

**27<sup>th</sup> November, 2023**

**FROM :** THE SECRETARY FOR EDUCATION,  
MINISTRY OF EDUCATION, PRIVATE BAG 328,  
LILONGWE 3.

**TO :** THE EDUCATION DIVISION MANAGER, NORTHERN  
EDUCATION DIVISION (NED)

**:** THE EDUCATION DIVISION MANAGER, CENTRAL WEST  
EDUCATION DIVISION (CWED)

**:** THE EDUCATION DIVISION MANAGER, SOUTH EAST  
EDUCATION DIVISION (SEED)

**:** THE EDUCATION DIVISION MANAGER, SOUTH WEST  
EDUCATION DIVISION (SWED)

**:** THE EDUCATION DIVISION MANAGER, CENTRAL EAST  
EDUCATION DIVISION (CEED)

**:** THE EDUCATION DIVISION MANAGER, SHIRE  
HIGHLANDS EDUCATION DIVISION (SHED)

**ESTABLISHMENT AND IMPLEMENTATION OF BOARDS OF GOVERNORS  
IN SECONDARY SCHOOLS**

I wish to draw your attention to the vital provisions outlined in Section 25 of the Education Act (2013), which mandate the Minister of Education to establish Boards of Governors in all secondary schools and Teacher Training Colleges in Malawi.

Recognizing the critical role of effective governance in achieving policy and development objectives, delivering quality education, and enhancing the national education system, the Ministry further embedded the strengthening of education governance systems as a pivotal reform area in the National Education Sector Investment Plan (NESIP, 2020-2030). This reform intervention includes the establishment of the Boards of Governors (BoGs) through the Directorate of Secondary Education.

The BoGs governance model, as detailed in the Education Act (Board of Governors) Order, 2023 (attached herewith for your reference), empowers BoGs with the authority to manage and govern secondary schools, including provision of financial oversight. To ensure uniformity and effectiveness in secondary school governance, the Ministry has developed the National Guidelines for the establishment of Boards of Governors for Secondary Schools in Malawi and an accompanying comprehensive Training Manual. These resources are essential tools for the successful implementation of governance structures in our secondary schools, and must be fully utilised and adhered to.

Furthermore, I am pleased to inform you that, as part of the Ministry's commitment to capacitate education leaders, Head Teachers in twelve (12) districts have already undergone training, utilising the BoGs Training Manual. The Ministry is urging Division managers to facilitate the training of Head Teachers in the remaining districts, ensuring a systematic and comprehensive approach to capacity building. The Training of Trainers (ToTs) and cluster-based trainings on the establishment of BoGs is implemented in collaboration with the Improving Secondary Education in Malawi (ISEM) Technical Assistance Project in the twelve (12) ISEM impact education districts. It is expected that Head Teachers will subsequently establish and train the BoGs at the school level.

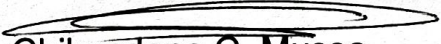
The Ministry has additionally devised a comprehensive roadmap for the establishment of the BoGs in all the nine hundred and seventy-two (972) public secondary schools across the country. All Division Managers are, therefore, urged to ensure the expeditious establishment and operationalisation of the BoGs in all secondary schools under their jurisdiction.

It is imperative that these governance structures are in place and fully functional by end December 2023. This timeline is crucial for the seamless integration of governance processes within our schools nationally. Schools will be supported in this process through the provision of copies of the BoGs Training Manual and BoGs Guidelines for school-based training.

The Ministry firmly believes that the establishment of BoGs for secondary schools in our country will significantly contribute to the enhancement of educational standards, thereby fostering a conducive learning environment for both educators and students. Let me emphasize, therefore, the urgency and importance of this matter, and urge you to treat it with the attention it deserves.

Your cooperation in this endeavor is highly appreciated as we collectively work towards the successful implementation of Boards of Governors in our secondary schools and the transformation of our national education system.

Thank you for your unwavering commitment to advancing education in Malawi.

  
Chikondano C. Mussa  
**SECRETARY FOR EDUCATION**