

Title: Resource Management Policy	Version/Revision	1 of 2020	
Approved: TJ Dowling (Chair)	Status: Final Draft	Date Approved	6/7/2020
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IN CRUCE SALUS

HOLY CROSS HIGH SCHOOL

RESOURCE MANAGEMENT POLICY

Holy Cross High School identifies the need to manage all its resources efficiently in order to facilitate the smooth management of the school and effective delivery of teaching and learning.

Resource data must be accurate and easily accessible, and is managed according to the Department of Education Guidelines on How to Manage School Records Volumes 1 to 4.

Amended in line with:

The National Health Act 61 of 2003

The Disaster Management Act 61 of 2002

The State of Emergency 64 of 1997.

The recommendations of WHO and the NCCC.

Resources of the school are categorised as follows:

Human Resources:

- Staff
- Learners
- Parents
- Other

Physical Resources:

- Buildings
- Grounds
- Sporting facilities: tennis and netball courts, swimming pool.

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- Classroom equipment

Financial Resources:

- Basic Budget Income from school fees and state subsidy
- Fundraising

Administrative Resources:

- Records
- Equipment
- Procedures

Human Resources:

The management of Human Resources is subject to the *Religious and Education Philosophy and Constitution of the Board of Governors of Holy Cross Sisters Schools*, 1995, revised 2012 (pages 1 to 6).

Staff:

- During planning each year in September – October, the school management team will identify staffing needs for the following year and implement steps to appoint new staff members if needed.
- Terms and conditions of employment will be detailed in the employment contract. Addenda to this contract: SACE Code of Conduct, Staff Code of Conduct, Child Safeguarding Policy.
- Dates for staff meetings, professional workshops and the annual staff workshop are determined.
- Training needs of staff members are identified.
- Duties are allocated, both academic, extra-mural and administrative.
- New staff members to receive orientation and mentoring from Faculty Head.
- All post level 1 educator posts are filled within 3 months after a post became vacant.
- Appointments reflect gender equity and qualifications are in line with the requirements of the subjects to be taught.
- Plans are in place to ensure that no class is ever without an educator.
- All non-educator posts are filled with relevant qualified personnel within 3 months after a post became vacant.

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- Duty lists exist to ensure that all teachers and staff have clear roles and responsibilities that they perform on a daily basis;
- monitoring that all teachers and staff perform their tasks as expected.
- Job allocation is fair and equitable to all staff and in line with the academic and extra-curricular needs of the school.
- ensuring a link between individual responsibilities and the SIP.
- Staff administration is effective, neat, tidy and kept confidential.
- All personal information of staff is kept in a file (appointment, staff profile, qualification, leave documents, job description, disciplinary documents, minutes of individual meetings, etc.)
- A staff time register is signed by all staff members on daily basis.
- Late-coming and leave are recorded by SMT on daily basis. The staff leave register is fully completed and leave forms are submitted to the principal when leave is taken.
- Teachers create a work oriented, orderly, caring and motivating environment, by being well planned, well dressed and showing respect and care towards peers, learners and parents.
- Teachers show high interest towards their own professional development and participate fully in developmental initiatives.
- Teachers have a positive, energetic and supportive spirit that is reflected in their work ethos
- All teachers are registered with SACE,
- All teachers have relevant qualifications,
- Teachers are re-imbursed for expenses incurred for professional activities outside the school, but such re-imburements have to be approved by the school's management team.

Learners:

- New learners attend an information meeting prior to registration.
- New learners undergo 1 week of orientation prior to the start of the school year.
- All families are issued with the School Handbook containing policies and procedures upon registration or re-registration.
- A Term Plan providing important dates of events, tests and examinations is provided at the beginning of each term.
- A formal annual assessment plan is provided in each grade to each learner at the beginning of each year.
- Student leaders are elected annually in September.
- A Learner Representative Council representative is elected in each class.
- The Ethos Leadership group is selected annually in July.

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- Learners' absence, lateness and truancy are recorded and followed up by Grade Heads.
- Staff members support implementation of these procedures. Late-coming is no more than 2% - 10% of total learner establishment.
- Learners take on their responsibilities willingly and contribute to the positive working and caring ethos of the school.
- Learners are encouraged to do their best to achieve good academic results.
- Time on task is high,
- School uniform is worn with pride and dignity and learners are neat and tidy.
- There is high respect towards all school stakeholders.
- Learners portray a positive spirit towards schools activities.

Parents/guardians:

- New parents attend an information meeting prior to registration.
- All families are issued with the School Handbook containing policies and procedures upon registration or re-registration.
- A Term Plan providing important dates of events, tests and examinations is provided at the beginning of each term.
- A formal annual assessment plan is provided.
- Academic progress meetings with parents are held at the beginning of the 2nd and 3rd terms with "at risk" learners at the beginning of the 4th term.
- Parents are invited to join the Parent Forum.
- Parents are contacted immediately in any serious matter concerning their daughter.

Other:

- A record of donors is kept and contact maintained.
- A database of ex-learners is kept for the formation of an alumni trust.
- Close relationships are maintained with the local parish through the parish priest and the local parish council.
- Partnerships with businesses are formed.

Physical Resources:

- An inventory list is maintained in each classroom.
- An asset register is kept and checked once per term.
- Emergency and maintenance repairs are arranged as soon as there are breakages.
- A needs assessment is conducted annually for bigger projects for inclusion in the budget.

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- All major repairs or changes to buildings, facilities or grounds have to be approved by the Holy Cross Congregation and the Board of Governors.
- A list of service providers is kept on record in the school.
- Teachers and learners are encouraged to take good care of the immediate environment.
- Teachers and learners are encouraged to take good care of school books, equipment and stationery.
- Teachers and learners are encouraged to take good care of furniture and to keep the school premises clean.
- Vandalism is understood as a Serious Offence in the Code of Conduct.
- The school's inventory/ stock list contains all available LTSM resources including new requisitions;
- The condition of available resources is recorded;
- LTSM is checked regularly;
- LTSM and equipment are used by educators and learners.
- Procurement/requisitions of resources considers the needs of all learning areas/ subjects; the needs of educators in different departments;
- Resources meet the minimum requirements prescribed by NCS/CAPS.

Financial Resources:

- Financial resources are managed in strict accordance with the Finance Policy.
- The Board of Governors, through the Treasurer of the Board, have ultimate responsibility for the governance of finance and the principal in the management of the finance of the school.
- The Finance sub-committee of the Board of Governors is responsible for the overall financial control, systems and procedures. The members meet twice per term.
- The school's accountant is responsible for all expenditure and preparation of the financial records for the annual audit.
- The School Management Team under the guidance of the Head of Department (Finance) disburse funds for the day to day management of the school.
- The bursar is the administrative officer responsible for the day to day financial administrative duties, filing and storage of financial school records and management of petty cash.
- The bursar serves as secretary in the Finance sub-committee and prepares weekly, monthly, quarterly reports.
- The Finance sub-committee has sound financial practices for income and expenditure such as collecting and receipting money, banking procedures-running of the bank account, general procedures for payments, rules for running petty cash.

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- All financial records are filed. All listed financial records are stored for at least 5 years.
- The school applies good procedures to order and receive goods.
- The Asset register is updated and all stock is recorded and checked. The Assets controller controls the movement of school assets and records and reports asset damage or loss to Board and makes recommendations regarding the writing off of stock.
- Purchases are made strictly in line with budget.
- The Finance sub-committee manages contracts with service providers and keeps documentary proof thereof.
- Annual financial statements are prepared 3 months after financial year-end, based on all financial records,
- A registered auditor is appointed to audit the school's financial report,
- A copy of the audited financial statements is submitted within 6 months to the Holy Cross Congregation, the Board of Governors and the WCED.
- Monthly bank reconciliation statements, income statements and balance sheets are available and accessible.
- The approved Annual budget contains all estimated income and expenditure for the following year.
- Expenditure addresses the needs of the school.
- Financial planning includes plans for supplementing the school funds.

Administrative Resources:

- Administrative resources and records are managed in accordance with the Department of Education's Guidelines on How to Manage School Records Volumes 1 to 4.
- The Principal is the Head of Department responsible for ensuring that the required administrative systems and procedures are in place to ensure the effective day to day management of the school.,
- The secretary is the chief administrative officer responsible for the day to day administrative duties, filing and storage of administrative school records.
- The Cemis data base of WCED on learners and staff is constantly updated.
- Learner and staff profiles are filed to ensure accurate and accessible.
- Records also include: admission register, personnel leave register, learner attendance registers, late-coming/truancy registers, physical resource records, assets register.