



THUMA MINA
Teaching

Minds Open. Hands Up. Heads High.

Thuma Mina Teaching

Policies

Governance Policy

Thuma Mina Teaching (TMT) is committed to operating with the highest professional and ethical standards. As a proud member of the **Unashamedly Ethical** movement and a signatory to **The Independent Code**, TMT commits to upholding honesty, integrity, and accountability in all our operations and partnerships.

1. Governance Principles

- TMT exists to serve a public benefit purpose and acts in the public interest with fidelity, altruism, goodwill, and integrity.
- The organisation's capacity and resources are applied exclusively to advance and implement its public benefit objectives.
- The Board accepts full responsibility for upholding these principles, exercising effective leadership, and ensuring legal and fiscal compliance.
- TMT and its office bearers commit to transparency and accountability toward donors, beneficiaries, and the public.
- All Board members and affiliates act in good faith, avoiding conflicts of interest and any form of improper personal benefit.
- The organisation treats its employees and volunteers fairly, providing reasonable remuneration and observing best-practice human resource standards.
- TMT operates impartially, without fear, favour, or prejudice, and always in the best interest of its beneficiaries.
- The organisation complies with all governance provisions of its founding documents, and with the legal, fiscal, and statutory duties prescribed by law.

2. Transparency and Communication

We believe that every non-profit company should be accountable to its funders and the communities it serves.

TMT therefore commits to transparency and undertakes to:

- Report frequently and accurately on its activities and financial management; and
- Maintain open communication with both funders and the broader community.

To read the full **Unashamedly Ethical** and **Independent Code** statements, click on the respective logos on our website.

Financial Management Policy

TMT's financial management is guided by the principles of integrity, transparency, and good stewardship, in alignment with the **Unashamedly Ethical** Code.

1. Core Values

- We refuse to elicit, accept, or pay bribes and encourage others to do the same.
- We negotiate all contracts with integrity and honour all our financial obligations.
- We are truthful and transparent about our organisation and its activities in all fundraising and financial communications.
- We use all funds and income strictly according to donor intent and in alignment with TMT's stated purpose.
- We provide fair remuneration and maintain reasonable working hours and conditions for all staff.

2. Dates, Budgets and Commitments

- TMT's financial year runs from **March to February**.
- Accounting and financial reporting are accurate, up to date, and reviewed by the Board on a **quarterly basis**.
- We commit to issuing timely and accurate **Section 18A Certificates** and invoices.
- Wherever possible, TMT operates on a **cash-free basis**. Any cash donations or expenditures are supported by official receipts.

3. Grant Lifecycle

Funds raised for a specific purpose are **ring-fenced** and may not be redirected without the written consent of both the funder and the Board.

Each grant follows a clear life cycle:

- Setting goals and intended outcomes
- Developing implementation plans with clear timelines and deliverables
- Maintaining accurate financial records
- Establishing transparent reporting and communication processes
- Monitoring progress and evaluating impact

TMT's latest financial records can be viewed upon request.



Personnel Policy

Thuma Mina Teaching (TMT) recognises that its people are at the heart of its mission. We strive to build a team of excellent teachers and staff members whose talents and values reflect the diversity of South Africa.

1. Recruitment

Our recruitment strategy focuses on identifying and supporting outstanding educators who embody the spirit of a 'Thuma Mina Teacher.' We collaborate with experts in the field – including Subject Advisors from the Western Cape Education Department (WCED), school principals, and experienced teachers – to identify and select the best candidates for each role.

2. Our Commitment

We endeavour to treat all personnel:

- **Fairly** – ensuring equitable opportunities and recognition.
- **Respectfully** – valuing each individual's contribution and expertise.
- **Transparently** – maintaining open communication and integrity in all dealings.
- **Kindly** – fostering a supportive and collaborative working environment.

TMT is committed to creating a professional, inclusive, and purpose-driven workplace where every team member can contribute meaningfully to our shared goal: making quality education accessible to all learners.