

All communications should be addressed to
The Secretary for Primary and Secondary
Education Telephone: 734051/9 and 734071
Telegraphic address: "EDUCATION"
Fax: 794505

ZIMBABWE

Ministry of Primary and Secondary
Education
P.O. Box CY 121
Causeway
Zimbabwe

9 March 2016

MIN. OF PRY. & SEC. EDUCATION
PROVINCIAL EDM. DIRECTOR
HARARE PROVINCE
17 MAR 2016
P.O. BOX CY 1343, CAUSEWAY
ZIMBABWE TEL: 04-792378

To all Provincial Education Directors

LEVY COLLECTION AND USE, REGULATION AND DISCUSSION POINTS

The above matter refers.

Please find attached levy collection and use regulation and discussion points and possible responses for circulation to all your Districts and Schools. Please collate the responses and return the same by not later than 31 March 2016.



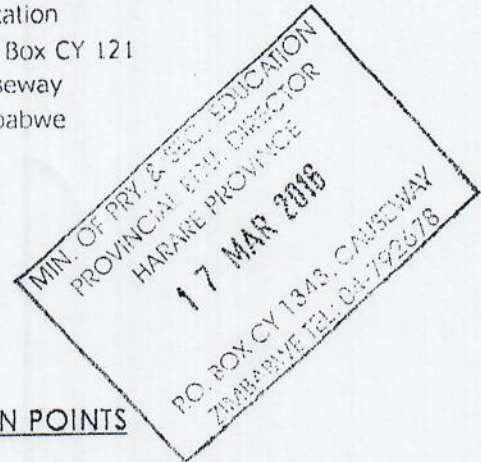
Dr. S. J. Utoto-Masango
SECRETARY FOR PRIMARY AND SECONDARY EDUCATION

PERMANENT SECRETARY
MINISTRY OF PRIMARY &
SECONDARY EDUCATION
09 MAR 2016
P.O. BOX CY 121, CAUSEWAY
ZIMBABWE

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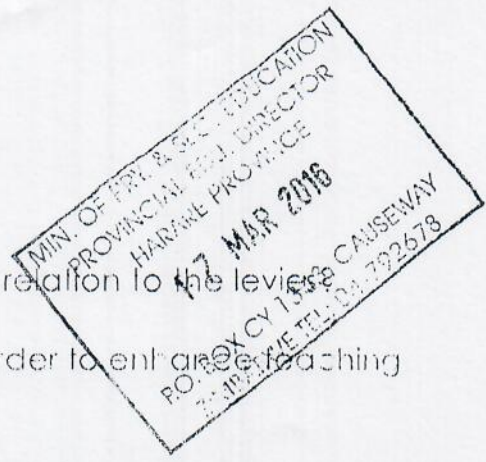


LEVY COLLECTION AND USE, REGULATION AND DISCUSSION POINTS

To all our valued stakeholders

1. Who should charge levies: the School Parents' Assembly or the Head of the School Development Committee?
2. What should levies be used for? Identify precisely the uses that relate to your school.
3. Should schools develop an annual school development plan? Why?
4. Should Ministry provide for special levy (transport, building, sport) in the new Regulations?
5. What should the role of the SDC be in the management of revenue in the school?
6. What measures do you think should be put in place to improve management of levies collected at schools?
7. In order to reach a binding recommendation at a parents assembly meeting, the meeting itself should be constituted by (choose one) of the following:
 - i. $\frac{3}{4}$ of the total parent body of the school
 - ii. $\frac{1}{2}$ of the total parent body of the school
 - iii. $\frac{1}{4}$ of the total parent body of the school
 - iv. Any number of the total parent body of the school
8. Should the decision-making process be subject to a secret ballot?
9. If a voting process is acceptable, what should the decision-making threshold be in the parents' assembly or in the school development committee?

- i. 50% plus 1
- ii. 25% and above
- iii. Other



10. What is the role of the budgetary framework in relation to the levies?
11. Where do you think you can make savings in order to enhance teaching and learning areas?
12. In your thinking about those who stand for school development committee (SDC) positions, what three things do you consider highly?
13. Each year as you prepare for your Annual General Meeting, how highly do you rate the following: Score 5 (excellent), 4 (good), 3 (average), 1 (low)

- i. Availability of government audited accounts []
- ii. Treasurer's report []
- iii. Unaudited account []
- iv. Progress report on school development []

MINISTRY OF PRIMARY AND SECONDARY EDUCATION

Levy Discussions Points Response Pattern



Item 1.

- a) PA
- b) Head
- c) SDC
- d) All

Item 2.

- a) Infrastructure
- b) Teaching-Learning
- c) Employment costs
- d) Transport and allowances
- e) Other

Item 3.

- a) Yes
- b) No
- c) Not sure

Item 4.

- a) Yes
- b) No

Item 5.

- a) Signatures to accounts
- b) Supervising expenditure
- c) Collecting revenue

Item 6.

- a) Administrative
- b) Structural (governance)

Item 7.

- a) $\frac{3}{4}$
- b) $\frac{1}{2}$
- c) $\frac{1}{4}$

Item 8.

- a) Yes
- b) No

Item 9.

- a) 50+1
- b) 25+
- c) Other

Item 10.

- a) Positive relation
- b) Unsure

Item 11.

- a) Yes
- b) No

Item 12.

- a)
- b)
- c)

Item 13.

- a) Government audit
- b) Treasury report
- c) Unaudited accounts
- d) Other reports

