



Independent Quality Assurance Agency

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**COMPLIANCE CHECKLIST FOR ISASA MEMBERSHIP  
2018**

*This form should be completed and signed by the principal and mentor. The completed and signed compliance checklist should be returned to the IQAA office by the mentor.*

SCHOOL and MENTOR DETAILS					
1	School Name	Somerset House	School Address	Drama street, Somerset West	
2	Principal's Name	Chris Storey	Principal's Signature		
3	Mentor's Name	Jenny Masterson	Mentor's Signature		
CURRENT STATUS OF SCHOOL'S MEMBERSHIP OF ISASA			Full membership status - Affiliate membership status - Introductory membership status - Observer status -		
YEAR/S OF PREVIOUS IQAA EVALUATIONS			First cycle evaluation = 2007 Second cycle evaluation = 2012		
TYPE OF MODEL IN PREVIOUS IQAA EVALUATION/S (Please tick the appropriate model)			Model A (Core Evaluation) <input checked="" type="checkbox"/> Model B (Comprehensive Evaluation) Add-on services		
	COMPLIANCE INDICATORS	Y	N	NOTES	COMMENTS
	<b>Governance</b>				
1	Does the school have a constitution/founding document?	<input checked="" type="checkbox"/>		The constitution should be in accord with the school's legal structure.	<input checked="" type="checkbox"/>
2	Is there a properly constituted governing body with adequate expertise, representation of the school community and, where possible, some independent members? (Please indicate if otherwise, in the 'comment' column)	<input checked="" type="checkbox"/>		The governing body's composition, powers, responsibilities and duties should be laid down in the school's constitution.	<input checked="" type="checkbox"/>
3	Does the school have a 'perpetual existence' and a fair process in place for			This is linked to the point (8) below. Both reflect a primary	

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Directors:

Samuel Isaacs (Chairman)

Ebrahim Ansar • John Falconer • Stephen Lowry

• Anne Oberholzer • Mark Potterton • Confidence Dikgole

Michael Hosty (Acting Executive Director)

Lynne Rivett-Carnac (Mentor Representative)

	all stakeholders in case sudden closure becomes inevitable?	✓		concern that the interests of learners and staff should be protected, and if the school has to cease operating, then it has a process providing for adequate notice, short-term continuance, and transfer.	✓
4	Is the school registered with the relevant education department?	✓		In the case of pre-schools, with the relevant Social Welfare and Health department	✓
5	Is the school accredited provisionally or fully with Umalusi?	✓		Provide the Umalusi number in the comments column. (exclude schools outside of SA)	17 Sclt 01 00408
6	Is the school compliant with the ISASA document entitled 'Conditions for Membership'?	✓			
<b>Finance</b>					
7	Does the school have strategic, business and operational plans for both the short and longer term?	✓		These will usually be for one-year and three-year (or more) periods	✓
8	Is there a properly planned and managed annual budget and an annual audit?	✓			
9	Are there sufficient financial resources to sustain the long-term operation of the school and meet the obligations to learners?	✓			
<b>Values</b>					
10	Does the school promote and display its commitment to ideals of equity, justice, inclusivity, diversity and service to the community, and to the values of ISASA?	✓			
<b>Policies and Procedures</b>					
11	Does the school have an admission policy that does not discriminate on racial grounds, and in particular, prohibits corporal punishment?	✓			
<b>Staff</b>					
12	Does the school have a duly appointed principal, appropriately qualified and experienced?	✓		He/she should be appointed in terms of the school's constitution, be registered with SACE (only in SA), and have qualifications and experience appropriate to the level(s) and curriculum of the school. (The importance of encouraging appropriate current Clearance Certificates is made here)	✓
13	Does the school have sufficient and properly qualified staff to support the learning programmes it offers?	✓		The programmes offered are at all levels of schooling from the very beginning and include educational extra-murals. At senior level programmes prepare learners for qualifications such as the National Senior Certificate	✓

				There should be a skills development programme for staff	
	<b>Facilities</b>				
14	Are the premises and facilities, including specialist facilities, sufficient and appropriate for the school's programmes of all kinds?	✓			
15	Is the school a safe and secure place, complying with the Occupational Health and Safety Act in every way applicable?	✓		Advice on this requirement is available through the independent schools' organisations. Note: The requirements may be different outside South Africa.	✓