

Bronnelys

Allen, L.A. 1964. *The management profession*. New York: McGraw Hill. In Van der Westhuizen, P.C. 1991. *Effective Educational management*. Pretoria: Kagiso Tertiary.

Alswang, J. & Van Rensburg, A. 1995. *New English usage dictionary*. Johannesburg: Hodder & Stoughton.

Anheier, H.K. 2000. *Managing non-profit organisations: Towards a new approach* Webadres: <<http://eprints.jse.ac.uk/29022/1/cswp1.pdf>> Afgelaai op 14 Desember 2011.

Audit Commission, 2000. *Keeping your balance: Standards for financial management in schools by the national assembly for Wales*. Webadres: <<http://www.audit-commission.gov.uk/Products/NATIONAL-REPORT/DB5B6379-A1C-46cd-AB59-OE114CE9D211>> Afgelaai op 8 Oktober 2007.

Bisschoff, T. & Mestry, R. 2005. *Financial school management explained*. Tweede uitgawe. Kaapstad: Pearson Education.

Bolam, R. 1999. *Educational Administration, Leadership and Management: Towards a Research Agenda*, in Gunter, H. & Ribbons, P. 2002. *Leadership Studies in education - Towards a Map of the Field*. Educational Management & Administration, 30(4), pp. 387-416

Borg, W.R. & Gall, M.D. 1979. *Educational Research*. New York: Longman.

Business Dictionary. Webadres: <<http://www.businessdictionary.com/definition/financial-management.html>> Afgelaai op 12 November 2008.

Bush, G.W. 2001. *No child left behind*. <<http://12.20.128.93/docs/nche/000005/00000528.pdf>> Afgelaai op 4 Desember 2011

Bush, T. & Heystek, J. 2003. School Governance in the New South Africa. *A Journal of comparative education*, vol. 33 (2). p. 127-138. Webadres: <<http://www.informaworld.com/smpp/title~content=t713410984>> Afgelaai 5 Mei 2008.

Bush, T. Bisschoff, T. Glover, D. Heystek, J. Joubert, R. & Moloi, K. 2005. *Desk Research on School Leadership and Governance in South Africa*. Final Report. Johannesburg: MGSLG

Caldwell, B.J. & Spinks, J.M. 1998. *Beyond the self-managing school*. London: Falmer.

- Cameron, E. 1990. Judicial accountability in South Africa. *South African Journal of Human Rights*.
- Campher, T. (red). 2003. *Effective education Management Series: Module 5 managing school finances*. Sandton: Heinemann.
- Clarke, A. 2007. *The handbook of school management*. Kaapstad: McMillan.
- Cohen, L. Manion, L. & Morrison, K. 2000. *Research methods in Education, 5de uitgawe*. London: Routledge Falmer.
- Colditz, P. 2001. *'n Kontrolelyns vir openbare skole se begrotingsprosesse*. <http://www.fedsas.org.za/downloads/13_14_42_%60n%20Kontrolelyns%20vir%200openbare%20skole%20se%20begrotingsprosesse.pdf> Afgelaai op 29 Junie 2011
- Colditz, P. 2002. *Finansiële en Batebestuur van Openbare Skole*. <http://www.fedsas.org.za/downloads/21_15_6_Finansiële-%20en%20Batebestuur%20in%20Openbare%20Skole.pdf> Afgelaai 3 Augustus 2011.
- Colditz, P. 2005. *Die rol van 'n prinsipaal in die beheerliggaam van 'n openbare skool en die verhouding tussen die prinsipaal en die res van die beheerliggaam*. Voordrag gelewer deur, P Colditz, nasionale voorsitter van Fedsas tydens die SAOU Hoofdesimposium te Port Elizabeth op 7 September 2005. Ongepubliseer.
- Colditz, P. 2011. *As beheerraad, hoof vassit ...* Rademeyer, A. Beeld, 5 September 2011. Pretoria: Naspers.
- Conradie, J.J. 2002. *Study guide, Educational management, Law and policy, FMO 711*. University of Pretoria.
- Creecy, B. 2011. *Address by Gauteng Education MEC Barbara Creecy at the announcement of the 2010 Gauteng matric results*, 6 Jan 2011. Pretoria. <http://www.education.gpg.gov.za/Documents/speech_matric_2010_statement.pdf> Afgelaai op 4 Julie 2011.
- Creswell, J.W. 2008. *Educational research: Planning, conducting and evaluating quantitative and qualitative research. 3rd edition*. New Jersey: Pearson Educational International.
- Davidoff, S. & Lazarus, S. 1997. *The learning school: an organization development approach*. Cape Town. Juta.
- Dempsey, A. & Pieters, H.N. 1993. *'n Inleiding tot finansiële rekeningkunde*. Johannesburg: Lexicon.

Department of Education Northern Ireland. <http://www.http://www.deni.gov.uk/index/85-schools/5-school-management/79-school_governors_pg/schools_79_governor-roles-and-esponsibilities_pg/schools_79_chapter-8-finance_pg.htm> Afgelaai op 4 Desember 2011.

District Columbia Public Schools (DCPS). 2009. *Effective schools framework*. <http://www.dc.gov/downloads/SCHOOLS/Effective%20Schools%20Framework/DCPS-Schools_Effective_Schools_Framework_Full_Version-February-2009.pdf> Afgelaai 29 Junie 2011.

Drury, D.W. 1999. *Reinventing school-based management: A School board guide to school-based management*. Alexandria, VA:National Schools Board Association. Afgelaai op 25 Julie 2008 <<http://www.amazon.com/Reinventing-school-based-management-school-improvement/dp/0883642212>>

Du Plessis, P.J. 2002. *'n Ondersoek na die rol van die skoolhoof as veranderingsagent in finansiële skoolbestuur*. Ongepubliseerd. Universiteit van Pretoria.

Farlex. *The free dictionary*. <<http://www.thefreedictionary.com/secondary+school>> Afgelaai op 5 September 2011.

Fedsas, *Vrae wat dikwels gevra word*. Ongepubliseer. <<http://www.fedsas.org.za/Faq.aspx>>Afgelaai op 29 Julie 2008.

FEDSAS. 2005. *Saamtrek van beheerliggame handleiding*. Ongepubliseer.

FEDSAS. 2009. *Omgewingsontledings: Navorsingsverslag*. Ongepubliseer. Ontvang vanaf mnr P Colditz, Fedsas.

Fink, A. 2009. *How to conduct surveys: a step by step guide*. 4 de uitgawe. Los Angeles: Sage.

Fiske, E. & Ladd, H. 2004. *In Changing Class. Educational and social change in post-apartheid South Africa*, edited by Chrisolm.L. Kaapstad: HSRC Press.

Fourie, H. 2007. *Sukkel skool skuld R196 000 vir elektrisiteit*. Beeld, 15 September 2007. Pretoria: Naspers.

Foucault, M. 2003. *Society must be defended- Lectures at the College of France*. Londond:Lane

Gauteng Departement of Education. 2011. *Statistical overview of ordinary and special education in Gauteng*. Snap survey 25 January 2011. Johannesburg: Educational Management Information Systems Gauteng Department of Education.

Gunter, H. & Ribbons, P. 2002. *Leadership Studies in education - Towards a Map of the Field*. Educational Management & Administration, 30(4), pp. 387-416

Habermas, J. 1971. *Towards a national society: Students protest, science, and politics*. New York: Beacon Press

Henning, E., Van Rensburg, W. & Smit, B. 2004. *Finding your way in qualitative research*. Pretoria: J.L. van Schaik.

Heystek, J. Nieman, R. Van Rooyen, J. Mosoge, J. & Bipath, K. 2008. *People leadership in education*. Sandton: Heinemann.

Kavanagh, K. 2006. *South African Concise Oxford Dictionary*, 6de uitgawe . Kaapstad: Oxford University Press.

King, R.A. & O`Sullivan, F. 2002. *Financial Management in Selected Community/Foundation Schools of the United Kingdom and Charter Schools of the United States*. In Leadership and Policy in Schools. Volume 1 no. 4 bl. 291-316 <<http://www.informaworld.com/smpp/title~content=t71373439>> Afgelaai op 25 Julie 2008.

King, W. 2002. *Executive summary of the King Report II*. King Committee on corporate governance. Parrktown: Institute of Directors. <https://www.saica.co.za/Portals/0/documents/executive_summary_king11.pdf> Afgelaai op 1 Augustus 2011.

Kirst, M. 1990. *Accountability: Implications for state and local policymakers*. Washington. DC: Department of Education. Afgelaai op 25 Julie 2008. <http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/20/47/b4.pdf>

Kotter, J.P. 1990. *A force for Change: How Leadership Differs from Management*, The Free Press. In BMGT. <www://ollie.dccd.edu/mgmt1374/book_contents/4directing/leading/lead.htm> Afgelaai op 5 Februarie 2007.

Koontz, H. & Weihrich, H. 1988. *Management*. Ninth edition. Singapore: McGraw Hill.

Kremer, C. & Berman, K. 2007. *Understanding finance*. Boston: Harvard Business School Press.

Kruger, A.G. 2008. *An educator's guide to school management*. In Van Deventer, I. & Kruger, A.G. Seventh impression. 2010. Pretoria: Van Schaik Publishers.

KwaZulu-Natal Onderwyshandleidings, *Die bestuur van Skoolfinansies*. <<http://www.kzneducation.gov.za/manuals/tesm/manuals/amanua4/AfrikaansManual4-introductionToTheManuals.pdf>> Afgelaai op 13 November 2007.

KwaZulu-Natal Onderwyshandleidings, *Hoe om die nuwe benadering tot skool leierskap en -bestuur te verstaan*. <http://www.kzneducation.gov.za/manuals/tesm/manuals/a_manual_1/AfrikaansManual1-Chapter1.pdf> Afgelaai op 23 September 2008.

Landman, W.A. 1983. *Navorsingsmetodologie vir Onderwysstudente*. Durban: Butterworth.

Lectric Law Library's Lexicon. <<http://www.lectlaw.com/def/l031.htm>> Afgelaai 16 Julie 2011.

Loock, C. 2011. *Performance management in education: Optimisation of educator's potential*. ISER 7 th International symposium on educational reform. Shanghai. China.

Lovemore. F.C.H. & Brummer, L.M. 2003. *The ABC of Financial Management and analysis. 2de uitgawe* Pretoria: Van Schaik In Joubert, R. & Bray, E. 2007. Public School Governance in South Africa. Pretoria.CELP.

Macfarlane, D. 2007. *School fees wrangle in court*. Mail and Guardian. 17 Junie 2007. <http://www.mg.co.za/articlePage.aspx?articleid=311579&area=/insight/insight_national.htm> Afgelaai op 24 Julie 2007.

Maree, K. & Van der Westhuizen, C. 2009. *Head start in designing research proposals in the social sciences*. Kaapstad: Juta.

Marishane, R.N. 2003. *Decentralisation of financial control: an empowerment strategy for school-based management*. Ongepubliseerde doktoral proefskrif. University of South Africa.

Marishane, R.N. & Botha, B.J. 2004. Empowering school-based management through decentralised financial control. *African Education Review*, vol.1, no.1, pp. 95-112, Pretoria:University of South Africa Press.

McMillan, J.H. & Schumacher, S. 2006. *Research in education: Evidence-based inquiry*. Sesde uitgawe. Boston: Pearson Publishers.

Mestry, R. 2006. *The functions of school governing bodies in managing school finances*. SA Journal of Education, volume 26, No.1. <<http://www.sajournalofeducation.co.za/index.php/saje/article/viewArticle/67f>> Afgelaai op 19 Julie 2007.

National College for school leadership, 2011. <<http://www.nationalcollege.org.uk/index/about-us/national-college-initiatives/sbm.htm>> afgelaai op 3 Desember 2011

Niemann, G.S. 1996. *School business management*. In Joubert, R. & Bray, E. 2007. Public School Governance in South Africa. Pretoria:CELP.

Odendal, F.F. & Gouws, 2005. *Verklarende Handwoordeboek van die Afrikaanse Taal*. Vyfde Uitgawe. Kaapstad: Pearson Education.

PAM. 1999. *Personnel Administrative Measures*. G.N. 222 of 1999 published in *Government Gazette* No. 19767 dated 18 February 1999. <www.elrc.org.za/ClientFiles/Laws/PAM%20.doc> Afgelaai op 17 Julie 2011.

Patton, M. Q. 1990. *Qualitative evaluation and research methods*. 2de uitgawe. London: Sage Publications.

Prinsloo, I.J. 2006. State interference in the governance of public schools. *South African Journal of Education*, volume 26(3) p.355 –368.

Rangongo, R. 2001. *The worst headmaster in the country*. The Sunday Times. December 2001.

Republiek van Suid-Afrika. 1996. *Die Suid-Afrikaanse Skolewet, Wet 84 van 1996*. Pretoria: Staatsdrukker.

Republiek van Suid Afrika. 1999. *Wet op openbare finansiële bestuur*. <<http://www1.worldbank.org/publicsector/pe/BudgetLaws/SAfricaPublicFinancialMngtAct.pdf>> Afgelaai op 17 Oktober 2007.

Republiek van Suid-Afrika. 2007. *Wysigingswet op Onderwyswette*. *Staatskoerantnommer 34620*. 19 September 2011. Kaapstad: Staatsdrukker.

Republiek van Suid Afrika. 2009. *Nasionale norme en standaarde van skoolbefondsing*. <http://www.acts.co.za/ed_sasa/2009_amended_national_norms_and_standard_s_for_school_funding.htm> Agelaai op 7 Julie 2011.

Republiek van Suid-Afrika. 2011. *Wysigingswet op Wette op Basiese Onderwys*. *Staatskoerantnommer 30637*. 31 Desember 2007. Kaapstad: Staatsdrukker

Samuel, D.R. & Colditz, P.H.T. 2003. *Algemene en toegewese funksies van beheerliggame*. <http://www.fedsas.org.za/downloads/20_31_19_Algemene%20en%20Toegewese%20Funksies%20van%20Beheerliggame.pdf> Agelaai 28 Julie 2011.

Rudalevige, A. 2002. *The politics of no child left behind*. http://media.hoover.org/sites/default/files/documents/ednext20034_62.pdf Agelaai 4 Desember 2011.

Schoombie and others v MEC for Education, Mpumalanga and another 2002 (4) SA 877 (T).

Snyman, C.R. 1999. *Strafreg*. Durban: Butterworths.

Smit, P.C. 1987. *Navorsingsontwerp*. In Smit, P.C. *Opnamemetode en praktyk*. Pretoria: Raad vir Geesteswetenskaplike Navorsing.

Smit, P.J. & Cronje, J. 1992. *Management principles, A Contemporary South African Edition*. Kenwyn: Juta en kie.

Smith, P.J. & Pacheco, R.1996. Die konsep leerkultuur. *Suid Afrikaanse Tydskrif vir Opvoedkunde*, 16(3): 158–164.

South African Oxford Dictionary. 2006. Kaapstad: Oxford Press.

South African Web. 2011. *South African matric results 2010*.
<<http://www.southafricaweb.co.za/article/south-african-matric-results-2010>>
Afgelaai op 5 Jul 2011.

Stoner, J.A.F. & Wankel, C. 1986. *Management*. 3de uitgawe. Prentice Hall International Editions.

Suid Afrikaanse Onderwys Unie. 2011. *Handleiding vir skoolbestuur*. Pretoria.

Van der Bank, A., De Villiers, E. & Wethmar, M. 2000. Ethics for partners in education. Centre for Education Law and Education Policy. Pretoria: LM Drukkers.

Van der Merwe, S. 2011. *The constitutionality of section 16A of the South African Schools Act*. FEDSAS. Ongepubliseer. (Ontvang vanaf skrywer)

Van der Merwe, S. 2011. *Beheerstrukture in openbare skole*.
<http://www.fedsas.org.za/downloads/18_34_0_Samesmelting%20van%20Openbare%20Skole.pdf> Afgelaai op 28 Julie 2011

Van der Westhuizen, P.C. (red.). 1991. *Effective Educational management*. Pretoria: Kagiso Tertiary.

Van Deventer, I. & Kruger, A.C.2008. *An educator's guide to school management skills*. Pretoria:Van Schaik.

Van Rooyen, J.W. 2008. *Professional and Executive Accountability in Education – a South African perspective*. Aangebied by die 17 de jaarlikse ANZELA konferensie,Christchurch, Nieu Zeeland. 8 – 10 Oktober 2008. Ontvang vanaf aanbieder.

Van Rooyen, J.W. & Rossouw, J.P. 2007. *School Governance and Management: Background/Conceptes*, In Joubert, R. & Bray, E. 2007. Public School Governance in South Africa. Pretoria: CELP.

Vithal, R. & Jansen, J. 2010. *Designing your first research proposal*. Landsdowne: Juta.

Wildeman, R.A. 2008. *Reviewing eight years of the implementation of the school funding norms, 2000 to 2008*. Idasa Research paper.

Wylie, C. & King, J. 2004. *How do effective schools manage their finances?* New Zealand council for educational research . <<http://www.nzcer.org.nz/pdfs/13385.pdf>> Afgelaai op 4 Desember 2011.

Young, D. 1983. *If not for profit, for what?* Massachusetts: Health, Lexington..

AANHANGSEL A



Pretoria 0002 Republiek van Suid Afrika Tel (012) 420 5514

Faks (012) 420 4215

<http://www.up.ac.za>

Departement Onderwysbestuur en
Beleidstudies

TOESTEMMINGSBRIEF VIR VOLTOOIING VAN VRAELYS

Ek, die ondergetekende gee hiermee toestemming dat Mnr. Jorrie Jordaan se vraelyste deur die skoolhoof en/of beheerliggaamslid gemoeid met finansies van my skool, ten opsigte van die

Skoolbegroting as finansiële bestuurinstrument om effektiewe onderig – en – leer in openbare skole te bevorder, voltooi kan word.

Ek verstaan dat die voltooiing van die vraelys vrywillig is. Deelnemers het die reg om te weier om `n betrokke vraag te beantwoord.

Ek verstaan dat die antwoorde vertroulik hanteer sal word en dat geen name van enige individu of skool openbaar gemaak sal word nie. Ek verstaan dat indien dit moontlik is, terugvoering verskaf sal word ten opsigte van die bevindinge en aanbevelings nadat die navorsingsprojek voltooi is.

Ek verstaan die aard van die navorsingsprojek ten volle en gee hiermee my toestemming tot bogenoemde.

SKOOLHOOF..... DATUM

AANHANGSEL B



Pretoria 0002 Republiek van Suid Afrika Tel (012) 420 5514

Faks (012) 420 4215

<http://www.up.ac.za>

Departement Onderwysbestuur en
Beleidstudies

Datum.....

VIR AANDAG: Die Skoolhoof

NAVORSINGSPROJEK

Ek is

- i. 'n PhD. graadstudent (studentenommer 27438334) in die departement van Onderwysbestuur, –reg en –beleid aan die Universiteit van Pretoria. Raadpleeg aangehegte bewys van registrasie.
- ii. 'n Adjunkhoof in diens van die Gauteng Departement van Onderwys.
- iii. tans besig met my PhD.: Onderwysbestuure. Dr J Conradie is my promotor en kan gekontak word by (012) 548 1233 of johancnrd@gmail.com

Daar word van my verwag om 'n proefskrif te skryf as gedeeltelike voldoening aan graadvereistes. Ek sal dit waardeer indien u my behulpsaam sal wees om die nodige inligting te verkry. Die inligting is slegs vir navorsingsdoeleindes.

Die doel van hierdie studie is om: Skoolbegrotings as finansiële bestuursinstrument om effektiewe onderig – en – leer in openbare skole te bevorder.

Alle vraelyste sal vertroulik hanteer word en geen name van enige persoon of instansie sal bekend gemaak word nie.

Ek vra hiermee toestemming om die vraelys te laat beantwoord deur skoolhoof en/of beheerliggaamslid gemoeid met finansies. Die duur van die invul van die varellys sal ongeveer 30 minute wees. Raadpleeg asb. die aangehegte vraelys vir verdere inligting, goedkeuring om 'n akademiese navorsing te loots vanaf die Departement van Onderwys en 'n getekende brief waarin u goedkeuring gee om deel te wees van die navorsing.

Baie dankie vir u bereidwilligheid om deel te wees van die navorsingsprojek.

Jorrie Jordaan..... Dr JJ Conradie.....



UNIVERSITY OF PRETORIA

AANHANGSEL C

CLEARANCE CERTIFICATE

EM 10/08/01

FACULTY OF EDUCATION

RESEARCH ETHICS COMMITTEE

CLEARANCE NUMBER :

DEGREE AND PROJECT

PhD

SKOOLBEGROTINGS AS FINANSIELE BESTUURS
INSTRUMENT OM EFFEKTIEWE ONDERRIG EN
LEER IN OPENBARE SKOLE TE BEVORDER

INVESTIGATOR(S)

Johannes Cornelius Jordaan

DEPARTMENT

Educational Management and Policy Study's

DATE CONSIDERED

31 March 2011

DECISION OF THE COMMITTEE

APPROVED

Please note:

For Masters applications, ethical clearance is valid for 2 years

For PhD applications, ethical clearance is valid for 3 years.

CHAIRPERSON OF ETHICS COMMITTEE Prof L Ebersohn

DATE

31 March 2011

CC

Dr JJ Conradie

This ethical clearance certificate is issued subject to the following conditions:

1. A signed personal declaration of responsibility
2. If the research question changes significantly so as to alter the nature of the study, a new application for ethical clearance must be submitted
3. It remains the students' responsibility to ensure that all the necessary forms for informed consent are kept for future queries.

Please quote the clearance number in all enquiries.



AANHANGSEL D



UMnyango WezeMfundo
Department of Education

Lefapha la Thuto
Departement van Onderwys

Enquiries: Nomvula Ubisi (011)3550488

Date:	03 June 2010
Name of Researcher:	Jordaan Johannes Cornelius
Address of Researcher:	
Telephone Number:	
Fax Number:	0866664333
Research Topic:	Skoolbegrotings as Finansiële Bestuursinstrument om Effectiewe Onderrig en Leer in Openbare Skole te Bevorder
Number and type of schools:	129 Secondary Schools
District/s/HO	All Districts

Re: Approval in Respect of Request to Conduct Research

This letter serves to indicate that approval is hereby granted to the above-mentioned researcher to proceed with research in respect of the study indicated above. The onus rests with the researcher to negotiate appropriate and relevant time schedules with the school/s and/or offices involved to conduct the research. A separate copy of this letter must be presented to both the School (both Principal and SGB) and the District/Head Office Senior Manager confirming that permission has been granted for the research to be conducted.

Permission has been granted to proceed with the above study subject to the conditions listed below being met, and may be withdrawn should any of these conditions be flouted:

1. *The District/Head Office Senior Manager/s concerned must be presented with a copy of this letter that would indicate that the said researcher/s has/have been granted permission from the Gauteng Department of Education to conduct the research study.*
2. *The District/Head Office Senior Manager/s must be approached separately, and in writing, for permission to involve District/Head Office Officials in the project.*
3. *A copy of this letter must be forwarded to the school principal and the chairperson of the School Governing Body (SGB) that would indicate that the researcher/s have been granted permission from the Gauteng Department of Education to conduct the research study.*



4. *A letter / document that outlines the purpose of the research and the anticipated outcomes of such research must be made available to the principals, SGBs and District/Head Office Senior Managers of the schools and districts/offices concerned, respectively.*
5. *The Researcher will make every effort obtain the goodwill and co-operation of all the GDE officials, principals, and chairpersons of the SGBs, teachers and learners involved. Persons who offer their co-operation will not receive additional remuneration from the Department while those that opt not to participate will not be penalised in any way.*
6. *Research may only be conducted after school hours so that the normal school programme is not interrupted. The Principal (if at a school) and/or Director (if at a district/head office) must be consulted about an appropriate time when the researcher/s may carry out their research at the sites that they manage.*
7. *Research may only commence from the second week of February and must be concluded before the beginning of the last quarter of the academic year.*
8. *Items 6 and 7 will not apply to any research effort being undertaken on behalf of the GDE. Such research will have been commissioned and be paid for by the Gauteng Department of Education.*
9. *It is the researcher's responsibility to obtain written parental consent of all learners that are expected to participate in the study.*
10. *The researcher is responsible for supplying and utilising his/her own research resources, such as stationery, photocopies, transport, faxes and telephones and should not depend on the goodwill of the institutions and/or the offices visited for supplying such resources.*
11. *The names of the GDE officials, schools, principals, parents, teachers and learners that participate in the study may not appear in the research report without the written consent of each of these individuals and/or organisations.*
12. *On completion of the study the researcher must supply the Director: Knowledge Management & Research with one Hard Cover bound and one Ring bound copy of the final, approved research report. The researcher would also provide the said manager with an electronic copy of the research abstract/summary and/or annotation.*
13. *The researcher may be expected to provide short presentations on the purpose, findings and recommendations of his/her research to both GDE officials and the schools concerned.*
14. *Should the researcher have been involved with research at a school and/or a district/head office level, the Director concerned must also be supplied with a brief summary of the purpose, findings and recommendations of the research study.*

The Gauteng Department of Education wishes you well in this important undertaking and looks forward to examining the findings of your research study.

Kind regards

Shadrack Phele MIRMSA

CHIEF EDUCATION SPECIALIST: RESEARCH COORDINATION

2010-06-10

The contents of this letter has been read and understood by the researcher.	
Signature of Researcher:	
Date:	

AANHANGSEL E

Doel van die vraelys is om te bepaal of skoolbegrotings as 'n finansiële bestuursinstrument die effektiewe onderig – en – leer in openbare skole bevorder.

Voltooi asb. die volgende vraelys so eerlik as moontlik. U antwoorde sal as vertroulik hanteer word. Die doel van die vraelys is om inligting te verkry van finansiële stelsels in openbare skole. U eerlike deelname sal dus 'n bydra lewer tot 'n beter begrip van bestuur van skoolbegrotings.

Dui u antwoord aan deur 'n kruis (x) in die toepaslike grys blok te trek.

1. Demografie

Slegs vir kantoor gebruik

		Respondentkode	<input type="text"/>	<input type="text"/>	<input type="text" value="V1"/>	<input type="text"/>
1.1	Wat is u posisie in die skool?	Skoolhoof	1			
		Beheerliggaamlid	2		<input type="text" value="V2"/>	<input type="text"/>
1.2	Jare ondervinding in pos (no.1.1)	1–5 jaar	1			
		6–10jaar	2			
		11–15 jaar	3			
		16–20jaar	4			
		20+ jare	5		<input type="text" value="V3"/>	<input type="text"/>
1.3	Wat is u hoogste akademiese kwalifikasie	Nie gegradueer	1			
		B–graad	2			
		Honneursgraad	3			
		Meestersgraad	4			
		Doktorsgraad	5			
	Ander Spesifiseer		6		<input type="text" value="V4"/>	<input type="text"/>
1.4	Wat is u hoogste finansiële kwalifikasie	Geen	1			
		Diploma	2			
		Graad	3			
		Honneursgraad	4			
		Meestersgraad	5			
		Doktorsgraad	6			
	Ander Spesifiseer		7		<input type="text" value="V5"/>	<input type="text"/>
1.5	Is u onderrigtaal by die skool	Afrikaans	1			
		Engels	2		<input type="text" value="V6"/>	<input type="text"/>
		Afrikaans/Engels	3			

2. Finansies

Dui u antwoord aan deur 'n kruis (x) in die toepaslike blok te trek.

	Glad nie	Geringe mate	Redelike mate	Hoë mate		
	1	2	3	4		
2.1	Het u enige finansiële opleiding van die Gautengse Departement van Onderwys ontvang				V7	
2.2	Het u enige finansiële indiensopleiding by u skool ontvang?				V8	
2.3	Is u vertrouwd met die Suid Afrikaanse Skolewet artikels rakende finansies				V9	
2.4	Delegeer u finansiële bestuurstake aan u personeel?				V10	
2.5	Word finansiële bestuurstake skriftelik gedelegeer?				V11	
2.6	Het u skool 'n finansiële komitee?				V12	
2.7	Is u bewus van die inhoud van Artikel 38A (ekstra vergoeding aan staatamptenare)?				V13	
2.8	Ontvang u personeel addisionele vergoeding vanaf die skool ?				V14	
2.9	Is die skool se huidige inkomstes voldoende om die uitgawes te dra?				V15	
2.10	Moet u skool fondsinsamelingsprojekte loods om die begroting te laat klop?				V16	
2.11	Is die privaatsektor finansiëel by u skool betrokke?				V17	
2.12	Is die beheerliggaam in beheer van fondsinsamelingsprojekte by die skool?				V18	
2.13	Is finansiële kundige persone van die beheerliggaam betrokke by die finansies?				V19	

3 Finansiële komitee.

Dui u antwoord aan deur 'n kruis (x) in die toepaslike blok te trek.

- 3.1 U skool se skoolgeld per leerder per jaar
- | | |
|-------------|----|
| 0–2999 | 1 |
| 4000–4999 | 2 |
| 5000–5999 | 3 |
| 6000–6999 | 4 |
| 7000–7999 | 5 |
| 8000–8999 | 6 |
| 9000–9999 | 7 |
| 10000–10999 | 8 |
| 11000–11999 | 9 |
| 12000+ | 10 |
- V20
- 3.2 Vergader u finansiële komitee
- | | |
|---------------------|---|
| Maandeliks | 1 |
| Kwartaalliks | 2 |
| Half jaarliks | 3 |
| Jaarliks | 4 |
| Ander (Spesifiseer) | 5 |
- V21
- 3.3 Uit hoeveel lede bestaan u finansiële komitee
- | | |
|----|---|
| 2 | 1 |
| 3 | 2 |
| 4 | 3 |
| 5 | 4 |
| 6+ | 5 |
- V22
- 3.4 Hoeveel lede is op u finansiële komitee wat nie op die beheerliggaam dien nie
- | | |
|----|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4+ | 4 |
- V23
- 3.5 Beskik u skool oor eksterne ouditeure
- | | |
|-----|---|
| Ja | 1 |
| Nee | 2 |
- V24
- 3.6 Hoeveel keer per jaar besoek die ouditeur u skool om die state na te gaan?
- | | |
|----|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5+ | 5 |
- V25
- 3.7 Word agendas en notules van alle finansiële komitee vergaderings by gehou ?
- | | |
|-----|---|
| Ja | 1 |
| Nee | 2 |
- V26



- 3.8 Word begrotingsbeheer op elke aankooptransaksie by u skool toegepas?
- | | |
|-----|---|
| Ja | 1 |
| Nee | 2 |
- V27
- 3.9 Deur wie? (op `n daaglikse basis)
- | | |
|---------------------|---|
| Skoolhoof | 1 |
| Beheerliggaam | 2 |
| Adjunkhoof | 3 |
| Registrateur | 4 |
| Onderwyser/es | 5 |
| Ander (Spesifiseer) | 6 |
- V28
- 3.10 Vir watter bedrag van spandering moet kwotasies verkry word ?
- | | |
|-------|---|
| 1000 | 1 |
| 2000 | 2 |
| 3000 | 3 |
| 4000 | 4 |
| 5000+ | 5 |
- V29
- 3.11 Hoeveel kwotasies moet vir bogenoemde (3.11) verkry word?
- | | |
|---|---|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
- V30
- 3.12 Watter persentasie ouers woon die algemene Jaarvergadering by?
- | | |
|-------------|---|
| 10% | 1 |
| 20% | 2 |
| 30% | 3 |
| 40% | 4 |
| 50% | 5 |
| Meer as 50% | 6 |
- V31
- 3.13 Word die finansiële prosedure beskryf in die finansiële beleid?
- | | |
|-----|---|
| Ja | 1 |
| Nee | 2 |
- V32
- 3.14 Is u personeel ingelig oor die inhoud en werkswyses in die finansiële beleid beskryf?
- | | |
|-----|---|
| Ja | 1 |
| Nee | 2 |
- V33

4 Buitemuurse aktiwiteite en Akademie.

	Glad nie	Geringe	Redelike	Hoë mate		
4.1 Deelname in sport en / of kultuuraktiwiteite, bevorder akademiese prestasies	1	2	3	4	V34	
4.2 Leerlinge wat aan sport en / of kultuuraktiwiteite deelneem beklee ook top 10 posisies in akademie.	1	2	3	4	V35	
4.3 Geld aangewend in sport en kultuuraktiwiteite bevorder effektiewe leer en onderrig in `n skool	1	2	3	4	V36	
4.4 Hoeveel sportsoorte word aangebied in u skool?	0-5		1		V37	
	6-9		2			
	10-15		3			
	16 en meer		4			
4.5 Hoeveel kultuuraktiwiteite vind plaas by u skool?	0-5		1		V38	
	6-9		2			
	10-15		3			
	16 en meer		4			

Dui u antwoord aan deur `n kruis (x) in die toepaslike blok.

5. Begroting

Dui u antwoord aan deur `n kruis (x) in die toepaslike blok.

	0 - 10%	11 - 20%	21 - 30%	31 - 40%	41- 50%	+50%		
5. Watter persentasie van u begroting word bestee op:							V39	
5.1 Administrasie (Bankkoste, Dupliseerkoste, telefoon, huur van apparaat, advertensies ens.)							V40	
5.2 Buitemuurse aktiwiteite (Sport, kultuur, vervoerkoste na sport/kultuur aktiwiteite ens.)							V41	
5.3 Instandhouding van geboue, terrein en voertuie							V42	
5.4 Kurrikulum							V43	
5.5 Munisipale heffings(Water en elektrisiteit, reinigingsdienste, munisipale belastings)							V44	
5.6 Personeel salarisse (Beheerliggaam aanstellings)							V45	
5.7 Personeel ekstra vergoeding (Artikel 38A)							V46	



6.Prioriteitslys

Plaas die volgende items in 'n prioriteitslys van belangrikste tot minste belangrik wat u in ag neem tydens die bepaling van die uitgawes met die opstel van die begroting (dui 'n 1 aan vir die belangrikste en 'n 7 aan vir die laagste op die prioriteitslys)

Administrasie (Bankkoste, Dupliseerkoste, telefoon, huur van apparaat, advertensies ens.)

Buitemurse aktiwiteite (Sport, kultuur, vervoerkoste na sport/kultuur aktiwiteite ens.)

Instandhouding van geboue, terrein en voertuie

Kurrikulum

Munisipale heffings(Water en elektrisiteit, reinigingsdienste, munisipale belasting)

Personeelsalarisse (Beheerliggaam aanstellings)

Personeel ekstra vergoeding (Artikel 38A)

	V47	
	V48	
	V49	
	V50	
	V51	
	V52	
	V53	

7. Hantering van krisis

Dui u antwoord aan deur `n kruis (x) in die toepaslike blok

	Glad nie	Geringe mate	Redelike	Hoë mate	
7.1 Indien die begrote inkomste nie realiseer nie, word die begroting aangepas	1	2	3	4	V54
7.2 Beskik u oor `n aparte bankrekening (met Departementele goedkeuring) om voorsiening te maak vir uitgawes aan einde van die jaar?	1	2	3	4	V55
7.3 Kan u skool elke maand al die lopende uitgawes betaal sonder om oortrokke te gaan?	1	2	3	4	V56
7.4 Word uitgawes wat betaal moet word, geprioritiseer sodat uitgawes slegs aangegaan word indien daar fondse beskikbaar is?	1	2	3	4	V57

Baie dankie vir die voltooiing van die vraelys, en vir u tyd.