

SAE/002/0001/18

25/04/84

EDUCATION COMMITTEE MEETING

DIRECTOR'S REPORT

25/4/84

1. Curriculum Coordination between Primary and Secondary Schools. Meeting of representatives and date of meeting to be arranged. Agenda will be circulated by the Convenor and minutes of the meeting circulated to Education Committee Members.
2. PTA's for the Secondary, Primary and Nursery Schools have to be formally established on the basis of a set of guidelines. I propose a sub-committee to work out these guidelines and to submit them to the next Education Committee meeting. Members of the Sub-Committee to be drawn from each School Sector, the RPC (which represents the Youth and Women), the Works Committee and the Commissariat.
3. Staff Development Programme should be worked out, as far as possible in a coordinated fashion between all Sectors - Secondary, Primary, Nursery and Adult Education. Each Sector to identify its needs and the Director could then formulate a proposal, which should include dates of Seminars, workshops, whether outside consultants required, aims and objectives, material resources, and so on.
(The first priority of a Staff Development Programme should be the need for an Induction Course for all new staff. The content and duration of such a course have to be urgently drafted, as well as course material.
Courses, workshops, Seminars could be arranged for groups or individuals outside the Campus. The virtue of in-service training away from SONAFCO is that other educational institutions can be visited, thus enabling us to compare educational systems and to better understand and develop our own.
4. Resources: Thanks to the hard work of the Secondary School's Resources Department, our teaching and learning resources have greatly increased and systematic ordering is done and good records kept. Particular thanks are due to Cde J Carneson and now to Cde M Jhatham, assisted and encouraged by Cde Tim Maseko.
However, more coordination is required, so that requisitions are made by certain deadlines, some kind of budgeting is done,

more catalogues obtained, more storage space is acquired, inventories kept, acknowledgements to donors and liaison with HQ streamlined.

To begin with a clear description of the status quo is required, with the existing guidelines that are operative. We could then look at ways of making improvements.

5. Suspensions: I propose that no suspension of students is effected without the ratification of the Directorate. In emergencies the Director's Office will give provisional ratification until the matter can be placed before a full Directorate meeting. The Director's Office will have to be given a full report on the suspended student, with an indication of the reason/s for and the duration of the suspension.

We need to be aware of the implications of suspension, for instance, when hoarders are involved.

6. Advisory panels for Nursery and Primary Schools. These are now necessary as both Sectors have expanded greatly and, as in the Secondary School, the Principals will benefit from the detailed discussion of policy matters and planning in a small, experienced collective. A panel should also be considered for Adult Education.

- * 7. Manual of Rules and Regulations: those rules and regulations applying in each Sector should be typed and sent to the Director.

8. Cultural officer for all Sectors?