IkamvaYouth Makhaza Branch Strategic Weekend Planning 3-4 March 2012

Present: Liesel Bakker Zukile Keswa, Noluvo Mdingi, Thembela Gibson, Sisabelo Pama, Zizipho Siwane, Nolizo Gumane, Luxhase Myokwana, Thulani Gcwembe, Noluntu Marenene, Sinako Rala, Zola Mguli, Abenathi Ntelezi, Amanda Mbenenge, Mandisi Gladile, Zesipho Dyonase, Siphokazi Siswana, Afika Mabali, Sakhumzi Batala, Kuhle Riti, Phuthang Makhupane, Sinawo Siwisa, Thapelo Selebedi, Phillip Mcelu, Phakamani Mavela, Yanga Zukelwa, Anathi Maliti, Unathi Smile, Senzo Ngidi, Lungile Madela, Unathi Nyakatya.

SPW is when most committed learners and volunteers participate in core operational planning and set goals (who are doing what /when, events for the year). The Main goal of an SPW is to elect a branch committee (in charge of roles and portfolios) and for new volunteers (grade12 from last year returning) to take ownership of programme and become part of the management team. It is also a general time for tutors to spend together with leaner representatives.

Makhaza Branch Committee for 2012

Branch Coordinator:	Liesel Bakker
Branch Coordinator Assistance:	Zukile Keswa
Tutoring:	Phakamani Mavela and Luxhase Myokwana
Volunteer Coordination:	Mandisi Gladile and Afika Mabali
Career Guidance:	Noluvo Mdingi and Sisabelo Pama and Unathi Smile
Mentoring:	Lungile Madela and Sisabelo Pama
Health and Life Skills:	Thembela Gibson, Zizipho Siwane and Amanda Mbenenge.
MIE:	Zola Mguli, Sinako Rala and Senzo Ngidi
Computers Literacy:	Yanga Zukelwa and Unathi Nyakatya
Learner reps	
Grade 8:	Luxhase Yokwana
	Sinako Rala
Grade 9:	Afika Mabali
	Siphokazi Siswana
Grade 10:	Zola Mguli
	Sakhumzi Bhatala
Grade 11:	Kuhle Riti
	Amanda Mbenenge
Grade 12:	Senzo Ngidi
	Thembela Gibson

Actions for Ikamvanites

CAREER GUIDANCE

What	What needs to be done?	By when?	By whom?
To know what Career they are interested in	Go from grade to grade with application forms	End of first term	Career guidance team
Know the opening dates of universities	Research and organize transport. Communicate with learners about date and time.	Two weeks before opening day	Career guidance team
Workshop for Grade 9 subjects choice	Organize people who will explain to the learners about choosing subjects (UCT)	During winter school	All tutors in university and those who are working

MIE

Goal	What needs to be done?	By when?	By whom?
Newsletter(for the first term)	- Collect all the information - Set up a meeting - Discuss this info and news letter - Combine and conclude everything - Design i.e. pictures, coloring, creativity	- From this week until 10th March - Edit from 15 march until 21st we	MIE and computer experts

COMPUTER LAB

Goal	What needs to be done?	By when?	By who?
Improve Lab standards	Make sure that our system units are locked in	At least by the end of May	Try to find service provider/ Andrew

Introduce Computer Class	Organize computer literacy text books and tutors/facilitators	1st week of the 2nd term	Volunteers/Us
Improve pass rate in maths	At least 3hours of Maths for weekly exercises	By June- progress reports showing results	Volunteers
Improve passing rate in science	Make use of Friday as Science day on Khan Academy	1st week of 2nd term	Volunteers

VOLUNTEER COORDINATION

Goal	What needs to be done?	By when?	By who?
Tutor recruitment	Communicate with varsity, friends, newsflash, distribute pamphlets	Every 2-3 month, effective from this month	Mandisi with the help of tutors
Retain existing volunteers	Communicate with head of tutoring and solve any issues that tutors have	This must be done monthly	Mandisi, Afika, Zesipho, Siphokazi
Responsible to ensure transport for volunteers from their respective places to IkamvaYouth	Organizing reasonable number of volunteers at tertiary institutions and get them by taxi	Every weekend	Mandisi
Advertisement via internet, media	Groups visiting varsities, IkamvaYouth, and also use internet and our magazines	Every 3-4 months	Mandisi, Afika, Zesipho and Siphokazi

HEALTH AND LIFE SKILLS

Goals	What needs to be done?	By when?	By who?
Educate learners about life skills	Awareness about HIV/AIDS and other illnesses	1st term	By the three of us
Providing information about our health and life skills	Work shops	Once every 2 months	Health and life skills(sisters)

To have our own column in IkamvaYouth newsletter	Have a theme for each term	Depends on the newsletter	By MIE
Advertise health and life skills	Pamphlets, newspapers, etc	By April	By us and the MIE
Games to educate in a fun way	Education game and quizzes based on health and life skills	Winter School	Us and Ikamvanites

MENTORING

Goals	What needs to be done?	By when?	By who?
- Ensure all grade 12 learners are exposed to various options in terms of what they study - Know each individual grade learners - Get tertiary students involved - Want to see progression from previous reports	- Collect all the information needed - Talk to each learner - Research to get in contact with available mentors - Organize Venue - Check on improvement	- From 17th March - Research done 2nd week of April to avoid missing some due dates in May and June - Check improvements at the end of first term	- Lungile and Sisabelo - Mentors that are available - Team

TUTORING

Goals	What needs to be done?	By when?	By who?
Set Up Tutoring Timetable	Effective subject switch	12/03/2012	Learner Reps
Weekday tutors and recruitment drive	Have a smooth transport system	By end of March	VC and Us
Raise awareness about IkamvaYouth in as many institutions as possible		Everyday effort	VC, tutors and Students

Burning Issues

Issue	Problem	Solution
Tutoring Style	• Difficult concepts • Use of Shortcuts • Loss of content • Less examples used	• Simplify • Show all the workings • Stick to the point • Use of diff examples
Timetables	• Taking subjects lightly • Drawing up timetables	• Make core subjects first priority • Assistance in drawing time timetables
How to Study	• Leaving everything for last minute • Rely too much on one text book	• Don't leave out work that you don't understand, Liesel to organise a 'how to study' workshop • Make use of diff resources
Tutor recruitment	• Limited tutors	• Tutors must invite their friends
Cell phones	• They distract students	• See that all cell phones are turned off
Noise	• Noise and disrespect	• Introduce point system • Keep groups in small sizes
Late Coming	• Late coming	• If 15min late then you don't sign the register.
Discipline	• Lack of respect for tutors, other learners, and property • Laziness • Self-dependence	• Tutors should enforce their authority • Property should be left at home or carefully put away • Check individual progress

Highlighted Memories in 2011

January
- Registration
- Opening Day
- Went to West Coast Fossil Pack with students of University of Mpumalanga
- Education Without Borders(EWB) was introduced at IkamvaYouth, it was done by Grade 8s
- Many learners applied to join IkamvaYouth

February
- Phuthang and other very committed tutors joined Ikamva Youth
- Was still a Co-ordinator (Winile)
- Min documentary with Silke
- EWB project

March
- First kickout of learners who don't attend
- Winile was branch co-ordinator
- Zukile was a branch administrator
- Supplementary students joined

April
- IkamvaYouth burnt by Makhaza residents on 28/03/2011
- Etv interviewed Mphumzi about the burnt building
- New co-ordinator employed
- Ratanga Junction with Millie from Singapore

May
- Office re-built
- Preparation for June exams
- Liesel joined IkamvaYouth

June
- Mphumzi's death on Sunday, the day before Winter school commenced
- Sponsors of I.Ts for our lab
- Winter School started
- Met Antionete
- Live Magazine introduced
- Exams, Exams, Exams
- End of Term Reports
- New office

July
- Winter school ends
- New IkamvaYouth interns
- Lots of talent shown by Makhaza learners
- Tutors and learners taken out
- Back to school and back to IkamvaYouth
- Soccer match between branches
- Talent Show
- IkamvaYouth Magazine

August
- Career Indaba
- Khan Academy initiated
- Frightening matric results brought about stress
- Clanwilliam trip
- Matric Success!

September
- University Applications
- Trial exams
- Matric success
- Matriculates adjusted to real study levels
- Bekho and Anele joined
- Kickout
- Khan Academy introduced
- Lab improved
- Phutang's birthday party

October
- Andrew introduces Khan Academy
- Khan Academy is still ongoing with the grade 9s,10s and 11s
- IkapaData Project for tutors

December
- First annual closing ceremony where committed learners and tutors were granted certificates for their efforts
- Khan Academy project inside IkamvaYouth had a tutor/coach closing get away, where they played put-put at sea-point beach
- Closing day (Christmas)
- Generally IkamvaYouth got highest passing rate nationally
- 1st December, learners taken out to Cape Point
- 14th December, learners were taken to Fossil Park
- Application forms for new learners for 2012

November
- Went to watch Freshly Ground at Phillip/ Gugulethu
- Prize giving ceremony
- Janet Jackson
- Closing for tutors
- Tutors' get away in Tygervalley
- Project X – Khan videos translated into Xhosa

Branch Comm Constitution

Before voting of the Branch Comm took place a decision was taken to create an agreement of what Branch Comm is, why it exists and what you subscribe to in terms of rules once you are voted in:

Highlights from Group Discussions
What is Branch Committee?
- Group of dedicated, hardworking board members
- Group of hardworking learners who want to take themselves and IkamvaYouth to the next level
- Committee that has to discuss burning issues and come up with solutions
- Group of people with a common goal for our organization
- A team that commits themselves to achieving great things
- Representative body- Representatives appointed to voice out matters faced by IkamvaYouth, both learners and tutors
- Group of people with different views and precautions

Why does Branch Committee exist?
- To structure or be the building block of IkamvaYouth
- To represent the Ikamvanites and their needs
- To be effective
- To take the branch to another level
- To restore order and success
- To lead IkamvaYouth and make it a success
- To work as a team and improve
- Positive minded and dedicated to their work

What does Branch Committee need in order to be effective?
- Needs committed people
- Needs to set realistic goals
- To motivate learners
- Creative and thoughtful people
- Team work
- Good leaders
- People that abide by rules
- Time management
- **S**-et goals that are
- **M**-easureable
- **A**-ttainable
- **R**-ealistic
- **T**-hese goals

How should we deal with people who don't attend?
- Attendance of branch committee taken every meeting
- Warn them
- Kick them out
- Investigate their reasons for not attending before you take action
- Give them two warnings before you kick them out
- Point system

Decisions on Portfolio Roles and Commitment:

CAREER GUIDANCE

What do we do?

- Research and provide available career options for learners

What must we organize?

- Career guidance events for all grades, one event per month.
- Organize Career Indaba

What is the time commitment?

- Should be present at career guidance events and branch meetings

HEALTH AND LIFE SKILLS

What do we do?

- Show commitment, be aware of HIV/AIDS status, health etc

What must we organize?

- Once every two months, organize health skills workshop

What is the time commitment?

- Once a term work shop, winter school workshops, and branch meetings

VOLUNTEER COORDINAITON

What we do?

- Organize tutors' transportation
- Alert people about IkamvaYouth via radio shows
- Retain the existing tutors and attain more
- Identify opening day to reach out to tertiary students

What must we organize?

- Availability of tutors
- Transportation for tutors who live far
- Location of tutors-for the transportation planning process

What is the time commitment?

- Attend comm. meeting, plan according to availability of tutors, one hour organizing transportation, availability and attendance of tutors.

COMPUTER LITERACY(KHAN ACADEMY)

- What do we do?
- Teach learners basics
- Improve computer literacy
- Discuss printing and photocopying
- What must we organize?
- Tutors and learners, based on timetable
- Operation Fikelela
- Find tutors to help during winter school
- Information literacy; what to download
- How to reference- matric computer classes

What is the commitment?
- Branch meeting and comm. meeting

LEARNER REP

What do we do?

- Represent learners; meet their wants and needs
- Maintain order during tutoring sessions
- Lead by example
- Update learners on agreements reached, new policies etc
- Helping with attendance

MIE

- What do we do?
- Expose the Ikamvanites to projects

What do we organize?

- Educational projects, at the same time entertaining the learners
- Talent shows for every term
- Find designers to design posters and flyers

What must we organize?

- Report back to he learners once a term
- Cleanliness of the hall and the office
- Cleaning rosters for each grade
- Makhaza constitution- signed by parents and learners

What is the time commitment?

- One meeting per term for learner reps
- Another meeting with learners per term

- Quarterly newsletter published on website

What is the time commitment?

- 2 hours per week for organizing staff for talent show

TUTORING

- What do we do?
- Maintain order during tutoring sessions
- Find ways for tutor recruitment
- Make sure there are enough tutors per group
- Ensure tutoring is in English

What must we organize?

- Tutoring timetable, to avoid tutoring maths for 2 hours
- Organize tutor training
- Tutor appreciation

What is the time commitment?

- Be available on Saturdays to make sure that things are running smoothly
- Tutor meeting once a month

MENTORING

- What do we do?
- Mentor/advice grade 12s
- Plan for the mentoring workshops
- Have a list of grade 12, who is doing what? Applied for what? Registration fees?

What must we organize?

- Suitable mentors
- Research for the mentoring workshops
- Every matriculant must have a mentor
- Mentor meetings and report back to Liesel

What is the time commitment?

- Mentor meeting every term
- Branch comm. meetings
- At least 2 hours per week to chat with matriculates, can be done via emails, phone calls, etc.

Next branch committee meeting on the 17th March 2012
Pictures Below