TO: SENIOR GENERAL MANAgERS  
GENERAL MANAgERS  
MANAgERS AT HEAD OFFICE 
DISTRICT MANAgERS  
CIRCUIT MANAgERS  
WARD MANAgERS  
TEACHER UNIONS  
PRINCIPALs OF PUBLIC SCHOOLS 
CHAIRPERSONs OF SCHOOL GOVERNING BODIES

KZN Circular No 3 of 2011

Review of the Provincial QLTC Steering Committee and establishment of District, Circuit and School QLTC structures.

1. KZN Circular No 80 of 2009 has reference.

2. According to National QLTC guidelines the National QLTC Steering Committee resolved that provinces must establish Steering Committees at Provincial, District and School levels. These structures may invite other relevant stakeholders to participate as they deem fit.

3. Provincial QLTC Steering Committee
The Provincial QLTC Steering Committee should at least comprise of the following:
- The Head of Department or his delegate as chairperson,
- Senior General Managers,
- Chairperson and Deputy Chairperson of the Provincial Forum for SGBs
- Provincial QLTC Coordinator,
- 3 District Managers representing Clusters,
- One Provincial Leader from each of the Teacher Unions,
- One representative from each of the officially recognized SGB Associations and
- RCL representative

4. District QLTC Steering Committee
The District QLTC Steering Committee should at least comprise of the following:
- District Manager or his or her delegate as chairperson
- Governance & Management as QLTC Coordinator,
- all Chief Education Specialists and Deputy Directors in the District,
- Unions Leaders of each union provided that they have membership within the District,
- One representative from each SGB Association which has membership within the District,
- Chairperson and Deputy Chairperson of the District Forum for SGBs and

...dedicated to service and performance beyond the call of duty.
KWAZULU-NATAL DEPARTMENT OF EDUCATION

TERMS OF REFERENCE FOR QLTC STEERING COMMITTEES

The following terms of reference were adopted from the National QLTC Steering Committee document:

1. Roles and responsibilities of the Provincial QLTC Steering Committee
   1.1 the role of the Provincial Steering Committee is to co-ordinate and monitor the implementation of QLTC at all levels of the province
   1.2 the Steering Committee’s responsibility is to ensure that QLTC structures are established and are functional at all levels
   1.3 the Steering Committee must ensure that there is sufficient advocacy around the campaign and the “non-negotiables”
   1.4 the Steering Committee must also receive quarterly reports on all levels of compliance by schools and Districts with regards the implementation of the campaign. The reports will indicate highlights and challenges in the implementation of the “non-negotiables” as well as mitigating circumstances
   1.5 the Steering Committee must meet at least once a quarter to discuss reports and make recommendations to the National QLTC Steering Committee

2. Roles and responsibilities of the District QLTC Steering Committee
   2.1 the role of the District Steering Committee is to co-ordinate and monitor the implementation of QLTC at the District and school levels
   2.2 the Steering Committee’s responsibility is to ensure that the relevant and functional QLTC structures are established at Circuit and school levels
   2.3 the Steering Committee’s responsibility is to report on the effectiveness of the campaign at district and school levels and ensure that there is sufficient advocacy around the campaign
   2.4 the Steering Committee is responsible to ensure that workshops are held on the SACE Code of Conduct for Educators and the Code of Conduct for Public Servants at district and school levels
   2.5 the Steering Committee must receive compliance reports from schools on a quarterly basis
   2.6 the Steering Committee must meet at least once per quarter to discuss such reports and make recommendations to the Provincial QLTC Steering Committee
3. **Roles and responsibilities of the Circuit QLTC Forum**  
3.1 The Circuit QLTC Forum assists the District QLTC Steering Committee in discharging its responsibilities  
3.2 The Forum ensures that functional structures are in place in schools.  
3.3 The Forum is responsible for monitoring the implementation of the code for quality education and to ensure that reports are received from all schools and forwarded to the district  
3.4 The Forum must meet at least once a quarter to discuss the circuit report on the effectiveness of the campaign and make recommendations to the district

4. **Roles and responsibilities of the School QLTC Steering Committee**  
4.1 the role is to ensure that the campaign obligations and imperatives are implemented by all role players in the context of their respective pledges within the school  
4.2 the Steering Committee is responsible to ensure that all role-players understand the significance and scope of the campaign and participate fully within the structure  
4.3 the Steering Committee monitors the implementation of the campaign and submits reports to the Circuit on the effectiveness of the campaign  
4.4 the Steering Committee ensures that workshops are held on the SACE Code of Conduct for Educators, the Code of Conduct for Public Servants, the Code of Conduct for members of SGB and the Code of Conduct for Learners  
4.5 the Steering Committee must ensure that there is sufficient advocacy around the campaign by communicating with parents and the community  
4.6 the Steering Committee must meet at least once a month
5. Circuit QLTC forum
5.1 The Circuit QLTC forums is specific to KZN due to the large number of schools within each District and hence it is not referred to as a Steering Committee.
5.2 The Circuit QLTC Forum should at least comprise of the following:

- Circuit Manager or his/her delegate as Chairperson
- Circuit QLTC Coordinator (Ward Manager)
- Ward Managers
- Chairperson and Deputy Chairperson of the Circuit Forum
- One representative from each SGB Association which has membership within the circuit
- Union leaders of each union which has membership within the circuit and
- RCL representative

6. School QLTC Steering Committee
6.1 The School QLTC Steering Committee will be established as a subcommittee of the SGB and must be chaired by a member of the SGB.
6.2 The School QLTC Steering Committee should at least comprise of the following:

- Chairperson of the Steering Committee as decided by the SGB
- Principal of the school
- Parent member of the SGB
- SMT members
- One representative from each union represented on the staff
- Chairperson of the RCL in a school with grade 8 or higher
- One representative of the SGB Association where the school is affiliated

7. Terms of reference for the Steering Committee have been attached to the circular.
8. All the above-mentioned Committees must have been established on or before 31 March 2011.
9. Your cooperation in this regard will be highly appreciated.

Dr. S. M. M. D. K. A. I
ACTING SUPERINTENDENT-GENERAL

DATE

KWAZULU-NATAL DEPARTMENT OF EDUCATION
POSTAL: Private Bag X9137, Pietermaritzburg, 3200, KwaZulu-Natal, Republic of South Africa
PHYSICAL: 188 Pietermaritz Street | Metropolitan Building | Pietermaritzburg, 3201
TEL: Tel: +27 33 341 8521 | Call Centre: +27 0860 569 353 | Fax: +27 33 342 1720 | E-mail: Busisiwe.Gcaba@gmail.com