

NORMAN HENSILWOOD HIGH SCHOOL



BUILDINGS, GROUNDS & MAINTENANCE POLICY

The following is an outline for the school's Buildings, Grounds and Maintenance Policy

1. Purpose of the policy

1.1 The purpose of this Buildings and Grounds Policy is to:

- a) ensure a safe, secure, clean, and well-maintained environment for the all-round education of the learners.
- b) protect the facilities and the capital investment of the State and of parents.
- c) specify responsibility for the proper use, maintenance, repair, renovation, improvement, and extension of the facilities.
- d) specify conditions for the use of the facilities.
- e) specify sources of funding and procedures for the maintenance, repair, renovation, improvement, and extension of the facilities.
- f) provide guidance relating to the maintenance of the facilities.

2. Principles

- 2.1 Immovable property of public schools on State-owned land belongs to the State and cannot be alienated by the school.
- 2.2 The school has the right for the duration of its existence to occupy and use the immovable property for the benefit of the school for educational purposes at or in connection with the school subject to conditions stipulated in the South African Schools Act.
- 2.3 Annually, in time for schools to prepare their budgets for the following year, the provincial education department must inform the school of the funding available for the basic upkeep and maintenance of the school.
- 2.4 In observing its responsibilities related to the school facilities, the school will adhere to all relevant school policies, including the Finance Policy and School Safety Policy.

3 Definitions and acronyms

school	refers to Norman Henshilwood High School.
school community	includes all learners, all members of staff, all parents and visitors to the school, and residents in the school neighbourhood.
school facilities	includes all school property, namely, the buildings (immovable property), grounds, including boundary walls and fences, sport and recreational facilities and cloakrooms, but not the movable equipment kept within the facilities. This term does include the services necessary to run the facilities.
school property	means immovable property owned by the State, including immovable property bought by a school from the school funds or donations to the school.
WCED	Western Cape Education Department
BGCom	Building and Grounds Committee
BGP	Buildings and Grounds Policy
HOD	the Head of Department of the Department of Education
MEC	Member of the Executive Council
SMT	School Management Team

4 Applicable

This policy is compiled in accordance with the following legislation and amendments:

- Constitution of the Republic of South Africa Act 108 of 1996
- The South African Schools Act, No. 84 of 1996 (SASA)
- Regulations for Safety Measures at Public Schools 2001, as amended
- National Norms and Standards for School Funding (1998)
- Occupational Health and Safety Act 85 of 1993 (OHSA)
- Guidelines for general upkeep and maintenance of education facilities (DBE 2018)
- Facilities maintenance guidelines for public schools (2012)
- Provincial regulations and policy - specify
- HOD circulars or instructions - specify

5 Application and scope of the policy

- 5.1 This policy applies to all learners, parents, and staff of the school.
- 5.2 Where applicable, this policy applies to external organisations/persons who use or lease school facilities in terms of use or rental agreements.

6 Responsibilities of the SGB

- 6.1 The SGB must administer and control the school's property, and buildings and grounds occupied by the school, but the exercise of this power must not in any manner interfere with or otherwise hamper the implementation of a decision made by the MEC or HOD in terms of any law or policy.
- 6.2 The governing body may allow the reasonable use of the facilities of the school for community, social and school fund-raising purposes, subject to such reasonable and equitable conditions as the governing body may determine, which may include the charging of a fee or tariff which accrues to the school.
- 6.3 The SGB may, with the approval of the MEC, lease, burden, convert or alter immovable property of the school to provide for school activities or to supplement the school fund, and allow any person to conduct any business on school property to supplement the school fund. The SGB will apply for permission of the MEC when it is required to do so.
- 6.4 The SGB may not obtain a loan in order to finance repairs or improvements without the written consent of the MEC. The SGB will apply for permission of the MEC when it is required to do so.
- 6.5 The SGB may not allow any activity on school property that is hazardous or disruptive to learners or prohibited by SASA.
- 6.6 The SGB has been allocated responsibility for maintaining and improving the school's property, and buildings and grounds occupied by the school, if applicable, and to pay for services to the school. [SASA section 21 function schools]
- 6.7 To exercise these rights and fulfil these responsibilities the SGB has developed a Buildings and Grounds Policy (BGP) for the school.
- 6.8 The SGB has appointed a Buildings and Grounds Committee (BGCom), a committee of the SGB.
 - a) A parent of the SGB will be the chairperson of this committee [not required in terms of SASA but it provides for meaningful participation and governance responsibility of a parent SGB member].

- b) The BGCom will comprise the Chairperson (SGB member), at least one other SGB member (who may be a co-opted SGB member), the school facilities manager, the school finance officer, the principal or an educator delegated by him/her, and any other person whose expertise is needed.
 - c) BGCom must:
 - i. monitor implementation of the BGP and relevant aspects of the School Safety Policy.
 - ii. meet at least once per quarter, and regularly report and make recommendations to the SGB and School Safety Committee.
 - iii. conduct regular inspections of the school facilities and take the necessary action.
 - iv. draw up the short-, medium- and long-term infrastructure maintenance, repair and improvement programmes and the proposed budget for these activities for SGB approval.
 - v. annually, prepare a buildings and grounds budget for inclusion in the annual budget to be approved at the annual budget meeting.
 - vi. monitor the expenditure for maintenance, repair, and improvement of school facilities.
 - vii. adhere to the School Finance Policy and School Procurement Policy with respect to procuring goods and services related to the Buildings and Grounds Portfolio.
 - viii. annually propose adjustments to Schedules of fees for use of the facilities.
 - ix. prepare leases and use agreements for signing by the authorised persons.
- 6.9 The SGB has created school-paid posts for additional maintenance staff. Appointments into these posts are made in accordance with the School Employment Policy.
- 6.10 Neither the SGB nor the BGCom is responsible for the allocation of duties of school maintenance staff, or their supervision.
- 6.11 Incidents of school-paid staff serious misconduct may be referred to the SGB for disciplinary action.
- 6.12 After following the prescribed procurement process, the school outsources the following support services:
- a) security
 - b) cleaning
 - c) sports fields maintenance
 - d) pest control
 - e) female hygiene services
- 6.13 The SGB must report serious/large or urgent/emergency maintenance or renovation needs to the relevant person in the District Office as soon as they are known.
- 6.14 The SGB will try to obtain voluntary assistance from parents to maintain the school facilities, for example, parents with relevant expertise could affect repairs to plumbing, paint buildings and care for the school gardens.

7 Responsibilities of the Principal

- 7.1 The principal is responsible for advising and assisting the SGB on all matters related to the use, maintenance, repair, and improvement of the school's facilities.
- 7.2 The principal must ensure that the GBP is implemented and must educate the school community on its contents.
- 7.3 The principal is responsible for assigning duties to maintenance staff and supervising and appraising their work. This duty may be delegated to a deputy principal.
- 7.4 The principal is responsible for the discipline of all buildings and grounds staff but will refer serious misconduct of state-paid staff to the provincial department of education and serious misconduct of school-paid staff to the SGB.

- 7.3 The principal may appoint a supervisor/supervisors of the maintenance team/s.
- 7.4 The principal is responsible for all day-to-day issues concerning the school facilities.

8 Policy Detail

8.1 Supervision and reporting

Explain school processes.

8.2 Financial controls, funding, and budget

a) Financial Annual transfer allocation percentage for maintenance

The provincial education department allocates a certain percentage of the funds transferred to the school for maintenance. This amount is included in the school's budget. Proof of expenditure on maintenance needs must be provided to the department.

b) School budget

The GB Com must ensure that the expenditure needs related to school facilities have been budgeted for.

c) Fundraising

d) Controls

e) Loans (The school may obtain a loan only with the approval of the MEC.)

8.3 Use of facilities

a) For school activities

Use of the school for school activities will always take precedence over use of the facilities for other purposes, such as supplementing the resources provided by the state.

b) For income generation

i. Adhoc use for a fee

ii. Lease agreement.

iii. Business agreement

iv. Services of school staff

Charges for the use of school staff and cleaning of venue, security, etc. to be set up.

8.4 Conditions of use

a) The possession and/or use of dangerous weapons, illegal drugs, and alcohol are not permitted by any person within the school grounds and in any facility. **(Note: Alcohol is permitted by the Western Cape Education Department provided permission has been obtained in advance following the prescribe procedure.)**

b) Smoking of cigarettes, use of electronic cigarettes and hookahs are not permitted by any person within the school grounds and in any facility. There is no designated smoking area within the school grounds.

c) Notices indicating the above prohibitions will be displayed in appropriate positions in the school facilities.

d) The above prohibitions will be included in any use agreement or lease agreement.

e) Learners, staff members and parents are bound by their respective codes of conduct.

f) Visitors and education officials are expected to observe the signs displayed in the school.

8.5 Maintenance, including cleaning, and repairs

a) Responsibilities

i. School maintenance team. Refer to school arrangements.

ii. Preferred suppliers of services. Refer to relevant school policies.

iii. Procurement of services. Refer to relevant school policies.

b) Types of maintenance – include all these types of maintenance in the school budget, including, where possible, a budget reserve for emergency maintenance.

i. *Routine/daily* Develop a schedule of routine activities carried out by the maintenance department that are not strictly maintenance, such as placing toilet

paper in cloakrooms, replacing sanitising material, disposing of garden rubbish and waste.

- ii. *Scheduled* - Develop a schedule of maintenance activities that are carried out in terms of a daily, weekly, monthly programme.
- iii. *Preventative* - Develop a schedule of activities to be carried out in order to prevent problems occurring – larger items such as painting of rooms, replacing gutters, attending to roofs, ceilings, paving, tennis court surfaces
- iv. *Responsive (usually smaller matters such as broken windows, door locks)* Describe the process used for bringing maintenance needs to the attention of the maintenance department in the school or, if bigger needs, to the appropriate provincial department officials. Indicate how soon the problem should be dealt with.
- v. *Emergency* Describe what the SGB will do if there is a major event, for example, significant vandalism, severe damage by fire or extreme weather. Indicate who has responsibility for doing what. What sort of authorisations will be needed to effect urgent repairs? Refer to the school finance policy and procurement policy, if relevant.

8.6 Major school renovation

[This should be undertaken by the relevant state department. The SGB must monitor this and refer the school's need to the provincial education department. The backlog in school infrastructure development and meeting basic requirements is such that little attention has been given to this renovation programme. Some provinces have performed better than others.]

8.7 Improvements - Alterations and additions

a) Principles

- i. The SGB must ensure that any improvements that are made are for educational purposes and will directly benefit a large majority of learners at the school.
- ii. The SGB must approve the project, cost it, and obtain approval for the expenditure from parents at the annual budget meeting or a special meeting of parents.

b) Funding

Describe how the school finances improvement projects, for example from reserves accumulated at the end of financial years, from special development levies, an established building fund, school associated trust fund, donations, fundraising activities, or a combination of these.

c) Process

Describe in detail the steps that must be taken from the stage that the project was suggested to completion. The process is usually a lengthy one. It is important to note here that there may be many legal steps in the process such as obtaining approval of plans by various local authorities and the provincial education department, procuring the services of architects, other professionals such as engineers, and builders using a fair, transparent and competitive process.

8.8 Service providers/contractors

- a) Procurement process – Refer to the school policy on procurement
- b) Expertise/qualifications/police clearance/identity checks

The school will ensure that all persons providing services to the school have the relevant qualifications and or certification to perform the work. The school will ask for proof of such and file such in an appropriate place. [Failure to do this could in the case of a negative incident result in the school being charged with negligence and the failure of the insurance company to pay out for damages caused.]

There is always the danger of people rendering services who have a problematic criminal history or who appear on the register of sex offenders. Where possible, only reputable providers of services should be contracted, and they and their employees should have been duly vetted. As these service providers are independent contractors,

they are responsible for their staff, but the school cannot be negligent. It is important that the contract of engagement includes conduct rules such as not talking to or touching learners and not being in a venue alone with a learner and a requirement that a copy of the identity document/ passport of each service provider and his/her staff members be provided.]

c) Registration of employees

The school will ensure that all service providers/contractors performing work at the school have registered their employees with the Workmen's Compensation Fund.

[Failure to do this could result in liability for the school should a contractor's employee be injured in the school facilities.]

d) Adherence to Occupational Health and Safety Act (OHSA)

The school and all staff will adhere to OHSA provisions which will be included in the school safety policy.

Service providers and contractors will be expected to adhere to provisions of the OHSA and such requirement will be included in their respective contracts. [Failure to do this could result in liability for the school should a contractor's employee be injured in the school facilities and there could include criminal charges as well.]

8.9 Security Include relevant security measures that the school will use, for example:

- a) Boundary wall/fence
- b) Security gates
- c) Bars on windows
- d) Controlled entrance/exit
- e) Alarm system
- f) 24 hour security services

8.10 Insurance Include relevant insurance taken out by the school.

[It is not compulsory to take out insurance except for vehicles and when transporting learners and for certain excursions and tours and when the school has leased part of its facilities for business purposes. The state is liable for damages for loss or injury arising from any school activity. **[Note: Only in the Western Cape is school fundraising specifically included as a school activity.]**

- a) Property [The state, as the owner, is responsible for the immovable property and therefore would have to repair damages. This may take a very long time and schooling could be disrupted severely. Because the school has beneficial use of the state property it has an insurable interest in it. Therefore, it is possible and advisable, where schools can afford it, to take out insurance against damage and loss of the school facilities.]
- b) Public liability [This is advisable and sometimes required in terms of local authority requirements for big functions at the school, for example – Big Walks, Fun Days, Socials.]
- c) Learner and staff accidents [This would exclude vehicle accidents which are covered under other relevant and compulsory insurance. Where schools can afford this insurance, it is helpful because it allows staff in charge of activities to access good medical attention for learners and/or staff quickly. If schools cannot afford insurance, the learners are covered by state liability for injury during a school activity and staff are covered by the Workmen's Compensation Fund (provided the school has registered for the Fund (a legal duty) and has paid the required annual assessment fee).]
- d) Workmen's Compensation Fund [The school must register every school-paid employee and pay over the required amount annually based on the total earnings of all these employees. Failure to register is an offence. This Fund will cover the injuries of employees while on duty. However, it does not protect the employer who is grossly negligent – who allows an employee to do something dangerous against the OHSA or common sense or who fails to train the employee sufficiently in the use of any piece of equipment.]

9 Conclusion

This Buildings and Grounds Policy for Norman Henshilwood High School was adopted by the Governing Body of Norman Henshilwood High School at a meeting held September 2021.

SGB Chairman: Mr Z Abbass

Signature: _____



Principal: Mr J Holland

Signature: _____



****Checked and / or updated:**

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