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NOTES ON A CONSULTATION WITH THE CHAIRMAN
THURSDAY 26TH JANUARY 1995

As the Board Meeting scheduled for today has been postponed, I raised several matters with Michael Corke, Chairman of the Board.

I expressed appreciation for his consent that I be released from the end of January 1995 as a full-time employee of the Tryst Que to my appointment with the Department of Education in Pretoria. However, I said that I had

week from March to April to

enable me to continue with the following:-

- a. give direction to the bursary programme
- b. monitor the audit of our 1994 accounts
- c. prepare the 1994 annual general report and individual reports for donors
- d. coordinate preparations for the two "closing" functions for donors and beneficiaries scheduled . for February 25th and March 10th respectively
- e. direct the closure of the office at the end of April and the establishment of the temporary office at the Yeoville Educational Polyclinic
- d. coordinate the archiving of documents.

Beyond April, I shall continue with the following responsibilities:-

- a. liaise with Dot and Thando on ongoing bursary matters
- b. monitor accountsa
0. ensure that the data-base is being updated
- d. liaise with donors
- e. prepare individual reports for donors
- f. prepare the annual general report for 1995 and arrange the audit of the 1995 accounts
- g. arrange for the re-constitution of the Board.

Other duties will continue, such as, the convening of Board Meetings and liaison with the ANC and PAC.

Since I was involved with the Trust since its inception, I wish to bring matters to a close in early 1996. I Wlsh to remain as Executive-Director with oversight over all ongoing functions. This will be reassuring for dohots, particularly SIDA, Norway and UNICEF, who are provldng most of our 1995 budget. Of course, I shall work closely with the Chairperson and seek his authorisation on major issues, and liaise closely with Barbara Watson.

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Regarding remuneration for the above responsibilities, I propose that I discuss this with the Chairman in the first instance and the amount will have to take into account the available budget for 1995/96 as well as the volume of work on a monthly basis.

When I commenced working for the Trust, a car was made available for my use. I would like to propose that I purchase it for a mutually agreed amount.

I would appreciate ratification for the following items that appear in my Report dated 13/1/95 to the postponed Board Meeting:-

the proposed administrative arrangements

the revised Operational Plan and Budget

the "closure" functions

the inclusion of tertiary scholars for partial bursaries for 1995.

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Arrangements for the severance compensation agreed at our previous meeting could be by mutual agreement.

M.Tikly 26/1/95

BATLAGAE TRUST

REVISED OPERATIONAL PLAN - 1995

(Final Year of Operation)

OVERVIEW

The Batlagae Trust reaffirms its belief in the wealth of potential and the valuable resources that returnees possess, and which must be utilised in the reconstruction and development of our country. This group of people are capable of making a strong contribution to the success of our emerging nation. Recognising this, the Batlagae Trust has continued in its work to assist in the development and harnessing of this potential for the greater benefit of all South Africans.

From the outset, the Board of Trustees saw the Batlagae Trust as having a lifespan of approximately three to four years. The Trust has now achieved its primary goal of easing the burden on former exiles through the period of transition to democracy, and will be winding down and phasing out its operations by end of 1995, and completing its work early in 1996.

It was originally envisaged that the activities of the Trust, particularly the bursary programme, would come to an end when a new political and educational dispensation was in place in South Africa, and when nationally implemented changes in the education system were in place to cater for the needs of returnees as well as local children. The advent of such a system has been longer in coming than anticipated, and for this reason, the Board of Trustees decided at a meeting on 24 February 1994, that the bursary programme would run until the end of 1995.

The ancillary programmes of the Batlagae Trust have also developed in their own right over the past few years, and they are now in the position where the broader community is benefitting from their respective services. By the end of 1995, these projects will have been given their own identity under independent trustees.

BURSARY PROGRAMME

Funding to students will continue through 1995, but at a reduced rate, and dependent on funding received. It is anticipated that pre-primary, primary, secondary and technical bursaries will be available, but this may be at a reduced rate. All parents of children presently receiving these bursaries have been informed of this situation.

For students receiving tertiary bursaries, it is highly unlikely that funding will be available for 1995 for this category of students. These students have been informed of this situation, and advised to seek alternative funding.

As well as advising students and parents of this situation, the Batlagae Trust has also advised all tertiary educational institutions (where Trust students are at present studying) of the situation regarding 1995 funding. We have requested that the institutions assist these students to secure alternative funding for 1995.

PROJECTS

All Batlagae Trust projects and ancillary programmes were informed that financial assistance from the Trust would continue until the end of 1994. On this basis, they were advised to make alternative arrangements for the future, and to seek alternative funding where necessary. These projects are:

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Khuphuka and Kangwane

The Batlagae Trust has always played a monitoring role in these projects, and they are autonomous and will continue to function as such.

Archives Project

A considerable collection of valuable educational archival material of the liberation movements in exile is being housed at the University of Fort Hare. A limited amount of funding has been allocated for this, and the cataloguing and indexing will continue under the direction of the archivist. Consultations are being held with the University of Fort Hare regarding the Somafo Research Project, and it is planned to transfer funding to the University for their oversight and direction of this project. We hope to send a further report on this by the end of October 1994.

Liiivha and Phambili Schools

Both Liiivha and Phambili schools accepted a large number of returnees into their respective student bodies in 1992, and the Batlagae Trust agreed to fund the salaries of a teacher/counsellor at each school. Bursaries for students at this school are dependent upon funding through the general bursary programme, and the salaries of the teacher/counsellors will be paid until the end of 1994.

Remedial Enrichment Programme: Cape Town

The project is served in Cape Town for the Batlagae Trust by the Trauma Centre for Victims of Violence and Torture. Its future is uncertain after the phasing out of Batlagae Trust funds at the end of 1994.

The Yeoville Educational Polyclinic

This will continue as an autonomous project. Legal advice is presently being sought as to its status. Pending the outcome of this, there is a possibility that the present trustees of the Batlagae Trust will oversee the Yeoville Educational Polyclinic in future. i

Yeoville Community School

The school now has its own statutory management committee. The establishment needs of the school have been met substantially through the help of the Batlagae Trust. Therefore there is no longer a need for oversight by the Batlagae Trust.

STAFFING OF BATLAGAE TRUST OFFICES

It is scheduled that the offices of the Trust will close at the end of April 1995.

Bursary payments for 1995 will be made on a one-off basis by the end of March 1995, and the month of April will be spent winding up affairs in the offices.

All staff will be released from duty by the end of April 1995. However, it is envisaged that the Executive Director, the Senior Bursary Administrator and the Bookkeeper will be available on a part-time basis until the Audit for 1995 has been completed in approximately February 1996. These three staff members will be assisted by one or more of the Trustees. The Board of Trustees will continue its monitoring role up to the end of the audit of accounts in the first quarter of 1996. An Administrative Assistant will be seconded to the Yeoville Educational Polyclinic to attend to queries and to be responsible for general reception and office duties.

BUDGET

The budget presented below has been prepared with the above plan of operation in mind, and it provides an estimate of the needs of the bursary programme for 1995 and administration costs for 1995 and the first quarter of 1996.

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 Budget: Bursary Programme for 1995 and Administration for 1995196
 Accom/
 Category Number Fees Uniforms Books Meals TOTAL
 Pre- and
 Primary
 School 1595 R2,198,000.00 R180,000.00 R122,000.00 - R2,500,000.00
 Secondary
 School 725 1,538,000.00 94,000.00 68,000.00 - 1,700,000.00
 Technical &
 Vocational 120 197,000.00 - 28,000.00 - 225,000.00
 External
 Bursary
 Programme 21 33,240.00 - 8,000.00 R44,760.00 R86,000.00
 TOTAL 114,51 1,000.00
 Total needs of Bursary Programme: R4,511,000.00
 (0416;?
 Administration: 394,000.00 9E0 x go o K, 30
 o ' Ooc
 Contingency: 80,000.00
 R4,985,000.00
 Less: Likely Balance from 1994 389,000.00 TQM /?Cchl ._
 Funding Required for 1995 R4,596,000.00 IAN'
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Notes:

1. 1995 Bursary Figures

- (a)
- (b)
- (c)
- (d)
- (e)

All ongoing 1994 students will be supported in 1995. Only in exceptional circumstances, and dependent upon funding, will new students be taken on.

Dependent upon funding available, priority will be given in the following order: pre-primary, primary, secondary, technical and vocational students.

In light of reduced funding, tertiary students will not be supported. The Batlagae Trust has already written to all tertiary bursary holders to explain that funding will cease for the 1995 academic year. Other categories of bursary holders have been informed of the likelihood of their receiving a reduced grant in 1995.

The numbers and locations of those students completing their studies externally are as follows:

Tanzania : 2

Uganda : 5

Zambia : 14

Total 21

Increases for inflation and 1995 fee increases are built into the 1995 figure.

2. Balance from 1994

Our request takes into account the following tentative balances which will be remaining at the end of 1994 from SIDA, Norway and AIDAB:

Norway R31 0,000.001

SIDA 49,000.00

AIDAB R 30,000.00

Total R389,000.00

ii(excluding Archives and Somafo Research Project)

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3. Administration Component

(a) This includes: salaries (full-time to April 1995), part-time remuneration for staff who will continue to assist with the administration of the programme, and other costs such as audit fees etc. The administration component covers the full-time running of the offices until their closure in April 1995, and a supplementary budget has been drawn up to cover the period May 1995 to April 1996, when all matters will have been wound up after the final audit. See Appendix 1 for complete Administration budget breakdown.

(b) A contingency element has been built into the Administration budget to cover any unforeseen expenditure.

Attach. Appendix 1

Johannesburg, South Africa

11 October 1994

Appendix 1
BATLAGAE TRUST
ADMINISTRATION BUDGET - 1995 and 1996

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1995 1996

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Advertising	500.00	200.00
Audit Fees	10,000.00	12,000.00
Bank Charges	2,000.00	2,000.00
Consulting Fees	30,000.001	12,000.001
Depreciation	21,000.00	
Electricity	1,200.00	200.00
Insurance	2,000.00	1,000.00
Legal Fees	2,000.00	1,000.00
Motor Vehicle Expenses	1,000.00	500.00
Office Expenses	3,000.00	500.00
Postage	400.00	450.00
Printing and Stationery	5,000.00	200.00
Rent	5,000.00	1,000.00
Repairs and Maintenance	500.00	200.00
Salaries and Contributions	23,800.00#	10,000.00
Staff Development	1,000.00	
Staff Educational Benefits	7,000.00	
Telephone	10,000.00	1,500.00
Transport	8,000.00	3,000.00

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TOTAL 347,600.00 45,750.00

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"lncludes fees for staff available on a part-time basis
for various administrative duties.

#lncludes salaries and severance compensation.

Johannesburg, South Africa

6 October 1994

