

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

Apologies: Mirah Langer, Talent Mzili, Kedibone Kgaphola.

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 Mabaso

Creative Expressions: Tumelo Thoka

Health and Lifeskills: Thabisile Mashinini

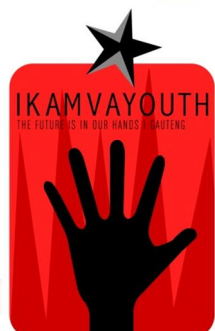
Accountability and Integrity: Mo-moment (tbc)

Grade 12 Reps: Rose Bila and Shelton Chadya

Grade 11 Rep: Ntebaleng Morake

Grade 10 Rep: Kabelo Mashele

Next Branch Committee Meeting: 16 April 2011 at 12noon



Actionites for Ikamvanites

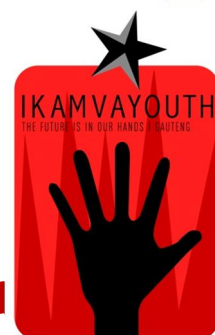
The following Decisions and Action Items were made on the Strategic Planning Weekend and will be tabled at the next Branch Committee meeting on **16 April** for feedback. Summarised highlights of the conversations that informed these decisions can be found towards the end of this report.

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

Regular Tutor meetings to be held, perhaps during breaks for first thing before morning session	Start in term 2	Joe, Tumi G and Talent
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	Start in term 2	Joe
All matrics must attend winter school. Joe to get department permission	May	Joe
Winter School – 70% of time to be spent on academics with matrics	Winter School	Branch Com winter school planning team
Get department permission for letter excusing learners from school activities for IkamvaYouth	By start of term 2	Joe
Learner replacement after 1 st kick out (considering those who are already attending first)	1 st Saturday of new term	Joe and Branch Com
Learners who bring no work will be marked as absent and possibly sent home	Start in term 2	Tutors to monitor and call Joe if necessary
Tutors to receive feedback / input / reflection before and after tutoring to ensure learners have achieved what they wanted to.	Start in term 2	Tutors

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)



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.

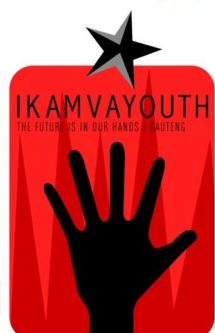
Other ideas need further thought about how (or whether) they fit into the IkamvaYouth programme and can be brought up at any subsequent Branch Committee meeting. The sole proviso is that a motivation and suggested resolution must be provided prior to the meeting so that branch committee members have 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

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

Total: **347 020.00**

Annual Spend per Learner is: R3154.73. Monthly Spend per Learner: R263



Highlights from Group Discussions

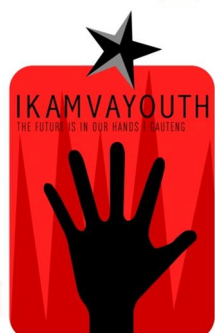
These are un-moderated ideas that have arisen in conversation within small groups at the SPW. Some are definitely worth further thought; others would not work because they would not be in line with the IkamvaYouth programme, budget or values.

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



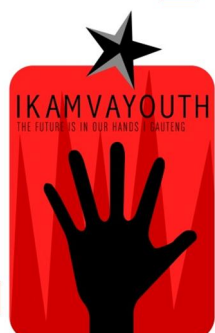
- Saturday 12 – later tutoring sessions
- Possible Two shifts for tutors
- Midweek afternoons
- Winter school is compulsory

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

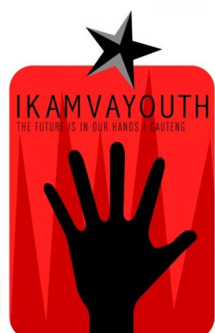
Wits volunteers arrived
Took in Grade 10s & 11s
First application fees paid for committed members
First winter school
First photography exhibition
Planterium and Roof of Africa trip
Career guidance most Saturdays
Jon-Mark coordinated the branch
Officially IkamvaYouth
Budget R200 000
Longer sessions 9am-1pm (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



2012

New Branches (Soweto, Alex, PTA)
More tutors, more learners (expansion)
More assistance from government and sponsorships (recognition)
High pass rate
Career and educational exposure
Retention of new volunteers
More involvement from community and parents
Ikamva Arts and Music
Partnership with schools
Direct involvement of parents
40% of volunteers are ex-learners
Brand New IkamvaYouth taxi
Soccer Team / support a local team
Brian will have a degree and a haircut

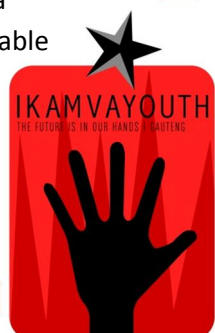
2020

5 Gauteng branches
Ikamva High School
Ikamva Teaching Training Centre
Ikamva Library
Ikamva Zimbabwe, Swaziland, Lesotho (SADAC)
Ikamva Graduate Sponsors Ikamva with own business
60% former ikamvanites degree/diploma graduates
1 Rhodes scholar from ikamva
Current 2011 volunteers in department of education
Ikamvanites in parliament and not corrupt

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 of 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

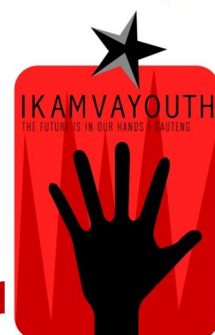
- Put together calendar for application submissions
- University tours
- Visit Career Centre (CCDU at Wits)
- Find info on learnerships with SETAs
- Students and professionals visit and talk about their experiences
- Other organisations – networking
- Career Opportunities
- Junior Achievement SA
- Young 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

