



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

CD:CURRICULUM MANAGEMENT

KZN Department of Education
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**DEPUTY DIRECTORS
CHIEF DIRECTORS
DIRECTORS AT HEAD OFFICE
DISTRICT DIRECTORS
CESs CIRCUIT MANAGEMENT
CES CURRICULUM FET AND GET
CIRCUIT MANAGERS
PRINCIPALS OF PUBLIC SCHOOLS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES**

**KZN CURRICULUM CIRCULAR NO. 1 OF 2024
STRENGTHENING CURRICULUM MANAGEMENT ACROSS THE PROVINCIAL
EDUCATION SYSTEM**

1. The above matter refers.
2. In 2023 the KwaZulu-Natal Department of Education sought to synergise the working of the GET and FET phases with the intention of strengthening support for Grades 8 and 9.
3. A resolution was taken to strengthen curriculum management across the provincial education system.
4. Subsequently in 2024, the Curriculum Management and Delivery Branch identified ten focus areas to strengthen curriculum delivery and management in all schools.
5. In addition, the Head of the Department declared the need for a common meeting agenda and implementation process across the system to strengthen curriculum management.
6. This Circular provides a framework to assist School Management Teams to implement systemic quality controls to manage curriculum effectively and efficiently across the system as well as to support the improvement of learner outcomes.
7. A common agenda should guide discussions in all meetings to ensure that key elements on effective curriculum management are addressed.

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The following items constitute key elements of the common agenda framework to be followed at meetings:

- (i) Curriculum coverage per subject per grade
- (ii) Diagnostic analysis of learner performance as outlined in the Curriculum Management guide.
- (iii) Report on learner performance in each meeting for immediate support
- (iv) Report on support programmes for struggling learners using the attached tools.

8. The categories of meetings are as follows:

Category	Members	Chairperson	Reports and resolutions
Subject Committee/Professional Learning Committee (PLC)	Subject teachers within the school or cluster	Subject Head or Cluster Coordinator	Individual learner performance in the subject
Departmental Meeting	Departmental Head and teachers of the same Learning field	Departmental Head	Subject performance
Senior Management Team	Principal, Deputy Principal and Departmental Heads	Principal	Performance per learning field
Staff Meeting	All staff Members	Principal	School performance
Circuit Meeting	Circuit Manager and Principals within the Circuit	Circuit Manager	School and Subject Performance within CMC
CMC Meeting	CMC Head and Circuit Managers	CMC	School and learning field performance with the CMC
District	District Management Committee Members	District Director	CMC Performance per school, subject and grade



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9. The attached Curriculum Management and Diagnostic Analysis Guide must be used to inform the above-mentioned meetings.
10. It must also be brought to the attention of all relevant role players and officials to enhance curriculum management across the system.

Mr GN Ngcobo
Head of Department: Education

Date: 26/6/24