

Maxim Om, m,
REPOH! BACK ON VISIT TO KANGWANE
1 5-17/9/1993

Schedule:

Briefing form PMT on developments.
Briefing PMT on latest Board decisions.
Meeting with project paid employees.
Inspection of the record keeping system in the Finance Section.
PMT meeting.

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1.

The business manager was absent in this gathering hence no report was given on the state of

affairs in the finance section. Reports were given by the production training manager, academic

co-ordinator and the project co-ordinator.

1.1. Production Training Manager: nggn;

Income - units had started functioning from deposits paid in for work to be done. Cabinet making, metal fabrication and the garage have orders to work on and they seem to be in a position to generate more income in the future.

Problems;

- no adequate advertising of the centre is being made as to attract more customers.
- instances of ill discipline do show up on the side of workers. Students discipline has however, improved in relation to their attitude towards skills training.
- instructors seriously lack instructing experience. This should be looked into seriously, since it can dampen the interest of the students in the skills training component of the project.

improvement;

- control over stock has already been established with the establishment of a store room. incidences of material theft still occur although this can be corrected by strengthening the security at the gate.

Beaueslsz.

- purchasing of isafely equipment more especially gas mask and milk for the people in panel beating.
- study tour visits to the Mlumati Training College for exposure.
- purchase of a wind screen for the Isuzu bakkie since it can not be licensed until the windscreen is replaced.

Certification:

- this is a serious cause of concern since there is no clear indication who will do this in the end.

- the metal workers industry will send forms for application towards certification.
- motor industry certification could take place as from January 1994 on condition that our equipment's adequacy is checked for training purposes. In addition we should apply to them for a training licence.

- certification with the furniture and building industry is still being pursued.

- the Lowveld Agricultural College is prepared to draw for us a syllabus to be taught on whose bases they will test our students.

1.2.

Problems:

Academic Coordinators Reggrt:

- study time table is in place but its supervision still presents problems.
- the trainees programme is in place but because of the long Break as a result of the teachers strike, it could not be fully implemented. This affected students interest in the programme. The programme however is being revived.
- textbooks are still in demand and this has to be attended to urgently since it is demoralising for both teachers and students. Textbooks for social and environmental studies, English and Mathematics should be urgently procured through FEP.
- urgent need to solve the question of syllabus accreditation.
- there is an urgent need to remedy the issue of students coming it bits after vacation.
- funds for sanitary cleanliness should be availed urgently given that an epidemic of chicken pox already broke out.

Successes:

- a support programme for the holidays for time lost during the teachers strike is still being negotiated.
- our students were involved in a speech contest of the Kangwane secondary schools where they won 1st place in the standard 9 - 10 groups. They won 2nd place in the standard 7 group. The students are now being prepared for the regional contest.
- teachers are now participating in other extramural activities e.g. drama and choir musuc.
- volley ball pitch is being prepared.
- video shows are already being organised for fund raising.
- the SRC has been formed.
- science equipment from Khumbula is already in use.

1.3 W:

Ad 2.

- no transparency in the functioning of the finance section more especially with regard to income.
- costs in catering are being reduced.

Communication of latest Board decisions:

2.1.

3.2.

The meeting was informed of the latest measures towards Board restructuring. The PMT was however, requested to assist in the process of identifying new Board members from within Kangwane.

The meeting was informed that the Board is concerned by lack of control over the project. Taxation should be implemented as from October.

As from October people residing in projects own accommodation should resume paying for their living costs.

The workers were informed that the Trust is concerned that little income is being generated by the production units to justify our present salary bill. Another cause of concern expressed was performance, lack of strategic planning and over staffing. Such a situation compels us to retrench.

Worker responses were that the project administration should simply outlay and provide benefits. None of the workers volunteered for voluntary retrenchment. Furthermore, they requested that we should talk with their union NEHAWU.

Ad 4.

Record keeping in the financial segment.

4.1. I discovered that in the absence of Cde. Madala other people in the section could not

completely expose the record keeping system to me.

4.2. In the light of the above it was suggested that we keep day books for sales and purchases

per unit. In addition it was recommended that an income register be kept. Furthermore an instalment agreement form should be kept, the present cheque requisition form and job cards should be redesigned.

Ad 5.

PMT Meeting.

The agenda of the meeting was as follows:-

5 (c)

5 (d)

5 (e)

PMT restructuring.

Payment of living costs by project employees.

Taxation.

Strategic planning.

Retrenchments.

Finance section.

The matter was deferred till the issue of retrenchments is resolved. Secondly, although the SRC and workers committee has just been formed they need time to elect their own committees.

On viewing this matter. the meeting suggested that the Board should clarify on the percentage of subsidy for rental it will offer.

Furthermore, as more accommodation for staff was being available at premises it was suggested that we should prioritise as such for accommodation allocation.

- teachers.

- people relocated from Khumbula.

- people from far away beginning with the furthest.

More consultation with specialists in the field should be held. It was however, agreed that at

this should be implemented from the 1st October, 1993.

It was agreed to hold a workshop on strategic planning. A date was tentatively set for 24

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26 October 1993. PMT and Production Unit Managers should participate. Plans

submitted at the conclusion of this exercise should guide us in evaluating the potential of

our personnel.

It was agreed that we should consult with Mr. Watters given the workers response that we should consult with their union.

5 (f) The meeting was briefed of the following as regards the record keeping system in the

finances section:

- this section has too many records which it keeps in an inorderly fashion. 25 books were kept for records, 8 cash slip books were kept, 10 order books.
- cash slip books kept do not give full details and at times amounts received were not reflected.
- there is no record kept reflecting convincingly monies owed to the project and by whom.
- there is no installment agreement form in use though this has been prepared.
- job cards do not reflect amounts for jobs done nor deposit paid.
- no daily records of purchases are kept indicating nature of payment and unit.
- no detailed payment requisition form is kept detailing form of payment and invoice numbers.
- no proper record is kept in terms of bank deposits which indicate the source of income.
- it is extremely difficult to gain easy access to records without the presence of Madala

The meeting accepted the implemented record keeping system. It recommended that we should also

address the question of control within the section. Cde. Madala accepted the system though he was

unhappy that it was implemented in his absence. The meeting informed him that the process could not wait for him given that he has been away from the project for some time.

Lastly, the meeting suggested that we should have an open day at the school in October.

Kangwane 15- 1 7/9/93