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DRAFT MINUTES OF THE 3RD MEETING OF THE SAEU'S PLANNING COMMITTEE
HELD IN THE OFFICE OF THE ASSISTANT DIRECTOR OF SACHED, ON THURSDAY
11 NOVEMBER 1993, FROM 10H15

Mrs Thandi Ngegebule - SACHED Assistant Director

Mrs Mthokozisi Mthembu - Co-ordinator SAEU (SA)

Mr Mathias J Mntangi - Programmer Development Co-ordinator PDC

Mrs Evie Nonyongo - SACHED (on leave)

The meeting was opened at 10h15 by SACHED'S Assistant Director, Mrs Thandi Ngegebule.
Considering that the meeting involved only three people, it was agreed that there was no
need

for a formal chairperson.

Agenda items for the meeting were agreed as indicated below.

Agenda

3.1 Minutes of the 2nd meeting of the Planning Committee

3.2 Matters Arising

3.3 Outline of Objectives of PDC's visit

3.4 Co-ordinator's Monthly Report

3.5 Discussion of Monthly Report and feedback to objectives of PDC's visit

3.6 Any other business

. Agenda 3.1 minutes of the 2nd Meeting of the Planning Committee held on 5 October 1993

3.1.1 Minutes of the second meeting of the SAEU Planning Committee for the South

Africa Centre, held in Room 807, SACHED'S Allied Building on Tuesday 5

October, 1993 were read by Mrs Mthembu (Copy is attached for SAEU Head

Office Annexure 1.0).

Agenda 3.2: Matters Arising

3.2.1 It was agreed that since many of the issues reported in the minutes overlapped
with those raised in the coordinators - Monthly Report as well as the PDC's
outline of objectives, this agenda be covered along with discussions under agenda

3.5.

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Agenda 3.3: Outline of Objectives of PDC3s Visit

3.3.1 Mr Mntangi gave an elaboration of the aims and objectives of his Visit as summarized in a prepared outline - see Annexure 2.0

Agenda 3.4: Co-ordinators' Monthly Report for October 1993

3.4.1 Mrs Mthembu presented a written report describing the state of the centre since the Returnees Programme was launched. The report covered the following six subjects (Annexure 3.0, for SAEU Head Office).

- (i) Registration
- (ii) Study Materials
- (iii) Tutorials
- (iv) Tutors
- (v) Administration
- (vi) Issues for consideration

Agenda 3.5: Discussion of: Monthly Report, Objectives of PDC3s Visit and other highlights from the second meeting of the Planning Committee

Discussions held under this agenda centred on the following matters:-

- (i) Recruitment of learners
- (ii) Study Materials
- (iii) Tutorials
- (iv) Administration
- (v) Progress Reports

3.5 .1 Recruitment of Learners

(a) It was noted that the number of learners reported by the co-ordinators as registered in the PWV area (132) was less than that reported during the previous committee meeting (155). The co-ordinator explained that although many returnees had written to express interest in the SAEU programme and to request for enrolment, only those whose registration formalities had been completed were indicated in her report. She updated her data as follows: PWV - 140; Durban - 20; Welkom - 6; East London - 5; Port Elizabeth - 4; - TOTAL 175.

She further informed the meeting that she had processed only 20 out of the 60 registration forms that were sent to people who had requested for enrolment in Durban area.

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(b)

(C)

In response to questions about the prospects for the projected enrolment reaching 500 by June 1994, the co-ordinators expressed optimism, noting that she expected to receive back up to 100 registration forms from applicants in Durban before the end of December, 1993.

The following advice was given:

(i) When the co-ordinator is reporting enrolment figures all learners who have applied for enrolment should be reported, even if their registration formalities have not been finalized. These two groups should, however be distinguished. The data should be updated at least on weekly basis.

(ii) Data about enrolment should specify students by region and subjects they have been accepted to study. The range of subjects offered should not be too diverse to avoid complications in the timetable. Students should be counselled not to rush for subjects without putting into account career prospects.

(iii) The co-ordinator must keep a separate record to show the political affiliation of the students enrolled, in order to guard against allegations of bias toward any political organisation.

(iv) Since the number of students in Durban area is growing fast, the coordinator must maintain contacts with those who have submitted back their registration forms and start to line up SACHED staff to prepare to extend support services to SAEU students in their region.

(v) The SAEU Head Office should arrange to review again the situation in the PWV area and developments in the Durban area in January 1994 in order to make an objective decision about extending its courses beyond the PWV area.

3.5.2 Study Material

(a)

Processing of the bank draft to pay for course materials ordered from the Oxford Open Learning (OOL) was noted to be facing unexpected snags. It appeared evident that the South African Reserve Bank had demanded some restrictive measures to be fulfilled before authority could be given for the transfer of funds to UK. It was felt that problems faced should serve as a lesson in dealing with our order in future. It was agreed that closer follow up be made with authorities in the Bank through Mr Saley.

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The coordinator reported that subjects which had experienced a shortage of course materials for a longer period were Biology, English Language, Geography and Sociology.

(c) The following advice was given:

(i) The coordinator should be stricter in issuing out course materials because some learners were likely to disappear after receiving all the materials they needed.

(ii) Materials like dictionaries, did not warrant to be issued to individual students.

. (iii) More time was required before the next list of course material to be ordered could be drawn up.

(iv) Since assurance was given by SACHED that enough space would be available to SAEU to store course materials that would be sent to the coordinator from OOL, she should contact relevant authorities in SACHED for further assistance.

3.5.3 Tutorials

(a) Concern was expressed on the rising cost of tutorials, in terms of the frequency of week-end schools and extent of financial support given to the students. The coordinator confirmed that she had reviewed the timetable and managed to fit all O and A Level subjects within one day, thus eliminating the need for more than two week-end schools per month.

(b) Concern was also shown on the manner through which subject tutor were recruited.

(c) The following advice was given:

(i) Students should be made aware that financial support given to them in the form of transport allowance is temporary and will be scaled down to about 50% with immediate effect. This was seen as a measure to guard against over-expenditure when the student body approached the target and to build an attitude of self-support required at the next stage of the programme.

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- (ii)
- (iii)
- (W)
- (V)

SAEU Head Office must define criteria to be followed by the coordinator in engaging part-time tutors and propose mechanisms for checking and ensuring that tutors maintain a high degree of competence in their job. The coordinator must secure curriculum vitae (CV) from all the tutors immediately and submit copies to the Head Office.

The coordinator must arrange with SACHED and TDEA (Training in Distance Education and Administration) wing to ensure that tutor are given an orientation workshop to help them cope effectively with their tutorials. SAEU will pay TDEA for this service.

Tutors and students should agree with the coordinator about the dates for the last tutorial in 1993 and the resumption of tutorials in January 1994. December 11 and January 15 respectively were proposed to the coordinator.

(d) It was apparent that students were expecting to be allowed to write London GCE examinations in May/June 1994. The following measures were recommended to the coordinator for eliminating weak candidates:

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- (ii)
- (iii)

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Tutors must give out exercise and assignments to check students' competence before the end of this term. For May/June 1994 examinations, tutors should recommend to the coordinator names of candidates to be registered for their subjects on the basis of grades scored in November and December 1993. For January 1995 examinations, it was agreed that the minimum condition for registration would be submission and satisfactory performance in at least three assignments and pass in a selection (mock) examination.

The coordinator should contact the British Council Official in Braamfontein, Mr Barry Madigane, to find out arrangements for registration of SAEU candidates for the GCE examinations. All candidates registration forms should bear the coordinators official address so that results may be submitted to her for recording and analysis.

Bearing in mind the high cost of marking students assignments (TMA), at R10 per script, the coordinator must ensure that she moderates all assignments marked before recommending payment to be made. She must also compile a report on her assessment of the marking standard and students progress for each series of assignments she moderates. Tutors must be made aware that the R40 per hour for tutorial includes setting up of homework and marking it.

3.5.4 Administration

- (a)
- (b)
- (C)
- (d)
- (e)
- (f)

SACHED Assistant Director reported that the Accounts Department had not finalized the compilation of SAEU's statement of expenditure. She noted that Mr Saley had promised to finalize the exercise and issue to SAEU an invoice print out of all expenditures incurred by SACHED on behalf of SAEU so that repayments could be made into the SACHED account where excess payment was made.

The Assistant Director further explained that no payments had yet been made from the SAEU's new account for returnees because there had been balances from deposits made in the Turrent account through cheques issued to SACHED by the SAEU Director sometime back. She pointed out that as soon as deposits and expenditures from the Turret account are reconciled, excess payments would be claimed from the SAEU.

She confirmed that SACHED would be ready to arrange to refund SAEU's exile account funds expended in South Africa for the returnees programme, provided the SAEU Director gave instructions to that effect.

The coordinator was advised to keep a record of all the services secured from SACHED, such as photocopies made, quantities and types of materials printed and office stationaries secured, so as to cross-check with costs invoiced to SAEU in the expenditure print-out from the Accounts Department.

SACHED agreed to propose flat rates at which it would charge the SAEU for general services, such as office space, study rooms, telephones and electricity, on monthly basis, on terms to be agreed upon by both parties.

On administration support, it was agreed that the SAEU should make arrangements to purchase its own computer and printer because the equipment is essential for the programme.

It was noted that since the SAEU budget had provision for the hire of a part-time secretary, a financial contribution should be made by SAEU for services rendered to the programme by AbegaillFlorence. The SAEU agreed to propose how the two administrative staff could be engaged for its programme in such a manner that the financial obligation could be worked out easily. (SAEU proposals to this effect were submitted to SACHED as shown in ANNEXURE 4.0, whereby Florence would be engaged on Tuesdays, Thursdays and Fridays, 14h00 - 17h00 and Abegail during weekends schools (fortnightly, from 08h00 to 14h00. Anna Phalime would be requested during orientation workshops and whenever Abegail is unavailable).

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(g) The issue of official inauguration of the SAEU programme was reviewed and the following points agreed upon:

- (i)
- (ii)
- (iii)
- (iv)

January 1994 would not be a suitable time for such an event because it was a busy hectic period for institutions and senior officials. February 1994 was recommended to the SAEU Management.

Inauguration ceremony should be planned to coincide with some other significant events or decisions about the programme, such as opening of the Durban Centre, Review of the programme in the PWV area.

SAEU should sensitize the relevant structures about the programme and the event in good time by circulating letters describing the background of the programme and plans ahead, including intention to inaugurate the programme officially. The following structures, at national level were mentioned:

- Donor funding the project ; Liberation Movements
- NCCR ; NGO Non affiliates
- SASCO, YWCA, SACC

PDC promised to prepare a draft of the circular letter (Annexure 5.0)

Arrangements should be made to register the SAEU officially as an Educational Organisation through South Africa's National Education structures, particularly the National Correspondence Council. An official registration certificate should be obtained to substantiate SAEU's legal status.

(h) To facilitate students access to the SAEU office, the coordinator was advised to put a notice at the reception to show rooms where the SAEU office is located. Caution was given to the coordinator about arrangement to transfer SACHED, education department and the SAEU office from the 8th floor to the 5th floor. The coordinator was advised to halt arrangements to fix steel bars onto her office doors and windows.

3.5.5 Progress Reports

(a) The coordinator was reminded about the need to prepare comprehensive Monthly Progress Reports and submit them to SAEU head office promptly. The role of these reports in the preparation of Quarterly/Interim Reports to funding agencies as demanded in the Agreements was also emphasized.

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The coordinator was reminded to take into account various points recommended during the discussion when preparing her subsequent progress reports.

(c) SACHED's contribution in rendering to SAEU expert advice and guidance as well as other support services in the implementation of returnees programme was highly appreciated.

((1) It was hoped that as soon as the Statement of Expenditure is secured from SACHED's Accounts Department and the coordinator gives an update of her data on students, the SAEU management will be in a position to prepare an appropriate Quarterly Interim Report.

Agenda 3.6 Any other business

. 3.6.1 Training Workshop for Coordinator

The coordinator confirmed that she would participate in the SAIDE's three-day workshop to be held in Midrand, Eskom Centre, from Monday 15 to Wednesday 17 November 1993 as agreed in the previous meeting of the Planning Committee. The coordinator confirmed also she would participate in a training workshop organised by the TDEA in Cape Town, 27 November to 10 December 1993 as advised by SACHED. The SAEU would meet the costs for the coordinators participation in both workshops.

3.6.2 Identity Cards 11D!

The coordinator agreed to speed up an arrangement to secure IDs for SAEU learners to enable them to get access to SACHED's library services. She was advised also to secure an ID for herself (and visitors' cards for SAEU officials) because entry into the SACHED offices would soon be restricted without such cards.

. 3.6.3 Basic Course and Skills Programme

On SAEU's request for guidance on the issues of Basic Courses and Vocational/skills courses, SACHED advised that:

(i) The SAEU should direct learners demanding basic level courses to materials prepared for the National Literacy studies and to local structures responsible for such courses, instead of introducing a different set of course material used in exile.

(ii) Organisation of vocational and skills courses be left to Batlagae Trust, because that institution had its own policies and networks for that programme.

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3.6.4 Printing and use of Accounts Documents

The coordinators request to print some of SAEU accounts document (receipt books, petty cash vouchers, issue and delivery note), which were urgently required, through printers outside SACHED was felt appropriate. Caution was, however, given to the fact that while conformity to SAEU Head Office's procedures was important, the documents maintained by the coordinator should correspond well enough to those maintained by SACHED to facilitate smooth checking by the South African auditors.

3.6.5 Issues listed by coordinator for consideration

The coordinator's monthly report had listed four main issues for consideration by the SAEU management:-

- (i) Administration work
- (ii) Programme work
- (iii) Implementation Plan
- (iv) Possible activities envisaged (New Proposal).

The meeting agreed that the issues be addressed first by the SAEU staff before being raised in the Planning Committee

CLOSING

There being no other business the meeting was closed at 13h30.

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