

MINUTES OF A MEETING OF THE SDT ON 17.04.2017

1. **All members are welcomed at the meeting.**
2. **The attendence register is circulated and sighned.**
3. **No apologies have been received.**
4. **The management plan is discussed in detail. A copy of the final document will be circulated to every member of the staff.**
5. **A document about the DSG and its implications is discussed and will be circulated to every member of the staff.**
6. **The school improvement plan (SIP) is discussed and amendmants are made.**
7. **An appeal will be made to the staff that their IQMS files should be updated and be prepared for inspection by the department.**
8. **A date for training on IQMS procedures will be set as soon as possible.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Convenor of IQMS**

**Dr. Willem Stolk**