

School Management Skills Briefing



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School Management Training

Exciting News! The Open Societies Foundation for South Africa has commissioned the IPT to provide School Management Skills Training in the fourteen schools who were involved in the School Safety Project.

As you are aware the areas worked in are Chatsworth East, Umlazi South, Greenwood Park and Inanda Newtown A.

The specific schools we worked in, and will continue to work with are:

Chatsworth East
Meadowlands Secondary
Westcliff Secondary
Sunnyvale Primary

Umlazi South
Isipingo Secondary
Strelitzia Secondary
Reunion Secondary
Windy Heights Primary

Greenwood Park
Avoca Secondary
Parkhill Secondary
Sea Cow Lake Secondary

Inanda Newtown A
Inanda No 12 Secondary
Siyaythuthuka Secondary
Ziphembeleni Secondary
Phumuzuzulu Primary

We look forward to working together again over the next 12 months!

THE FIRST STEP

By now each school Principal should have received a baseline questionnaire from us. The reason for the baseline questionnaires is to gather information about the schools, their strengths and the gaps that they feel they have with regards management skills and to then develop material which will benefit all schools.

The second step involved interviews with School Principals or nominated staff to gain further clarity on specific issues, again, so that we can have as clear as possible an idea of how to develop the project further. Thanks to those who have been so willing to provide feedback! I will be in touch with you again soon.

Val

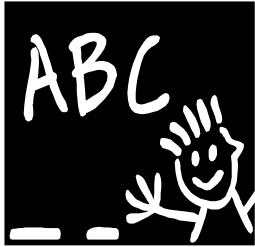
Competition Time

So that we can all keep up to date with the project, our shared experiences and new developments in school management, we hope to publish a "Briefing" each month of the project's duration. As you can see we do not

have a name for the newsletter. We are holding a "Name the Newsletter Competition". The prize will be a R100 gift voucher from Adams Bookstore for the school that suggests the winning name.



Fax your Briefing name suggestions to Val on 031-3058420 by 30/10/2001. Anonymous judging will be held by IPT management and the new Briefing name and the name of the winning school will be announced in the next edition.



Defining Management

Management has been called "the art of getting things done through people."

This definition, by Mary Parker Follett, calls attention to the fact that managers achieve organisational goals by arranging for others to perform whatever tasks maybe necessary – not by performing the tasks themselves.

Management is that and more. So much more, in fact, that not one definition has been universally accepted.

Our discussion will start with a somewhat more complex definition, so that we may call attention to additional important aspects of managing:

The definition then....

Management is the planning, organising, leading and controlling the efforts of organisation members and of using all other organisational resources to achieve stated organisational goals.

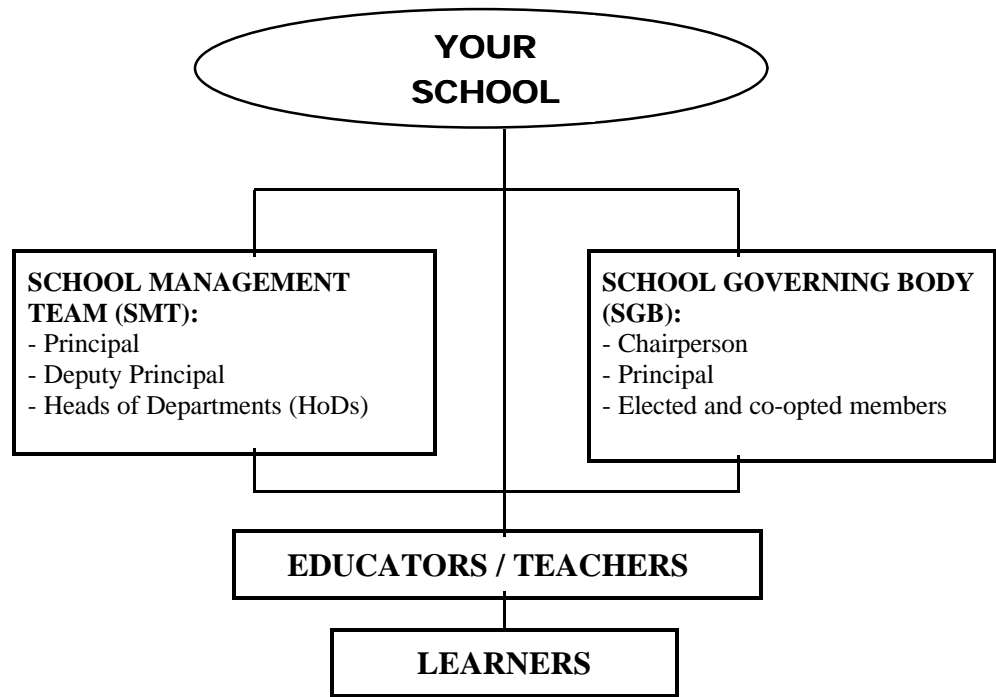
What do you think about this definition? Do you agree? Let's talk about it!

SCHOOL MANAGEMENT IN YOUR SCHOOL?

Management as an Art

As an art, management is about carrying out organisational functions and tasks through people. This art involves the application of techniques in:

- * Human and public relations
- * The delegation of an authority: assigning and sharing responsibilities and duties.
- * Communication: including decision-making and problem-solving.



Are there any other stakeholders that could help in managing your school ?



Do as I say or else!
Is this real management?.....
Your comments?

Sources of information used in this briefing:

JAF Stones & C Wankel (1986), *Management*, Third Edition. Prentice Hall

Commonwealth Secretariat (1993), *Principles of Management: Module Two*. Commonwealth Secretariat, London



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