

SCHOOL GOVERNING BODY (SGB) – EXPLANATION OF PORTFOLIOS (2018- 2021)

SGB Executive:	The Chairman, Vice Chairman, Treasurer and Secretary. These office bearers are elected at the first SGB meeting. This meeting takes place on Monday, 19 March at 18:30 in the staffroom. All other portfolios are also filled at this meeting.
PRO/ marketing:	Promote the school eg. fundraising, second hand clothing store, sport and cultural events as indicated below.
Sports	Liaise with sports administrator, with the coaches and supervisors, budgeting, facilities, parental support.
Cultural Activities	Liaise with head of cultural activities, with the coaches and supervisors, budgeting, facilities, parental support.
Grounds and Buildings:	To check grounds and buildings in good state of repair. Advice and assistance with quotations and oversee work if required. Liaise with Estate Managers. Assess budget needs.
Safety and Security:	Of all members of the school. Evacuation procedures, staff and learner safety training, safe use of equipment, first aid teams, traffic problems,
Insurance:	Cost of premiums, claims follow up, vehicles state of repair in keeping with insurance requirements, asset register, burglar alarms,
Computers:	For educational and staffing needs. Upgrades and anti-virus management and programs. Maintenance agreements.
Student Affairs:	Attend disciplinary hearings (all SGB members to assist with this function), fund raising, attend LRC meetings once a month, bring problems to the attention of the executive of the school and assist where required.
Gardens:	Liaise with Principal, develop action plan for gardens improvement and maintenance.

The SGB Representative will liaise and communicate with the educator or member of staff and will be able to give a monthly report back on his /her findings with possible solutions, costs etc to the SGB. This allows the chairman to give a true reflection of the functionality of our SGB to the GDE in the Quarterly Report.

SGB meetings take place on the third Monday of each month, unless otherwise arranged due to the school term dates. These dates have been set for the remainder of 2018 and will be conveyed to the new SGB at the first meeting.