

Sea/ooe'omy Q M403?;  
 C0 FLEX COMWSSAR M713;  
 AFRICAN NATIONAL CONGRESS  
 SOLOMON MAHLANGU FREEDOM COLLEGE  
 MINUTES OF THE ADULT EDUCATION COMMITTEE HELD ON  
 th March 1 983  
 Presento Cde'. T. K. Maseko, Prln01pal SCMAFCO, Chalmen.  
 M. Tikly, Director Mazimbu, Ex-officio member;  
 E Arthur Sidweshu, Complex Commissar, Member.x,/////:  
 " R. Tunga, Adult Education Co-ordinator, Seoretary,  
 Apology; Ode. E. Maboe Teacher, member. W44' "TW'TEE' ?E'41ETR4  
 " Headman Makonco, Youth Repreentative, Member. ' :  
 ; -"; Junior Mthimkhulu, Representative of Works, Membeg\$  
 W E E. Ntilashe, RepreSentative of the CCommunity, W  
 ." R.V.Nzo (Manzo) Women Section Representative, "7  
 P September, Head Teacher, Primary Schobl, "  
 " Els.ie Abraham, Health Department, member.  
 AGENDA 12(1283: Minutes of the meetigg held on lgtg Februggxi\_  
 The meeting opened at 7. 00p a )  
 Minutes of 14th February, 1983 were read and adopteq.  
 A enda 1 1 8 : Matters arisi 1 , \_\_.; 'lJ, mv\_ Ws-a -4%:  
 1. PROBLEM: '4 " " . .  
 w The attendance of the committee members: The  
 committee mem\_ers reviewe t e lventory o . e attendance  
 of members from the previbus minutes, which revealed that  
 some of the members do not attend the meetings regularly.  
 2. REASONS: p  
 (i) The reletatlve frequency of meetlngs.\_ That is  
 .once every month.  
 , (ii) Such a big member and a multidisciplinary members,  
 meeting at 7.00 p.m. on Mondays. ,  
 3. RECOMMENDATIONS:  
 l ere ore, there should be four Adult Educetion  
 committee meetings at least during the academic year, that  
 is termly meetings.'  
 (ii) Members should meet every second week'of Fridayps  
 of every end of each term. - -  
 (iii) Time: 7.00 p.m.  
 4 . PROBLEM:  
 The Political Unit meetings held on Thursdays to  
 our community, collides with the Secondary Adult Education  
 classes.  
 RECONHVIENDAT IONS: -\_ "7:? "'41 I  
 e committee recommended to utllae Saturdays ,a  
 for Adult Education classes.. -  
 TIME: From 7. 30 - 9,00 a.m.

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5. PROBLEM:

What Should be our criteria on promotions from form one to another, at the end of academic year to the secondary Adult Education Classes? ,

6. RECOMMENDATIONS:

A committee set up an ad hoc committee, to look into the curriculum/syllabus content etc. The task force committee members are: The Mazimbu Complex Director, The Principal SOMAFCO, teachers who are currently teaching Secondary Adult Classes and the Adult Education Coordinator.

1? To hold a meeting on Tuesday the 15th March, 1983.

Time 5.00 p.m. at the staffroom -

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WRITE A RELEVANT PRIMERS I II AND

? WORKSHOP TEAM TO

' There is no relevant primer or followup material written in line with A. N. C. Education Policy for Adult Education. Thus, a letter ref No.3MFC 1/25752 dated 7th March, 1983 to the National Adult Education Director, P. O. Box 9121 .Dar es Salaam was discussed and approved by the Committee

71's.

8. RECOMMENDATIONS: "

Directly Mazimbu Complex, and the Principal, SOMAFCO? will deal with the management of the workshop regarding the Venue and the Finance.

THE FORMATION OF ADULT EDUCATION SUBCOMMITTEES 1':1J1

. The Document No.9/83 on the formation of Adult Education sub-committees at A. N. C. community in Mazimbu was adopted. The amendments made are within the Document of 83, which is enclosed with the minutes (Will be installed between March/April, 1983)

The Adult Education sub-committees will be installed between March/April, 1983, and the seminars on their responsibilities will be conducted before the 3rd term starts.

AGENDA. 16 1 8 szPROGRAMME FOR THE NEW LEARNERS:

9. PROBLEM:

(i) There are already three Adult Classes (Two groups of Intermediate class, and one group of 28 adults for basic literacy class).

(ii) There are, however, other two groups of adult-classes (one for basic literacy, and the other for intermediate class) arrived from Lesotho.

(iii) There are only two teachers i.e. Cde Maboe and Ode. Tunga. x -

' )

(iv) We really need a third teacher and 9 classrooms to cope with the situation.

Ht

10. RECOMMENDATIONS: "

The CO Administration will allocate a teacher as well as two classrooms;

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11. PROBLEM

What is the curriculum/syllabus content/academic year/promotions/evaluation and assessment system as a criteria to be employed for the Secondary Adult Education classes? Please see matters arising - No.5 page 2.

AGENDA 17(1E83: KISWAHILI CLASSES:

Everyone agree that Kiswahili lessons should be in the A.E. curriculum. It should be started to the interested members of the staff. It should be conducted during spare time from 7.00 - 8.00 p.m.

Lessons will start to those who are interested on March 28th, 1983 on Mondays, Wednesdays and Fridays.

AGENDA 18(1283: GENERAL

The next meeting will be held on Friday the 8th April, 1983, at 8.30 p.m. Venue: Staffroom. The meeting closed at 9.00 p.m.

AFRICAN NATIONAL CONGRESS  
 SOLOMON MAHLANGU a FREEDOM COLLEGE  
 No.2/83: THE FORMATION OF ADUIE EDUCATION SUB-GQMMITTEES  
 'AT THE A.N.C. COMMUNITY IN MAZIMIBU:1  
 1. THE STRUCTURE AND ADMINISTRATION:  
 r SOMAFCO AoE. COMMITTEE  
 W0 MEET TERMLY ;  
 . ;  
 L WAKE. 11A.E. COMMITTEE TO MEET MONTHLY  
 !  
 L; CLASS A413. SUB-CQ'PLMITTEE .  
 , o MEET MONTHLY '  
 L THE COMMISSARIAT11 TO MEET MONTHLY  
 2. THE SOMAFCO A.E. COMMITTEE:-  
 2.1. COMPOSITION  
 TEE Adult Education Committee should be a representative  
 of all sections of our community in Mazimbu.  
 a) Principal - chairman.  
 b) The Diractor - u mofficio member.  
 c) The Complex Commissar.  
 d) Representative of the Community - member.  
 e) Representative of Works Committee - member.  
 .. g f) Women's Sectidn Representative - member.  
 g) Youth repreSentative - member.  
 h) Headteacher Primary school.e Member  
 l) Health Department representative - member.  
 j) Adult Education Coordinator - Secretary.  
 What are the committee members roles in a meeting?  
 To be informed  
 To approve  
 To criticisel'  
 To make suggestions  
 To recommend  
 To rep resent  
 Or what ?

To be successful in its programmes the committee should:

- i) Understand clearly what it is to do.
- ii) Concern itself with real problems.
- iii) Handle administrative work smoothly.
- iv) Continually interpret the outcome of its work.
- v) Serve as resource people in the programme.
- vi) Evaluate its work periodically.
- vii) Designing and/or approval of Adult Education syllabus.
- viii) To prepare and/or approval of budget and serve as a basis for financial planning and control (where is applicable.)

## 2.2 RESPONSIBILITIES: - , v - tJ , g \_

- a) Deciding on the needs of the community and the priorities of programmes to be run and find ways of implementation.
- i) Providing links with the target populations units: Departments and community agencies.
- ii) Conducting orientation.
- iv) Motivating adults to learn.
- v) Motivating adults to enrol and attend classes.
- vi) Deciding on the time, frequency and place of meetings.
- vii) To approve termly/annual Progressive Reports.
- viii) To discuss the community environmental bottleneck which may bar implementation.
- ix) To approve and suggest Adult Education plans from all sub-committees.
- X) Periodic evaluation. Their help in evaluation is very important, since they can give first hand reports of educational strengths and weaknesses.
- xi) To be successful this committee must meet termly.

## 3. STAFF A.E. COMMITTEE

### 3.1. THE COMPOSITION:

- a) The Principal, SOMAFCO - Chairman.
- b) The Director-Mazimbu Complex-EX-officio member
- c) Adult Education Coordinator - Secretary.
- d) Adult Education Teachers - members

### 3.2 RESPONSIBILITIES

- a) All members must attend all staff meetings (monthly)
- b) To plan and implement the programme - curriculum etc.
- c) Liaise with the SOMAFCO A.E. Committee.
- d) To implement all Adult Education Programmes.
- e) To distribute aid materials etc;

## 4. CLASS A.E. SUBCOMMITTEE

### 4.1 COMPOSITION -

1. One representative from each class.
2. The committee should be made up of:-
  - a) People who are in a position of influence in the community.

f i '3-

i (b) who are competent to perform' heeded tasks.  
EC) who are available for work.

d who are able to work with other people;  
who are willing to serve. V  
who are interested in the programme.

4-2. RESPONSIBILITIES \_ V.

a5 They must get ideas from the people, classes' opinion,  
leaders and legitimizers.

b),Lehding volunteer help in registering learners for w  
thekprogramme. , ., 3" ,

c) Providing links withgthe class, community agencies and  
other A.E. committeee. b' ' 1 'A '

d; Motivate adults to attend cleSses.

e Motivating adults to learn;' ' 7th .t

f Concern itself with real problems and the subject- '  
matter that they wish to learn. " '

g; the time, frequency and place of meetings.

h bring up any class/social or environmental bottlenecks ,9?

. which may bar programme, attendance etc. implementation. .3

They must be active and practical and they must meet monthly.

5. THE COMMISSARIAT a

5,1, COMPOSITION i

as The commissariat will come from within the community itself .  
commissars from each residential area. . e

b) The committee members should be made up from:-' . w

1,The people who are in a position of influence in the '  
community; '

2.Who are interested in the programme.

3.who are competent to perform needed tasEs.

4.Wno are available for work.

5.Who are able to work with other people.

6.Who are able to identify needs of the people and find  
ways of solving them.

?As a planner of a community Dev. Meeting of A.E. he must  
be practical and able to see all that is happening in the  
community. He must get in touch with the members as he  
. plans the meetings etc.

8.He/she should help members to identify their needs and,

9.Find out their priorities and, t

10.Find ways of implementing them thus:-

a) those which can be implemented locally the members  
should mobilize the people to solve the problem/and  
or do the work.

b) those needing approval at the Directorate level -  
should be sent for the consideration and approval  
by the A.E. committee etc.

5.2. TO BE SUCCESSFUL IN ITS TASKS THE COMMISSARIAT SHOULD  
HAVE THE FOLLOWING RESPONSIBILITIES:

1.They must get ideas from the people, classes' opinion,  
leaders and legitimizers.

2.Experts give information to the committee members which  
they have to discuss and criticise and make constructive  
suggestions and find ways of implementing them. In their  
capacity as members they should be prepared to give  
information to other A.E. committees on questions connected  
with their locality or residential area.

3. Motivating adults to attend classes.
4. Motivating adults to learn.
5. Lending volunteer help in registering learners for:
  - a Literacy Basic Education.
  - b Intermediate Adult Education.
  - 0 Secondary Adult Education.
  - d
- 6: Providing links with the target populations institutions, and community agencies.; 1 .4 .1
7. They must identify and bring up any community Social or 4..; environmental bottleneck Which may bar A. E. programme's implementation, and he/she must be active and practical.
8. Understand clearly what it is to do, and concern itself with real problems.
9. They should base agenda of each,meeting on matters important to the committee and A. E. programmes as a whole. ., a
10. Decide on the time, frequency and. place of meetings.
11. To report all A.E. Development Programme to the SOMAFCO Adult Education Committee. , 3
- 12 .Training committees/community in the followings-1; .
  - Political Education ,
  - Code of conduct
  - :4- leadership.
  - work relationship.f
  - public relations.
15. To be Successful in its tasks the Commissariat shall have to meet MONTHLY2 ' Aw .

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