



FEDERAL MINISTRY OF EDUCATION



REVISED GUIDELINES OF OPERATION FOR SCHOOL BASED MANAGEMENT COMMITTEE (SBMC) OF FEDERAL UNITY COLLEGES (FUCS)

February 2025

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Foreword

School Based Management Committee (SBMC) is a concept which is drawn from the recognition of the fact that communities become more committed to their schools if they have prominent voice in school planning, management, monitoring and evaluation of performance and ensure quality output. Community involvement helps to ensure more effective and equitable utilization of school resources and funds generation.

Committees with a wide range of local expertise increase the management capacity of the Head Teachers/Principals.

Women and students could have a greater say in the management of their own schools, thereby stimulating increased enrolment rate, retention rate, completion rate and ensure quality service delivery.

The SBMC is essential in promoting good governance and accountability; no doubt, they ease state burden if effectively supported to function maximally. The emphasis on School Based Management Committee is a global trend that emerged in the early 1980s. In Nigeria, it could not have come at a better time than now that our public schools are in shamble and academic down turn has reached lowest ebb.

The 52nd National Council of Education (NCE) considered the rationale and relevance of SBMC for effective school governance and management at the community level and approved the introduction of this concept in Nigeria. At the 54th NCE meeting, Council further directed the setting up of SBMC in all schools in the federation without delay. It should also be noted that at the last extra ordinary meeting of the National Council of Education held in Abuja on 16th April, 2009, the Honourable Minister of Education enjoined the Principals of Federal Unity Colleges to go back and establish the SBMC in their schools with immediate effect, where they had not already done so.

For School Based Management Committee to function effectively, the existing school structures have to be sufficiently effective, efficient and participatory. The Head Teacher/Principal who should be the one to constitute SBMC in his/her school must be well informed. The Chairman of the Committee and its members have to be properly

guided too. The need to create a uniform system of operating SBMC activities informed the revision of these guidelines and spurred the production of this manual.

In the 14 years of the existence of the SBMC in FUCs, the following among other achievements were recorded;

- Conflict resolutions;
- Settlement of matters on Land encroachment;
- Fostering healthy relationship between the Colleges and the host communities;
- Capacity building of both staff and students
- Effective handling of students' Disciplinary issues and mediating in staff matters that would have disrupted school activities;
- Mobilization of complimentary funds to provide facilities like boreholes, ceiling fans, renovation of structures from and not limited; old students, philanthropists, constituency projects etc.
- Support school activities and programmes by proffering solutions and physical attendance;
- Launching of development funds for specific projects;
- Development of Whole School Development Plan.

The Senior Secondary Education Department of the Ministry had for years instituted Annual Awards for Colleges who are consistent in SBMC practices at the Annual General Meeting (AGM) of Principals of FUCs to encourage the Colleges.

Prof. Suwaiba Said Ahmad

Honourable Minister of State for Education

February, 2025

SCHOOL BASED MANAGEMENT COMMITTEE FRAMEWORK FOR FEDERAL UNITY COLLEGES IN NIGERIA

BACKGROUND

The educational landscape in Nigeria has undergone significant transformation over the years, driven by the need for improved governance, accountability, and community engagement in the education sector. For example, in similar frameworks implemented in other regions, community participation has led to improved students' performance, increased local support for schools and enhanced infrastructure. In this context, the Federal Ministry of Education, under the dynamic leadership of Dr. Morufu Olatunji Alausa, and Professor Suwaiba Said Ahmad have initiated a strategic plan to establish School Based Management Committee (SBMC) across all Federal Unity Colleges, and other post-secondary institutions funded by the Federal Government. This initiative aims to foster a collaborative approach to educational governance, enhance the quality of teaching and learning, and promote community involvement in the educational process.

School Based Management Committee (SBMC) is an initiative meant to improve bottom-up education planning and management in order to facilitate improvements in education quality, participation and efficiency. Specifically, SBMC simply means the decentralization of levels of authority to the school level. The Committee implies that responsibility and decision-making over school operations will involve the Principals, Teachers, Parents and sometimes students and other school community members. The school level actors however have to conform to or operate within a set of centrally determined guidelines.

THE CONCEPT OF SCHOOL BASED MANAGEMENT COMMITTEE (SBMC)

The establishment of SBMC represents a transformative concept designed to bridge the gap between various stakeholders in the education sector, including school management, teachers, parents, and the Federal Ministry of Education. By empowering these stakeholders to participate actively in the governance of schools, the SBMC are expected to cultivate a culture of shared responsibility and ownership

over the educational process. This collaborative framework is crucial in addressing the challenges faced by post-primary institutions in Nigeria, such as inadequate infrastructure, lack of resources, and insufficient community engagement.

Objectives of the School Based Management Committee:

The primary objective of the SBMC is to enhance educational outcomes by fostering a supportive and inclusive environment within schools. To achieve this, the SBMC will focus on several key areas:

1. Community Participation: Encouraging active involvement of parents, community leaders, and other stakeholders in the decision-making processes affecting schools.

2. Quality of Teaching and Learning: Implementing strategies to improve the quality of education, including teacher training, curriculum development, and resource allocation.

3. Governance Oversight: Providing oversight and accountability in the management of school resources and activities to ensure transparency and efficiency.

4. Reducing Power Distance: Minimizing the hierarchical barriers between school management, teachers, parents, and the Federal Ministry of Education to facilitate open communication and collaboration.

5. Creating a Sense of Ownership: Instilling a sense of pride and responsibility among stakeholders, encouraging them to contribute positively to the school environment.

Progress towards these objectives will be periodically assessed through performance indicators, such as parent and student satisfaction surveys, academic performance metrics, and community involvement rates, to ensure continuous improvement.

FRAMEWORK OUTLINE

This framework outlines the key components of the School Based Management Committee, detailing the mandate, composition, tenure, operational systems, supervision, reporting lines, funding, and additional considerations for effective implementation.

1. Mandate

The mandate of the School Based Management Committee (SBMC) for Unity Schools in Nigeria encompasses the following key functions:

- 1.1.1 Academic Oversight:** Monitor academic standards to ensure they meet the Federal Ministry of Education's high standards for Unity Schools, including supporting exam readiness, curriculum compliance, and teacher performance.
- 1.1.2 School Improvement and Maintenance:** Develop and implement school improvement plans to maintain quality infrastructure and resources, with a focus on creating a safe, inclusive, and supportive learning environment.
- 1.1.3 Promoting Unity and Diversity:** Foster initiatives and activities that promote unity, national pride, and appreciation of Nigeria's cultural diversity, including inter-school exchange programs and cultural events.
- 1.1.4 Community and Parental Engagement:** Actively engage with parents and the community to support the educational process, foster positive community relationships, and encourage parental involvement in school activities.
- 1.1.5 Oversight on Allocated Funds:** Oversee the effective management of allocated resources ensuring that school funds are used efficiently and align with standard set by Federal Ministry of Education.
- 1.1.6 Disciplinary Support:** Collaborate with school administration to enforce disciplinary standards, with a focus on maintaining a safe, respectful, and productive school environment.
- 1.1.7 Liaison with the Federal Ministry of Education:** Act as a bridge between the school and the Federal Ministry of Education,

providing regular updates, reports, and feedback to facilitate policy alignment and resource support.

- 1.1.8 Feedback Collection:** Establish feedback mechanisms for parents, students, and teachers to provide input on school management practices, ensuring that decisions are responsive to the community's needs.

2. Composition of SBMC

To balance diverse perspectives while ensuring operational efficiency, the SBMC composition should include:

1.1 Composition (7 to 10 Members):

The Committee shall consist of seven (7) to ten (10) statutory members to be drawn from stakeholders within the host community of the school. The composition includes, but not limited to the following proposed membership.

- 1.1.1 SBMC Chairman:** A respectful and influential person should be appointed as SBMC Chairman by the Senior Secondary Education Department, Federal Ministry of Education.
- 1.1.2 School Representative:** Typically, the Principal to provide school operational insight.
- 1.1.3 Parent Representative:** Chairman, Parent-Teacher Association (PTA) to represent parents' perspectives. The Chairman will provide insightful contribution to the development of the school.
- 1.1.4 Community Representative:** A respected/educated woman should be the community representative selected for her understanding of the school's surrounding and the community.
- 1.1.5 Alumni/Old Student's Body** The Old Students' Association of the school shall nominate one representative who is resident in the town/state where the College is located to serve on the School Based Management Committee (SBMC). This representative is expected to bring valuable experience and insights gained from their time at the institution, as well as assist in resource mobilization efforts. Their involvement will foster a stronger

connection between past and present students, enhancing the overall support for the school's development and initiatives.

- 1.1.6 Traditional ruler:** One traditional ruler or his representative, from the local community shall be nominated by the Federal Ministry of Education (FME) based on community input. This individual should possess expertise in relevant areas and will play a crucial role in bridging cultural and moral gaps within the school environment. His/her involvement will help foster a stronger connection between the school and the community, ensuring that diverse perspectives and values are considered in the school's governance.
- 1.1.7 Representative of Federal Ministry of Education.** This person must be an education officer Cadre, and not below grade level 13.
- 1.1.8 Representative of Security Agency.** Divisional Police Officer (DPO) where the school is situated.
- 1.1.9 Representative of FEQAS (State Office):** A representative of FEQAS should be nominated to monitor and evaluate the activities of the SBMC. He/She sits in for the Chairman when the Chairman is not available.
- 1.1.10 Vice Principal Administration** to serve as SBMC Secretary.
- 1.1.11 Statutory members at a glance:**
 - i. Chairman
 - ii. Principal
 - iii. FME Rep.
 - iv. DPO
 - v. PTA Chairman
 - vi. Community Rep (female)
 - vii. Traditional Ruler
 - viii. Old Students Rep.

- ix. Rep of State (FEQAS)
- x. V.P (Admin) Secretary

1.2 Staff Members in Attendance. For every meeting of the SBMC, the following members of staff should be in attendance as observers:

- i. All the VPs in the College/school
- ii. Bursar
- iii. Senior Boarding House Master/Mistress
- iv. The College Guidance Counselor
- v. Food Master
- vi. Store Officer; and
- vii. Any other relevant officer as may be required by the agenda of the day's meeting

1.3 Federal Ministry of Education to supervise and coordinate the nomination/selection process

1.4 Selection Process:

- School representatives are appointed by school authority.
- Parent representatives; Chairman PTA should be a member of the SBMC
- A respected / educated female should be selected as the community representative in collaboration with local authorities.
- Alumni/old students' body: to be nominated by old students' body.
- Traditional ruler or his representative from the community to be nominated by Federal Ministry of Education based on community input.
- Representative of the Federal Ministry of Education to be appointed by the Director, Senior Secondary Education Department of the Ministry.
- Representative of the security; DPO from Police Force or any

representative from other security personal to be selected.

1.5 Eligibility Criteria:

- Members must be at least 40 years old with exception of Alumni member.
- Members should have a background in education, social sciences, administration, or community service.
- Commitment to upholding principles of national unity and academic excellence.
- Must not have criminal record of any kind.

3. Tenure of Members

- 1.1.1 Members serve for a period of 3 years, with an option of reappointment for another tenure of 2 years and no more.
- 1.1.2 A member exiting the Committee should complete a brief exit assessment form to document contributions and ensure smooth transitions.
- 1.1.3 New members should undergo an orientation session to acquaint them with the Committee's objectives, operational processes, and ongoing projects, ensuring continuity and alignment.
- 1.1.4 A member's appointment could be terminated on account of non-performance or involvement in SBMC activities.

4. Vacancy Declaration and Filling

- 1.1.1 Declaration of Vacancy:** A vacancy is declared when a member resigns, is unable to fulfil duties due to health or other reasons, completes their term, or is removed for non-performance or conflict of interest.

1.0 Filling the Vacancy:

- 1.0.0** Vacancies should be filled within 90 days to ensure the Committee's continued function.
- 1.0.1** Replacement should follow the initial selection process, with

approval from the Ministry (FME) for community and parent representatives where necessary.

5. Modus Operandi (Operational System)

- 1.1 Meeting Frequency:** The SBMC should meet twice every term with additional meetings as needed for urgent and emergency issues.
- 1.2 Quorum:** A minimum of 5 (if composition is 7) or 7 (if composition is 10) of the Committee members must be present for any decisions to be valid.
- 1.3 Convener:** The appointed Chairman convenes meetings, coordinates agenda-setting, and serves as the main point of contact for all SBMC matters.
- 1.4 Record Keeping:** Vice Principal Admin. who is the secretary or designated person appointed by the Principal in the absence of the VP Admin is responsible for recording minutes of every meeting and ensuring that all documentations are well-organized and accessible for review by the Federal Ministry of Education.
- 1.5 Voting System:** Decisions are made by simple majority vote. In cases where there is a tie, the Chairman has the deciding vote.
- 1.6 Annual Reporting:** The SBMC must produce an annual report detailing achievements, challenges, and strategic recommendations, which is submitted to the Ministry for transparency by every August of the preceding year.

6. Supervision and Reporting Line

- 1.1 Local and Federal Reporting:** SBMCs report directly to the Federal Ministry of Education, through the Principal of the College, submissions on periodic updates on school activities, performance, and resource needs.
- 1.2 Escalation of Issues:** Major unresolved challenges should be escalated to the Ministry for guidance and intervention if necessary.
- 1.3 Regular Ministry Reviews:** The Ministry should conduct semi-annual reviews of each SBMC activities, goals, and alignment with national educational standards to provide guidance and feedback as

needed.

7. Authority of the Federal Ministry of Education

1.1 Oversight and Policy Compliance: The Federal Ministry of Education has full authority over SBMC operations, ensuring that SBMC activities align with educational policies and standards set for Federal Unity Colleges.

1.2 Intervention and Support: The Ministry may intervene or provide support when an SBMC requests assistance or where issues arise that require higher-level intervention.

1.3 Training and Development: There should be an induction/training (Physical or virtual) for all new set of SBMC Chairmen by the FME at either Ministry or at School level. The School Principals should conduct training for other SBMC members to ensure they understand policies, procedures, and best practices for school governance, at least once a year on zonal basis.

8. Funding of SBMC

1.1 Primary Funding: The Federal Unity Colleges should be the primary source of funding for the SBMC from an overhead budget line, covering necessary expenses for meetings, school improvement projects and SBMC activities.

9. Additional Considerations

1.1 Parental and Community Feedback Mechanisms: Establish feedback channels for parents, students and community members, including an annual survey or town hall meeting, to gauge satisfaction and collect input on school operations and SBMC decisions.

1.2 Self-Evaluation: Conduct an annual self-assessment of SBMC effectiveness, documenting strengths, weaknesses, and areas for growth.

1.3 Transparency and Communication: Key SBMC decisions, policies, and actions should be transparently communicated to the school community through newsletters, PTA meetings, and accessible school reports.



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