IkamvaYouth Ivory Park

Record of Strategic Planning Weekend

held 19-20 March 2011 at Anashe Guest House.

*The key purpose of this Strategic Planning Weekend is to elect a Branch committee for the Ivory Park branch and to discuss strategic issues for the further development of the IkamvaYouth programmes.*

Ikamvanites Present: Joe Manciya, Kihisha Suleman, Andrew Barrett, Prof. Bhekizizwe Peterson, Shelton Chadya, Thabisile Mashinini, Joy Olivier, Laurel Lebyane, Sydwell Ramakokovhu, Brian Moyo, Beverley Namba, Lindiwe Masbaso, OBZ Fulufhelo, Tumi Gama, Rose Bila, Snenhlanhla Shabangu, Ntebaleng Morake, Tumelo Thoka, Kabelo Mashele, Sfiso Baloyi, Dean Teng, Sam Suttner, Jessica.

Guest: Ms. Angie Motshekga


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**The Elected Ivory Park Branch Committee for 2011**

**Branch Coordinator:** Joe Manciya

**Tutoring & Wits Coordinator:** Talent Mzili

**Volunteer Coordination & Appreciation:** Tumi Gama

**Career Guidance and Mentoring:**
Kihisha Suleman and Mabuke Mphahlele

**Operation Fikelela:** Lindiwe Masbaso

**Creative Expressions:** Tumelo Thoka

**Health and Lifeskills:** Thabisile Mashinini

**Accountability and Integrity:** Mo-ment (tbc)

**Grade 12 Reps:** Rose Bila and Shelton Chadya

**Grade 11 Rep:** Ntebaleng Morake

**Grade 10 Rep:** Kabelo Mashele

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**Next Branch Committee Meeting:** 16 April 2011 at 12noon
**Actionites for Ikamvanites**

The following Decisions and Action Items were made on the Strategic Planning Weekend and will be tabled at the next Branch Committee meeting on **16 April** for feedback. Summarised highlights of the conversations that informed these decisions can be found towards the end of this report.

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Tags and Table Posters to assist with tutoring</td>
<td>From 1st Saturday of new term</td>
<td>Joe and Andrew</td>
</tr>
<tr>
<td>Branch Com to Identify and Elect Subject Coordinators</td>
<td>Start in term 2</td>
<td>Talent and Branch Com</td>
</tr>
<tr>
<td>Obtain Curriculum Statements from Department of Education</td>
<td>By 1st Saturday of new term</td>
<td>Joe</td>
</tr>
<tr>
<td>Subject Coordinators are to be up-to-date with any curriculum changes</td>
<td>To start in term 2</td>
<td>Subject Coordinators</td>
</tr>
<tr>
<td>Set opt-in Maths and Maths literacy tests</td>
<td>Start in term 2</td>
<td>Subject Coordinators</td>
</tr>
<tr>
<td>Learner Reps to tell Joe about subject content areas needing attention after Homework Sessions. Joe to pass on info via SMS to all tutors.</td>
<td>Every Thursday</td>
<td>Learner Reps</td>
</tr>
<tr>
<td>Winter School dates to be set. Work out best solution given complications with Wits holidays</td>
<td>1st Branch Com meeting</td>
<td>Andrew</td>
</tr>
<tr>
<td>Install anonymous suggestion box for learners</td>
<td>1st Saturday of new term</td>
<td>Tumi G</td>
</tr>
<tr>
<td>Formalise partnerships with institutions for volunteer incentives</td>
<td>Term 2 depending on availability of national coordinator</td>
<td>Joy</td>
</tr>
</tbody>
</table>
### Agenda for Branch Committee meeting for 16 April 2011, 12 noon (details to follow):

- Feedback on Actionites for Ikamvanites from SPW (table above)
- Solving matric attendance expectations
- Vote on compulsory English sessions (possibly midweek)
- Decide on Winter School dates & Decide on Career Expo date
- Min. requirements for Tutoring (e.g. minimum competency guidelines to tutor Maths)
- Vote on possibility of hiring an administrator to assist branch coordinator
- Portfolio presentations/suggestions to vote on (must inform Joe in advance)

<table>
<thead>
<tr>
<th>Item</th>
<th>Start Date</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Tutor meetings to be held, perhaps during breaks for first thing before morning session</td>
<td>Start in term 2</td>
<td>Joe, Tumi G and Talent</td>
</tr>
<tr>
<td>10 minute notice to be given prior to mid-session break to learners to finish problems before switching or deciding to continue with same exercises</td>
<td>Start in term 2</td>
<td>Joe</td>
</tr>
<tr>
<td>All matrics must attend winter school. Joe to get department permission</td>
<td>May</td>
<td>Joe</td>
</tr>
<tr>
<td>Winter School – 70% of time to be spent on academics with matrics</td>
<td>Winter School</td>
<td>Branch Com winter school planning team</td>
</tr>
<tr>
<td>Get department permission for letter excusing learners from school activities for IkamvaYouth</td>
<td>By start of term 2</td>
<td>Joe</td>
</tr>
<tr>
<td>Learner replacement after 1st kick out (considering those who are already attending first)</td>
<td>1st Saturday of new term</td>
<td>Joe and Branch Com</td>
</tr>
<tr>
<td>Learners who bring no work will be marked as absent and possibly sent home</td>
<td>Start in term 2</td>
<td>Tutors to monitor and call Joe if necessary</td>
</tr>
<tr>
<td>Tutors to receive feedback / input / reflection before and after tutoring to ensure learners have achieved what they wanted to.</td>
<td>Start in term 2</td>
<td>Tutors</td>
</tr>
</tbody>
</table>
Strategic Planning Weekend Group Discussions and Branch Budget 2011

The following is a highlights package of the discussions held in small groups during the Strategic Planning Weekend and the budget that informs the programmes at IkamvaYouth. Some of the ideas that came out of these group discussions have already been assigned to the Actionites for Ikamvanites table above and are expected to be implemented.

Other ideas need further thought about how (or whether) they fit into the IkamvaYouth programme and can be brought up at any subsequent Branch Committee meeting. The sole proviso is that a motivation and suggested resolution must be provided prior to the meeting so that branch committee members have already had a time to frame an opinion on the matter at hand. E.g: if you think it is essential that learners are informed of study techniques then your motivation for why you feel this must be made prior to the Branch Committee meeting so that these facts do not have to be restated. Part of the motivation must include a budget if it is going to cost money to implement. To lodge a request to address an issue at the Branch Committee meeting you need simply email Joe (joe@ikamvayouth.org) your request and motivation.

IkamvaYouth Ivory Park Branch Budget 2011

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Fees</td>
<td>2 000.00</td>
</tr>
<tr>
<td>Bank Fees</td>
<td>2 000.00</td>
</tr>
<tr>
<td>Branch Administrator (to be voted on)</td>
<td>12 000.00</td>
</tr>
<tr>
<td>Branch Com Discretionary Fund</td>
<td>8 000.00</td>
</tr>
<tr>
<td>Branch Com Volunteer Appreciation Fund</td>
<td>8 000.00</td>
</tr>
<tr>
<td>Branch Coordinator (R6000pm)</td>
<td>78 000.00</td>
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<tr>
<td>Branch Coordinator Internet</td>
<td>3 600.00</td>
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<tr>
<td>Branch Coordinator Performance Bonus</td>
<td>6 000.00</td>
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<tr>
<td>Branch Coordinator Telephone</td>
<td>6 000.00</td>
</tr>
<tr>
<td>Branch Coordinator UIF</td>
<td>720.00</td>
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<tr>
<td>Branding</td>
<td>6 000.00</td>
</tr>
<tr>
<td>Educational Materials</td>
<td>5 000.00</td>
</tr>
<tr>
<td>Facilities: Caretaker</td>
<td>19 500.00</td>
</tr>
<tr>
<td>Facilities: Utilities and Rental (Mon-Sat)</td>
<td>31 200.00</td>
</tr>
<tr>
<td>Internet Incentives for Good Attendance</td>
<td>6 000.00</td>
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<tr>
<td>Learner Management System (fingerprints)</td>
<td>5 000.00</td>
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<tr>
<td>Midweek Sessions (Facilitator)</td>
<td>6 000.00</td>
</tr>
<tr>
<td>Printing, Stationery &amp; Postage</td>
<td>8 000.00</td>
</tr>
<tr>
<td>Supplies (sanitation, cleaning, first aid kit)</td>
<td>6 000.00</td>
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<tr>
<td>Tertiary Application Fees</td>
<td>6 000.00</td>
</tr>
<tr>
<td>Tertiary Apps Position (Career Expo Organiser p/t)</td>
<td>12 000.00</td>
</tr>
<tr>
<td>Tutor Transport</td>
<td>60 000.00</td>
</tr>
<tr>
<td>Winter School</td>
<td>50 000.00</td>
</tr>
</tbody>
</table>
| **Total:**                                       | **347 020.00**

Annual Spend per Learner is: R3154.73. Monthly Spend per Learner: R263
Highlights from Group Discussions

These are un-moderated ideas that have arisen in conversation within small groups at the SPW. Some are definitely worth further thought; others would not work because they would not be in line with the IkamvaYouth programme, budget or values.

Group 1 – Topic: Discussion on Tutoring and Best Practice Ideas

- Each subject should have a subject coordinator who is up-to-date with current curriculum
- Each subject coordinator to be responsible for tests / assessments
- More focus on test and exam technique / approaches
- Compulsory English classes for all learners
- Encourage more students to read books from library
- Get internet research assistant for learner projects requiring internet connectivity
- Students should come with work for tutors to prepare in advance for the following week
- Every table should have a tutor and that table should have a student doing the same topic
- Tutor-to-tutor sessions required on how to improve tutoring and what works and what problems are experienced (pride issues)
- National curriculum statements must be made available for all subjects for all grades
- Tutors must not do the work for the students
- Discourage use of pencils
- Tutors must be approachable
- Students must be able to explain the issues they came with to the next person at their table after they have solved a problem

Group 2 – Topic: Discussion on Learner and Tutor Retention and Kickouts

- Monitor tutor attendance as well – incentivise good tutor commitment
- Learners must bring more work so that tutors feel useful and therefore more likely to stay involved
- Where possible, learners must let tutors know in advance what they would like to cover
- Keep track of tutor timetables re: tests, exams, holidays, assignments and scheduling conflicts
- Provide tutor resources
- Group learners for individual tutoring
- Offer Career Guidance for tutors
- Hold regular Tutor workshops
- Expand time frame
- Mid-session breaks should be flexible
- Holiday break should be optional
- Create learning sessions in winter school (70% learning sessions – 30% play/relax)
- Send matriculants to university winter school for committed learners
- Matric Attendance
Saturday 12 – later tutoring sessions
Possible Two shifts for tutors
Midweek afternoons
Winter school is compulsory

Group 3 – Topic: Interactions between Learners and Tutors

- Be patient and humble
- Introduce learner assessment of tutors
- Put placards to identify tables for specific subjects
- Don’t do the learners homework for them, equip them the tools needed to solve the problems
- Give learners the option of requesting specific tutor (if this tutor is available)
- Make an anonymous suggestion box

Group 4 – Topic: Learner Responsibilities and Commitment

- Learner Commitment
  - No Work No Tutor = absent (call Joe if necessary)
  - Tutor to enquire at the end of each session, “what have you learnt?”
  - Explain problem solved
  - Must bring books and material
  - Midweek session to identify topics which is then shared by Joe
  - Volunteers are not constant which makes things harder

- Registrations
  - No tests / results / academic requirements
  - Limited capacity so can’t take every learner who applies
  - Form long = GOOD
    - Correct assessment is levels of commitment
    - Involve Committee, volunteer coordinator. Media

- Kickouts
  - Get parents involved
  - Show yellow cards
  - Replace kicked out learners
  - Thorough assessment is required before kickout
  - Allow Appeal
IkamvaYouth Ivory Park Timeline Snippets

Ikamvanites write down what they remember from the start-up days of IkamvaYouth in Gauteng.

### 2008
IkamvaYouth was discovered

*In July we ran a pilot using IkamvaYouth methodology*

Paul – key volunteer

Budget +/- R500

First volunteers (students and Calvary)

Started with a group of grade 12s

Two distinctions in Maths

High drop out of ikamvanites but enough promise to continue

OBZ and Bongani were "discovered"

### 2009
Wits volunteers arrived

*Took in Grade 10s & 11s*

First application fees paid for committed members

First winter school

First photography exhibition

Planterium and Roof of Africa trip

Career guidance most Saturdays

Jon-Mark coordinated the branch

Officially IkamvaYouth

Budget R200 000

Longer sessions 9am-1pm (with lunch)

Had multiple stops every session – “beginning, break, end”

### 2010
1st Branch Com elected – Mirah coordinating

*Answer Series Books very helpful*

Artistic Winter School

Awards for good attendance

1st HIV testing workshop

Hosted Brazilians and Americans & skype conversation with youth group in Brazil

World Cup match on Big Screen

Tours to Wits, Sci-Bono, ABI, Theatre

Motivation and Career Guidance

Week Day Sessions (were non-compulsory)

Joe elected as new Branch Coordinator

Had mad fun

Excellent results: 94% pass, 62% bachelors

### 2011
New Volunteers

Ex-learners joined as volunteers

First SPW (shake shake banana)

New Sponsors (hoped for)

New Branch Com 2011 members elected

We were on TV

First Career Expo

Elected learner reps

Met founder of IkamvaYouth Joy Olivier

Arrangement for matrics

Volunteer Appreciation Activities

All ikamvanites computer literate

Grade 11 and 12 attend Open Days
Visit from the Minister of Basic Education – Ms Angie Motshekga

The Minister of Basic Education Ms Angie Motshekga visited our Strategic Planning Weekend and sat in on one our group discussion sessions. Ms Motshekga praised all the IkamvaYouth volunteers who give back so selflessly to the community and who carry the desire to improve the circumstances of our IkamvaYouth learners. In light of the recently launched Bill of Responsibilities, Ms Motshekga said she is greatly encouraged by organisations like IkamvaYouth who are making a real and valuable contribution to our society. Ms Motshekga left “impressed” and “inspired” and promised to continue the conversation. More photos available www.facebook.com/IkamvaYouthGauteng.
Portfolios at a Glance

Ikamvanites broke once more into small groups to get the discussion going on what their portfolios might look like this year. The following are some initial ideas and occasionally action items that will be tabled by the coordinators at Branch Committee meetings. Prior notice is required so items can be added to Branch Committee agenda.

Career Guidance and Mentoring

- Put together calendar for application submissions
- University tours
- Visit Career Centre (CCDU at Wits)
- Find info on learnerships with SETAs
- Students and professionals visit and talk about their experiences
- Other organisations – networking
- Career Opportunities
- Junior Achievement SA
- Young communicators Awards
- Take a child to work day
- Open Day / Career Expo
- The Star Career Day (the Dome)
- Bursaries
- Resource Centre

Operation Fikelela

- Need to meet with Siyakhula Computer School to determine availability of computers
- Specifically, check Availability 4-5pm weekdays
- Possibly need a budget which would need to be voted on at Branch Com meeting
- Curriculum to be distributed

Creative Expressions

- Creative collaboration
- Live arts play
- Duets, poems, drama, comedy, and drawing/painting
- Story telling or creative writing during winter school
- IkamvaYouth Ivory Park video
- Song based on Ivory Park and Ebony Park
- Development of public speakers
- Make documentary
Volunteer Coordination and Appreciation

- Explore Appreciation possibilities
- Budget is USE IT OR LOSE IT
- Leadership Camp
- Gala Dinner

Health and Lifeskills

- Zimbanathi Project
  - Counselling
  - Once a term
  - Social workers for personal problems
  - Talk to youth about HIV/Aids and sex

- New Start
  - VCT
  - Must come as soon as possible
  - Maintain Consistency

- Motivational Talks
  - Products of Ikamva
  - Someone from the workplace to guide and give advice on how to survive as a young person in the work place