

STAFF MEETING MINUTES

FRIDAY 21ST JANUARY 1992

PRESENT: Mr. Mohammed Tikly

Irene

Dot

Anne

Tando

Gabie

Victor

Cde Tikly informed the staff that the Trustees meeting went on well and they were very grateful about our work as a whole. Mr Tikly informed the trustees that we still had a lot of forms to process, but Batlagae Trust had stopped processing them due to lack of funds. He also informed the Trustees about the students who were cheating, claiming change from the book shop. They went on to discuss about returnee students who needed proper counselling.

Mr. Tikly also presented to the Trustees the Contract of Service for the Trust's Staff and there was no objection about it from the Trustees.

1 Anne suggested that Batlagae Trust should contact Department of Manpower to negotiate for free courses for unemployed returnees. Mzwandile and Simon to be informed about this suggestion.

Cde Tikly said the staff should be very strict on uniform and book allowance. The Trust should only provide the basic needs only. The Director also pointed out that the staff should not let the students or parents use the photocopier.

The NCCR wants the Trust to administer the funds from UNHCR. In that case they want the Trust to send one or two staff members to Khotso house by Monday 24th February, where the NCCR is located. The staff member will be paid by the NCCR.

Victor Fakudze has been appointed to work at the NCCR, and will be at Batlagae Trust offices everyday from 8am to 9am.

WGabriela felt that there is going to be a work load on her when Victor lives. The Director said he was going to look into it, after the appointment of a Senior Bursary Administrator.

The staff will need to buy a computer and a printer.

The gentleman Jaun from MAP should join us during our next meeting on the 28th, to discuss our medical aid scheme.