



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

RESOURCE PLANNING

Enquiries: Mr BP Majozi

Ref: 2/3/5/1

Private Bag X9137, PIETERMARITZBURG, 3200

Shutter & Shooter Building, 110 CB Downes Road, Mkondeni, Pietermaritzburg, 3201

Tel: 033 264 1502 Fax: 033 264 1547

Email: Patrick.majozi@kzndoe.gov.za

**Chief Directors
District Directors
CES: CMC
Circuit Managers
Principals & SGB Chairpersons of public
ordinary schools**

KZN CIRCULAR NO: 21 OF 2025

SUBJECT: ALLOCATION OF FUNCTIONS IN TERMS SECTION 21 OF THE SOUTH AFRICAN SCHOOLS' ACT, 1996, as amended

1. Subject to South African Schools Act (SASA), 1996 as amended, Section 21, the Governing bodies of public ordinary schools may apply in writing to be allocated the following financial functions:
 - (a) To maintain and improve the school's property, and buildings and grounds occupied by the school, including the school hostels, if applicable.
 - (c) To purchase textbooks, educational materials or equipment for the school.
 - (d) To pay for services for the school.
2. A School governing body that wishes to apply for Section 21 functions and believes it has managerial capacity to perform the allocated functions is invited to complete the attached *application form* (Annexure A). The closing date for applications is the 19 March 2025 and an assessment will then be done to ascertain capacity before the allocation of functions.
3. Before a school is allocated section 21 functions it must satisfy the requirements that have been listed in the attached Annexure B.
4. The decision of the Head of Department whether the school has been allocated any one or more functions will be communicated to the school in writing.
5. If the governing body is dissatisfied with the response of the Head of Department, the SGB may appeal to the Member of Executive Council in terms of Section 21(5) of the SASA. The appeal must be submitted in writing within thirty days of receipt of the HOD decision.



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6. Application forms for Section 21 functions must be submitted to the district office on or before the closing date, who will in turn forward to the following address: 110 CB Downes Road, Mkondeni, Shutter & Shooter Building, 2nd Floor before 19 March 2025.

I trust that you will bring the contents of this circular to all those affected.

Thank you

Mr GN Ngcobo

Head of Department: Education

Date: 18/3/25