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National School Nutrition Programme Minute: 0002/2025

To: Deputy Directors-General, Chief Director: Districts, District Directors, Heads: Management and Governance, Circuit Managers, National School Nutrition Programme District Coordinators and Liaison Officers, Principals of ordinary and special public schools benefiting from the National School Nutrition Programme and Chairpersons of governing bodies whose learners are beneficiaries of the programme

Subject: Amended audit findings for National School Nutrition Programme (NSNP) for 2022/2023

1. This minute serves as an amendment to NSNP Minute 0001/2023, dated 20 November 2023.
2. The Auditor-General of South Africa (AGSA) identified deficiencies in the NSNP during the 2022/2023 audit of the management and monitoring of the programme.
3. This minute, therefore, is provided to assist NSNP beneficiary schools in implementing the NSNP more effectively at the school level.
4. Since principals must provide leadership with the management of the NSNP at their schools, the areas that need attention are referred to below and must be implemented.
5. Certain shortcomings in terms of the composition of NSNP school committees, their roles and responsibilities have been identified by the AGSA; therefore, the following measures need to be implemented:
 - 5.1 Composition of the NSNP school committee

The principal and governing body must establish an NSNP school committee consisting of the following members:

- (a) one member from the School Management Team (SMT);
- (b) one governing body member;
- (c) one Food Handler (FH);
- (d) one school coordinator, who is a staff member; and
- (e) one member from the Representative Council of Learners (RCL) (secondary schools only).

6. Roles and responsibilities of the NSNP school committee members including the principal

6.1 **The principal** must:

- (a) Take responsibility for the overall management of the programme as the accounting officer;
- (b) Ensure that the NSNP school committee is established and functional;
- (c) Ensure that the NSNP school coordinator is nominated and has signed a letter of acceptance;
- (d) Implement feeding times as prescribed by the *Conditional Grant Framework* or use the 10:00 and/or before 12:30 rule; and
- (e) Ensure that FHs have Personal Protective Equipment (PPE), namely: uniform, headgear, and safety boots to adhere to the hygiene and safety compliance regulations.

6.2 **The SMT member** must:

- (a) Chair the NSNP school committee meetings;
- (b) Send the invitation for the meeting to all NSNP committee members;
- (c) Keep the register of the attendees;
- (d) Appoint a staff member to take the minutes and keep record of the minutes in the NSNP file;
- (e) Monitor/supervise the NSNP school coordinator and check the documents before submitting it to the district office;
- (f) Report on the issues/matters of concern to the principal and at SMT meetings; and
- (g) Ensure that NSNP forms part of the school agenda items in meetings.

6.3 **The governing body member (support staff or educator)** must:

- (a) Assist the NSNP school coordinator in monitoring the day-to-day running of the programme;
- (b) Ensure that learners are fed on time;
- (c) Ensure that learners are fed in the classroom under the supervision of an educator;
- (d) Ensure that FHs cook according to the menu of the day;
- (e) Ensure that the FHs have PPEs and take matters pertaining to the NSNP to governing body meetings for discussion; and
- (f) Ensure that the gas cylinders are safely stored in a cage outside the kitchen and are properly connected.

6.4 **The FH member** must:

- (a) Inform the NSNP school committee members about the challenges the FHs encounter;
- (b) Provide a daily update to the NSNP school coordinator;
- (c) Indicate the needs of the FHs;
- (d) Suggest how best the programme could be improved;
- (e) Indicate the assistance they need from the SMT, governing body, educators, and learners to improve the running of the programme;
- (f) Prepare the correct quantities of the meals; and
- (g) Ensure that the meals are prepared according to the menu.

6.5 **The school coordinator (staff member)** must:

- (a) Run the day-to-day activities of the NSNP at school level;
- (b) Monitor the performance of the FHs;
- (c) Accept stock deliveries or assign the caretaker or the FH to receive it on her/his behalf;
- (d) Monitor the programme and perform the daily administrative duties;
- (e) Take the minutes in the NSNP school committee meetings;
- (f) Train the NSNP school committee on their roles and responsibilities at school level;
- (g) Conduct physical stock-taking and perform a reconciliation of the food items to ensure the accuracy of the stock register;
- (h) Inform the district office about the newly appointed FHs;
- (i) Ensure that the FHs sign the contract and that these are kept in the NSNP file;
- (j) Keep copies of identity documents of all NSNP staff in the NSNP file;
- (k) Conduct one on one training including the inductions of the newly appointed FH as soon as possible;
- (l) Ensure that the FHs attend the school and district training as per schedule on the following:
 - Roles and responsibilities of the NSNP school committee
 - Training in health and hygiene standards
 - Food and gas safety.

6.6 **The RCL member** must:

- (a) Give feedback to the NSNP school committee on whether the learners are fed on time;
- (b) Ensure that the FHs cook both meals per day according to the menu;
- (c) Check the quality of the food served to the learners, especially fruit and vegetables;
- (d) Assist the FHs in serving the food in the classroom and collect the eating utensils after feeding;
- (e) Report to the NSNP school committee on whether the learners are supervised during feeding and if there is a shortage of eating utensils;
- (f) Indicate to the NSNP school committee the changes or improvements the learners would like to see in the programme; and
- (g) Report on the challenges that are experienced by the learners.

- 6.7 Where schools have challenges with staff capacity it is recommended that the NSNP is included as a standing agenda item of School-based Support Team meetings.
7. **Monitoring**
The district office and Head Office should ensure the adequacy of the functionality of the programme at the school level.
8. Principals should bring the content of this minute to the attention of all role players of the NSNP.

SIGNED: AJE MEYER

DEPUTY DIRECTOR-GENERAL: INSTITUTION DEVELOPMENT AND COORDINATION

DATE: 2025-12-03