the ECDOE on furniture stock at each school in the district at the end of each year. **See Annexure E.**

7. FURNITURE OF MERGED AND CLOSED SCHOOLS (Section 12A of the Act)

In terms of section 33(1) of the Act, The Member of the Executive Council may, by notice in the *Provincial Gazette*, close a public school. Further, Section 33(3) of the Act provides If a public school is closed in terms of subsection (1) all assets and liabilities of such school must, subject to the conditions of any donation, bequest or trust contemplated in section 37 (4), devolve on the State unless otherwise agreed between the Member of the Executive Council and the governing body of the school.

District offices are vested with the responsibility to transfer all assets including school furniture of the closed school to the receiving school, provided there is a need for the assets to be transferred. Proper transfer records must be kept by the district office for Auditing and tracking purposes. Coordination and support between the District Offices, Schools and their SGB's is of vital importance in ensuring that resources supplied to schools are properly cared for and unutilized for their intended purpose.



T KOJANA

SUPERINTENDANT GENERAL

27/07/2020
DATE

Annexure A – Declaration of interests

Name	ID Number	Position at the school	Declaration of interests Yes / No	Signature

Description	No of items on hand: Date	No of items purchased: Date/invoice number	Total number of items	Number of items missing	No of item written off / obsolete: Date	No of items written off / damaged: Date
Grade R tables						
Grade R desks						
Grade R chairs						

Grade 1-3 tables						
Grade 1-3 desks						
Grade 1-3 chairs						
Grade 4-6 tables						
Grade 4 - 6 desks						
Grade 4 - 6 chairs						
Grade 7-12 tables						
Grade 7-12 desks						
Grade 7-12 chairs						
Teachers' desks etc.						

Annexure B: Exemplar Furniture Inventory

Annexure C: Identification and Procedure for Dealing with Obsolete and Damaged Furniture

Procedure for Disposal of Obsolete Furniture

All furniture and other assets are the sole property of the ECDOE. Schools or district staff are not permitted to dispose of school property, except as authorized in accordance with this procedure.

The Principal should provide the District Director with a complete written description of any furniture considered obsolete. Furniture must be held at the school until approval is given for disposal.

Methods of disposal must be approved by the District Director and will be done in accordance with provincial/municipal ordinances.

Annexure D: Exemplar Furniture Transfer Form

Transferred From:

Transferred To:

School Name and Address:	School Name and Address:
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Furniture Information:

Item		
Teacher Quantity	Learner quantity	Temporary/permanent transfer

Principal's

Signature:

_____ Date _____

(School Sending Furniture)

Principal's

Signature:

_____ Date _____

(School Receiving Furniture)¹

**Annexure E: Exemplar Annual District Report on Furniture Retention in Schools
in a District**

DISTRICT: _____ PROVINCE: _____

Name of school	EMIS num ber	Total no. of chairs/desks on hand 2017	Total no. of chairs desks on hand 2018	Furniture retention percentage
District textbook retention percentage				

Signature: District Director

Date:

