

Bat/227/2254/1

BATLAGAE TRUST

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18/11/93

Joan McGregor
Fax 673-5914

(3 sheets faxed, including this one)

Dear Joan,

Sending you two one-page submissions from Jackie Stephenson & Barbara Watson.

Since discipline is a major priority for the YCS, the agenda should have a special slot for it.

The Trust is having its end-of-year reception this afternoon at the YCS from 15.30 to 17.30. Both Mercedes & you are welcome to attend.

Regards,

Neil McGurk

BATLAGAE TRUST

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16 November 1993

Joan McGregor

Fax: 673-5914

Dear Joan

YEOVILLE COMMUNITY SCHOOL EVALUATION WORKSHOP

Following our telephone conversation of this morning, we would like Mercedes Pavlicevic and yourself to be facilitators for the above workshop.

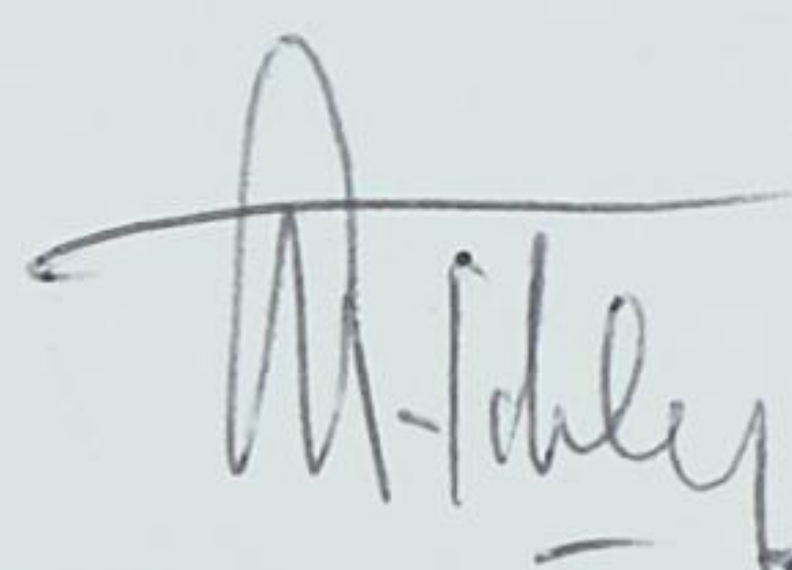
We agree to R140.00 per hour for 4 hours and R80.00 per hour for 2 hours, making a total of R820.00 as the remuneration, with the proviso that this includes a report on the Workshop.

Jackie Stephenson, the Principal of YCS, is able to meet with us on Monday 22nd March 1993 at 10.30. The school is located at corner Regent and Bedford Streets, Yeoville, telephone 648-9163.

I would appreciate a consultation with you prior to our meeting with Jackie Stephenson. We could arrange this over the phone.

Whatever documentation is available will be handed to you when we meet. Meanwhile, the draft Programme is herewith faxed.

Yours Sincerely



Mohammed Tikly
Executive Director

cc: Jackie Stephenson
Olga Chalunda

nm/MT/ joan

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MEMORANDUM

TO:- Jackie Stephenson
Barbara Watson

Date:- 12th November 1993

YCS EVALUATION WORKSHOP

As requested by the YCS Management Committee, I have drawn up a draft outline programme for the Evaluation Workshop to be held on December 2nd 1993.

I have yet to liaise with the CIE regarding a facilitator for the Workshop. Once someone is identified, I shall discuss details with her/him.

Meanwhile, it will help both the facilitator and myself if you and your respective staffmembers could give thought to items 4, 5, 6 and 7 of the programme. Please let me have the questions and/or areas of concern that you and your staff feel should receive attention at the Workshop. I regret to pressurise you but in view of the time constraint, kindly let me have your draft submissions by WEDNESDAY 17TH NOVEMBER.

Once the detailed draft programme is ready, I shall discuss it with Olga Chalunda, prior to circulating it to participants.

A meeting between the facilitator, Jackie and myself will have to be arranged prior to the Workshop.

If necessary, on behalf of the Management Committee, I shall be happy to brief YCS staff about the Workshop, to orientate them and to facilitate their maximum participation. It may be necessary to invite the facilitator to the same briefing session. I shall be pleased if you (Jackie) could invite me to the next staff meeting.

cc. Olga Chalunda

Mercedes Pavlochevic
Tel 487-1239 (H)

00H00 00P Mon 4843777 (W)
NG LINE BUSY Tues-Fridy 487 3208 (W)
Joan McGregor Tel 673-5914
(H/one)