IkamvaYouth Makhaza Branch Strategic Weekend Planning 23-24 February 2013
Masipumelele Civic Centre, Fishoek

Present: Brandon Raubenheimer, Liesel Bakker, Lewis Mash, Shuvai Finos, Zukile Keswa, Zola, Mandisi, Bongiswa, Siphokazi Siswana, Afeziwe, Zintle Nyathi, Nolubabalo, Emihle, Simnikiwe, Okuhle, Lwando, Lundi, Athenkosi, Axolile, Mandlenkosi, Neo, Afika, Kuhle, Sinawo, Yanga, Senzo, Vuyani, Unathi Nyakatya, Viwe, Sandiswa, Rider, Nkololo, Lakhe, Avuyisiwe, Lindokuhle, Nolubabalo, Masixole, Noma-Efese,

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 learner representatives.

Makhaza Branch Committee for 2013

Branch Coordinator: Brandon Raubenheimer
Branch Coordinator Assistance: Zukile Keswa
Tutoring: Vuyani Vorslag and Zintle Nyathi
Volunteer Coordination: Ayanda Gladile and Bongiswa
Career Guidance: Unathi Nyakatya and Afeziwe
Health and Life Skills: Emihle and Mandlenkosi
MIE: Zola Mguli and Sinawo Siwisa
Computers Literacy: Yanga Zukelwa and Lundi

Learner reps
     Grade 8:   Nolubabalo Qongwane
                                     Simnikiwe Phaphu
     Grade 9:   Okuhle Mkusane
                                       Lwando Gaba
     Grade 10:   Lundi Sirayi
                                       Athenkosi Bhusa
     Grade 11:   Axolile Qaba
                                       Mandlenkosi Mgciza
     Grade 12:   Kuhle Riti
                                       Afeziwe Majamba
                                       Zinthle Nyathi

Why learners choose IkamvaYouth, our challenges, positive impact and what we should improve on

At this year's SPW learners and tutors were asked to answer four questions when we started on Saturday. The questions were as follows, why people choose IkamvaYouth, what challenges are we facing, what we are doing right and on which areas can we improve.

• We received different answers from different people, but the main theme for question number 1 was that IY builds and uplifts the community and families, the interaction between learners and their peers as well as tutors and volunteers makes them more confident and this translates into them being more confident at school and speak up when they are faced with problems. The fact that IY helps people make better choices for their lives and that they can access tertiary institutions through IkamvaYouth is one of the reasons learners and tutors choose our programme.

• Some of the challenges we are facing is the noise levels during tutoring and some learners disrespecting tutors, the limited space and resources we have, learners not attending tutoring on time and inconveniencing other learners, schools having other after-school programmes and learners are forced to attend and not having enough tutors for specific subjects.

• The things we are doing right is that we help learners with homework and their school projects, provide computer training and access to email for both learners, tutors and volunteers. Learners are able to do better on their projects and unemployed volunteers and tutors are able to use the resources to find employment. The high placement rate of grade 12's in post-school opportunities, universities, colleges, learnerships, etc. Having foreign tutors and interns that are able to teach the learners about their countries and bring a different perspective to the tutoring environment.

• Areas that need improvement are that tutors, staff and volunteers need to be more strict with the rules and regulations of IkamvaYouth, these rules are drawn up by the branch committee. Finding more space or using the space we currently have more effectively, interaction and communication about what is expected from everyone, staff to tutors/volunteers and learners. Helping tutors access post-school opportunities and finding money to assist them with registration. Recruiting and retaining more tutors and having the previous year's grade 12's commit to tutoring for at least a year after they exit the programme and get involved in the Alumni programme. Meeting with parents more often to discuss progress and raise concerns if there are any.

Actions for Ikamvanites

CAREER GUIDANCE

GOAL	NEEDS TO BE DONE?	BY WHEN?	BY WHOM?
Bursary **Application forms**	**For grade 12's** Search of available bursary online	End of 2nd term	Afeziwe and Unathi – portfolio members and volunteers
Careers indaba	organising learners and transport (all grades)	April	Team
Open Day At universities	Updating Ikamvanites (Grade 11-12) Know the number of learners that will attend Organise transport	From March to May	Team led by portfolio members
Career exhibition – subject choices	For grade 8,9	3rd term – In order for them to know which subjects to choose for the following year	Team led by portfolio members

MIE – MEDIA, IMAGE AND EXPRESSION

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Newsletter(end of each term)	Collect all the information Set up meetings Discuss the info gathered and relevance Interview ikamvanites and relevant stakeholders Combine and conclude everything	1st week of every new term working towards publishing newsletter the 2nd last week of term.	Team lead by portfolio members
Exhibitions, talent shows, media briefings, e.g. visits to radio stations, CTV pamphlets to be sent out	Initiate and create platforms to make IkamvaYouth more visible to the public	Every time there is an opportunity	Team lead by portfolio members

IY ambassaders Place more ads on LIVE magazine, FB, twitter, IY website			

COMPUTER LITERACY

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Computer sessions (Operation Fikelela)	Organise Create sessions for our grade 10's and 11's Send a request via email to tutor (Find tutors with computer skills, create curriculum) And grade 12 will be helped during winter school	Already started for grade 10 Implementation for other grades to start a.s.a.p. - End of 1st term	Available tutors with computers skills Volunteers 2012 Grade 12s
Maintain our lab standard	Create rules and regulations on how to use the lab (create time table on when the lab is available)	Rules to be up in lab the 1st week of March	Portfolio members to draft rules
We need to have our printer working	Communicate with Brandon & Zukile to get the IT guys to fix the printer	1st week of March	Portfolio members will liaise with Brandon and Zukile
Fix the air-conditioning	Replace the existing AIRCON/fix it	Waiting on feedback from regional libraries manager	Management will liaise with an air-conditioning company to install the air-conditioning unit.
More people to assist with computer training	Send emails to tutors to request available tutors for computer literacy	1st week of March	Team led by portfolio members

LEARNER REPRESENTATIVES

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Tutor recruitment	Make list of university contacts, Communicate to relevant university people. Organize meeting update FB group and use FB as a means to recruit tutors. Make use of available media – radio, newspapers, university groups	March	Team led by portfolio members
Maintain order during tutoring sessions	Tutors need to tutor and not deal with problems from disruptive learners. Learner representatives will speak to unruly learners	On-going	Learner representatives led by portfolio members
Make sure all Ikamvanites participate in extra-mural and academic activities	IkamvaYouth provides a platform for Ikamvanites to focus on more than just academics. To be fair to all the Ikamvanites anyone that's interested in doing something needs to be given a fair chance	On-going and as opportunities arise	Learner representatives led by portfolio members

VOLUNTEER COORDINATION

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Tutor and volunteer recruitment	Main function of this portfolio. Recruit tutors, introduce tutors to the programme and provide training and support.	On-going	Portfolio members with the assistance of branch committee
Retain existing volunteers	Communicate with Tutors and branch committee and solve any issues that tutors have.	Monthly	Portfolio members
Ensure tutors have transport and receive reimbursements if needed	Find a central transport system and make sure tutors and volunteers arrive safely for tutoring and back at home.	On-going	Portfolio members
Advertise for tutors	Attend university open days, use website, newspapers and other media platforms to advertise the need and importance of volunteers.	On-going	Team led by portfolio members

HEALTH AND LIFE SKILLS

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Educate learners about life skills and health issues	Awareness about HIV/AIDS and other illnesses.	On-going	Team led by portfolio members
Health and safety workshops	Have different community projects and stakeholders present workshops about community issues.	On-going	Team led by portfolio members, including community members, parents, sponsors

A health and life skills column in IkamvaYouth newsletter	Have a theme for each term and contribute stories	When newsletter needs stories, start of each term.	Portfolio members
HIV prevention and testing drives	Have learners and parents receive testing and counseling	Every 6 months	Team led by portfolio members including community organisations

<h1 style="text-align:center; color:red;">TUTORING</h1>

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Re-instate tutoring timetable	Use the 2012 timetable	March	Portfolio members
Ensure that learners are being tutored and that they have questions and the necessary equipment to have effective tutoring Ensure that learners have to do extra work rather saying "I don't have homework"	Learners tend not to come with questions and tutors are expected to teach foreign concepts and not provide help where it is needed. For tutoring to run smoothly, learners need to have worked through problems and tutors will help them with these problems.	Immediately	Team led by portfolio members
Organising tutoring spaces.	Not enough space in the library hall, tutors need to find alternative spaces like the office and computer lab, quiet spots in the library	Immediately	Portfolio members with the assistance of staff
Being in charge of organising materials for tutoring (winter school)	Tutors need to set example and sort out things before winter school	Before winter school	Tutors and volunteers

The following rules were agreed on for tutoring:
- Don't come to tutoring with no work (mark as absent)
- No questions, no tutor
- For every tutoring session bring at least 5 questions
- Learners have to attempt the question before asking the tutor

ALUMNI

GOAL	NEEDS TO BE DONE	BY WHEN?	BY WHOM?
Looks after and provide support for ex-learners/tutors	Hosting get-togethers, on campus support groups and functions for ex-learners to deal with university life	Immediately and on-going	Portfolio members with the assistance of Alumni Coordinator
Organise events for ALUMNI to present	Ex-learners need to encourage present Ikamvanites and excite them about accessing tertiary institutions. Have professionals speak at events and encourage learners to study and improve their lives	On-going	Portfolio members, volunteers, tutors and relevant professionals
Encourage Ikamvanites to access tertiary institutions	Campus visits for learners Find mentors for grade 12 Connect grade 12's to the support groups	On-going	Portfolio members, volunteers, tutors and Alumni Coordinator

BURNING ISSUES

Tutoring	Difficulty of concepts Use of Shortcuts Loss of content Too little examples used	Tutors need to simplify concepts as learners don't understand and explain more than once. Show the different ways to get to an answer. Stick to the point, teachers get learners confused by moving off point, tutors needs to explain in simple terms Use of different and more examples
Timetables	Taking subjects lightly Drawing up timetables	Make core subjects first priority Assistance in drawing up time timetables
Study skills	Learners leave everything to last minute and study the night before an exam/test Rely too much on one text book No effective study skills	Don't leave out work that you don't understand, make use of different Resources. Teachers provide scope/framework of what will be tested, take note in class. Make use of old exam papers when revising. Have a workshop where learners are taught how to draw up a study schedule and make use of it.
Tutor recruitment	Limited tutors	Tutors must invite their friends More people should be made aware of volunteering their time. Find more community members to tutor. Have recruitment drives at tertiary institutions.

Cell phones	They distract students Can be a safety risk	Cellphones to be switched off during tutoring Inform learners and parents about the disruptive nature and safety risks that cellphones hold
Late Coming	When learners arrive late for tutoring they inconvenience tutors as well as other learners	If 15min late then you get 0.5% for attendance. Find ways to encourage learners to arrive on time. Stricter measures for late coming Parents need to be notified and made to speak to learners.
Discipline	Lack of respect for tutors, other learners and their property Laziness Self-dependence	Tutors should enforce their authority. Valuables should be left at home or carefully put away. Check individual progress. Parents should be more hands on.

HIGHLIGHTED MEMORIES IN 2012

January 2012

- Opening day
- 2011 Matric Results
- Matric placements
- New members (tutors and learners)
- Meeting new Kamvanites
- Capitec Bursaries

February 2012

- We were busy with the Project "S.A. mobile Network" by Marion
- New Answer Series arrived (books)
- We started pushing a lot for March Controlled Tests
- More matric placements
- First day of university for most 2011 matriculants

March 2012

- Tutoring
- Kick Out List
- SPW Meeting at Nyanga
- Studying for control test

April 2012

- Attended Sessions
- New Interns
- Easter break
- Start of 2nd term
- New Ikamvanites (after kick-out)

May 2012

- Tutoring
- Kick Out
- Branch Meeting
- Prepaation for md-year exams
- Grade 12s start applying to tertiary institutions
- Preparation for winter school

June 2012

- End of exams
- There was a kick out list before winter schools
- Winter schools at Ikamva
- The winter schools were held UCT
- Enke(Make your mark)
- We did the talent show after winter schools
- Ta Mgumzi's Memorial
- Given ZTE Phone(MTN)
- Live Magazine
- Matrics apply at tertiary institutions

July 2012

- End of winter schools
- One week holiday for grades 8-11
- Some Ikamvanites were kicked out
- Numeric classes for Maths was implemented and established as part of the Ikamva Program
- The matriculants were busy applying for tertiary entrance
- Some tutors were busy applying for internships opportunities that were presented at UCT winter schools

August 2012

- Reel Lives
- Trip to Cape Point
- Tutoring
- Marion Programming workshops

September 2012

- New Branch Coordinator at Makhaza(Brandon)
- kick out list
- Preparation for exams

- Khan Academy Certificates
- Branch Meeting
- Mock exams (grade 12s)
- Debate workshop
- Thetha Sikuve (Heritage day event)

October 2012

- Tutoring
- Meeting of learner reps
- Inception of grade 12's results
- NSPW (Nation Strategic Planning Week)
- Festival of Desire at UCT (debate and photo exhibition
- Start of holidays
- Start of last term
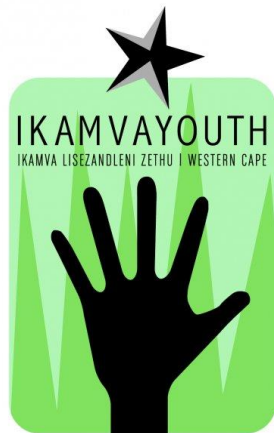- Grade 12 final exam preparations

November 2012

- Marion: Photographers
- Debating Team
- Reel-Lives Trailers Launch
- Film & Preview
- Prize Giving
- Tutor Appreciation
- Documentary
- Preparations for exams (all grades)
- Start of exams (all grades)

December 2012

- Closing Day of Ikamva
- Tutors appreciation party (Ratanga Junction)
- Prize giving
- Braai (Marion Walton)
- Closing (prize giving)
- Report collection
- Final kick-outs
- End of Ikamva programmes for 2012
- Start of holiday

Branch Committee Constitution

Before voting of the Branch Committee took place we looked at the Branch Committee Constitution that was drafted and signed into power in 2012 and all the participants had to sign the document. The Constitution spells out what Branch Committee is, why it exists and what you subscribe to in terms of rules once you are voted in.

Makhaza Branch Committee Constitution 2012

Our Branch Committee is a dedicated group of hard working students, tutors and volunteers with common goal who want to commit themselves to representing the branch and achieve great things in terms of finding solutions to branch issues and running quality programmes.

We exist to represent the Ikamvanites and their needs and to lead the branch to greater successes through team work and dedication

To be effective we need committed, creative and thoughtful leaders who set realistic, measurable and attainable goals.

Commitment agreement

As a member of the Makhaza Branch Committee I agree to the following:

- I will be present at every branch committee meeting throughout the year
- I will report to branch comm. if I cannot attend
- I will be an active and participate during meetings
- I will be prepared to present the status of my portfolio
- I understand and agree that after two warnings given to my by branch com I will be replaced by another member
- I agree that I represent the learners and volunteers of Makhaza and will make decisions that affect them to the best of my ability

Name: _____

Sign:_____   Date:_____

CAREER GUIDANCE	HEALTH AND LIFE SKILLS
What do we do? Research and provide available career options for learners. Notify learners of university open days, application cut off dates and processes. **What must we organize?** Career guidance events for all grades, one event per month. Help with the organizing of Career Indaba. Arrange workshops for career guidance. **What is the time commitment?** Should be present at career guidance events and branch committee meetings.	**What do we do?** Show commitment, be aware of HIV/AIDS status, health etc. Provide life skills workshops Create awareness of problems in the community and youth-related problems **What must we organize?** Once every two months, organize health skills workshop. HIV/AIDS prevention and testing workshops Other NGO's and community projects to provide workshops and training. Organise and facilitate study skills workshops. Organise people to do job-ready programmes Hold workshops as need arises, community based events, natural disaster, etc. **What is the time commitment?** Once a term work shop, winter school workshops, and branch meetings. Hold workshops as need arises, community based events, natural disaster, etc.
VOLUNTEER COORDINATION **What we do?** Inform people about IkamvaYouth via radio shows and other media platforms Retain the existing tutors and recruit more Attend open days to reach out to tertiary students Have a system where tutors can alert them to issues and find ways to attend to it as soon as possible. Main point of contact for tutor issues/concerns **What must we organize?** Availability of tutors Transportation for tutors who live far Location of tutors for the transportation planning	**COMPUTER LITERACY(KHAN ACADEMY)** **What do we do?** Teach learners basics of computers Improve computer literacy Supervise printing and photocopying activities See that lab is used correctly and order is maintained **What must we organize?** Tutors and learners, based on timetable Operation Fikelela Find tutors to help during winter

process **What is the time commitment?** Attend branch committee meetings and plan according to the availability of tutors Be available for tutors during tutoring and when they need assistance .	school Information literacy - what to download Structure matric computer classes **What is the commitment?** Branch committee meeting Attend to lab duties during tutoring
LEARNER REPRESENTATIVES **What do we do?** Represent learners in order meet their wants and needs Maintain order during tutoring sessions Lead by example Update learners on agreements reached, new policies etc Helping with attendance **What must we organize?** Report back to the 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 Be available for learners when they have issues and address it with relevant people	**MIE – MEDIA, IMAGE AND EXPRESSION** **What do we do?** Expose the Ikamvanites to projects Find avenues to promote IkamvaYouth Create quarterly newsletter Showcase IkamvaYouth talent and achievements **What do we organize?** Educational projects, at the same time Entertainment for the learners Talent shows for every term Find designers to design posters and flyers Quarterly newsletter published on website **What is the time commitment?** 2 hours per week to discuss what is happening weekly at the branch, plan content for newsletter Attend branch committee meeting
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 Main point of contact for tutor issues	**ALUMNI** **What do we do?** Mentor/advise grade 12s Plan for the mentoring workshops Have a list of grade 12, who is doing what? Applied for what? Registration fees? Provide support for Alumni **What must we organize?**

What is the time commitment? Be available on Saturdays to make sure that things are running smoothly Tutor meeting once a month	Find Suitable mentors Campus outreach Every matriculant must have a mentor Mentor meetings and report back to Brandon **What is the time commitment?** Mentor meeting every term Branch committee meetings At least 2 hours per week to chat with matriculants, can be done via emails, phone calls, etc. Liaise with Alumni Coordinator on planned events

Ikamva Lisezandleni Zethu