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YEOVILLE COMMUNITY SCHOOL
2 DECEMBER 1993
RE RT ON WORK HOP

The workshop was attended by all teachers and the Principal, Jackie Stephenson, school secretaries, Mohammad Tikly from the Batlagae Trust and Mrs Olga Chalunda from the Parents, Barbara Watson from the PolyClinic. Facilitators were Joan MacGregor and Mercedes Pavlicevic (scribe).

1: AIMS OBJECTIVES OF WORKSHOP

Workshop participants were circulated with the following details prior to the workshop, and asked to reflect on the questions below with a view to acknowledging strengths, and identifying areas to be addressed in 1994.

The objectives of the workshop are:

To take time to reflect on our year together, particularly with regard to:

t Aims and objectives of the school

What is my understanding of the aims and objectives of YCS?

i Organization of the school

Do I have a clear understanding of the existing organizational structures? Do they work? What suggestions do I have for improvement?

i Discipline

What issues have arisen for me concerning discipline? In formulating a policy on discipline, what are the essential elements that I would like to see included?

t Curriculum

In what ways does the curriculum address / fail to address the needs of my pupils? In what ways have I overcome the difficulties

in the curriculum? In thinking about the multi cultural / ethnic / faith needs of the pupils, what shifts need to be made?

t Staff Development

What do I see as essential aspects of Staff Development?

t Parent Involvement

In the context of all the above, reflect on your experiences in the school year, concerning parental involvement - what needs to be addressed, and how?

2

After an Opening Prayer and Introductions, the following Expectations and Norms were set.

XPECTATION OF PARTICIP S FROM TH WORKSH P

- Resolution of items in respect of items on the Agenda
- Seeking and gaining clarity of goals, clear vision and unity
- Insights into the way forward
- Sharing successes and failures in the first year
- Leaving the workshop more relaxed
- Achieving objectives of workshop

NORHS SET FOR THE WORKSHO

- Hearing what the other person needs
- Asking questions to seek clarification
- Being open to acceptance even while not agreeing
- Trying to understand without necessarily accepting
- Being honest
- Staying with own experience and own perceptions rather than trying to generalize
- Making no assumptions
- Challenging / criticizing unhelpful behaviours rather than the individual
- Maintaining confidentiality
- Allowing for frailties

3

Barbara Watson Outlined briefly the schools background as follows:

The past three years have seen an influx into the area of returning exiles, who are often impoverished, both socially and financially. This results in children being in great need, and the meeting of these needs is the Yeoville Community School's aim. Although a Model C school, it is different by design in that its focus group is needy children, and its commitment is to being a community, rather than a TED school.

It was acknowledged by the group that the Aims and Objectives, as outlined by Barbara, were as understood, and there were no surprises or need for clarification on issues presented.

4

After smaller group discussions, the following reports were tabled:

til AIMS AND OBJECTIVES OF THE SCHQQL

Stren 8

Nothing needs to be changed

The school has a family spirit

Broad aims have been met

Needing attention

Specific day-to-day school structures need to be outlined

More parent involvement needed

Counselling

t More needed to offer support for exile parents and children

t Pre-school orientation for parents and children before school begins

t Counselling on political, physical and spiritual moral issues for parents

t Joint counselling to be available by trained black and white person

(ii) ORGANIZATION

Strengths

The school has worked for a year

Teachers interact and consult one another, and participate in decision making

Staff meetings are held frequently

Broad structures are in place

needing Attention

Finer Organizational details need attention, e.g. planning of educational programs, extra-curricular activities, assemblies, feedback from Management Committee and from Secretaries,

Procedure for Airing Grievances needs attention

Establish a Forum for discussing pertinent issues, with clear agendas, and minutes

Children - Prefect Body to be established

- Constructive Representation on PTA body

Management Committee -

- Strongly represented

- Honest and dedicated people

- Clear outline of duties

- Recognition of Management Committee

- Creating awareness of Parental involvement

- Be aware of teachers' duties in the Organizational

Structure

Secretaries - Keep minutes of meetings

- Develop and implement organizational skills

Teachers - Institute Parent Day for each class at the beginning of each year, and follow up non attenders

- Outline the school's expectations to parents

- Report on changes to secretary

Support Staff

- To be empathetic towards children

- Communication

- Staff representative to present a list of

requirements to the Principal on a weekly basis

(iii) STAFF DEVELOPMENT

Strengths

Staff get on well and work together

Teachers' Personal Growth and Spiritual Development is acknowledged

Needing Attention

Weekly meetings for Senior and Primary Staff

More Teacher Support needed - more sharing of knowledge and experiences

Sharing of Literature

Regular Newsletter

Creating a Resource Centre

Institute workshops to develop teachers' competence - look into costs involved

Input needed from other sources, e.g. OTs, Social Workers, etc

iv P AL INVOL

Strengths

Parents supported the Nativity Play

Needing Attention

Need for Orientation Courses

Need for Counselling Forum / Workshop

Parent Involvement Needed in - Extra Murals

- PTA

- Reading Groups

- Awareness of School Regulations

etc

Institute 'Family Day' to involve parents

Establish a PTA

Invite Public Persons to speak, to attract parents

Organize workshops for parents

(v) DISchLlNE

Strengths

We are able to pull ourselves together in the end

Teachers have instilled new norms of behaviour during this year

Needing Attention

Children are accustomed to different forms of punishment /

discipline and this creates problems for teachers

Discipline is haphazard and inconsistent

Establish a disciplinary Committee to include staff and parents

Parents to be workshopped through the school's approach to discipline

Parental Support to be given in a written guideline of what the school expects

Full and consistent staff co-operation

Formulating a Code of Conduct that all adhere to

Needing teachers to be dedicated to disciplining

Teachers to enter into Written Agreement re the School's Code of Conduct and Aims and Objectives

Sports and Art Clubs to be instituted so that children can learn discipline from team work

Vi CURRI UM

Strengths

Teachers and School decided on what was important for the children

Child-centered curriculum

Freedom for teachers to teach creatively

Needing Attention

Teachers need basic structures by way of schemes

Teachers need affirmation for what they are doing

Guidance Period to be instituted

Establish extra-murals, e.g. brownies, cubs, sport and clubs

Invite TED (black and white)

Establish SCA with a black or white priest

Institute curriculum development workshops with teachers, to

develop materials and discuss multi-cultural themes

5 D SCUSSION ON GROUP PORTS

t Multi-Lingualism

The multi-lingual aspects of the school are potentially enriching

Teachers' Appointments need to include multi-linguistic abilities

Make sure that plays are not Eurocentric

Make links with UCT Language Development Laboratory (JS to follow up) a

Identify Multi-lingual issues and circulate information to all parties concerned as well as to interested parties

t New School Members

Tighten up on Organisational structures pertaining to new pupils

Integrate New Parents at beginning of year (attend 1st day?

Indiction day?)

Integrate new staff members at beginning of year

6 TYING UP LOOSE ENDS

Report to be produces within two weeks

How will workshop be followed up? Annual Event? How frequently

7

Who will take responsibility for ensuring that 'things' happen?

Agreement to meet early in the new school year, to focus on workshop, allocate responsibilities, prioritise issues.

Does the school need a Mission Statement?

7 EVALUATION OF WORKSEOP

Host Helpfu;

Knowing that worries and feelings are shared by others

Feeling motivated to be part of the school

Openness

Focusing and Putting into words feelings and problems

Structure of Workshop was helpful

Discipline and facilitation of workshop

Least gelpful

Too little time

Lack of knowledge of weaknesses

Differing Perceptions