

HEBRON CHRISTIAN ACADEMY
MINUTES OF THE STEERING COMMITTEE MEETING
HELD ON THURSDAY 05 MAY 2016

Place: Grade 3 Learning Centre – Hebron Christian Academy
Time: 19H00
Close: 20H30

Members Present: Pastor Stuart Farquhar (**Chairman**)
Mrs Leigh Rowbotham (Estate / **Secretary**)
Mrs Lynette Farquhar (Administrator)
Mrs Glenda Frost (Finances)
Mrs Gonda Viljoen (Marketing)
Mrs Kathleen Kelly (Finance Assistant, Parent and Member)
Mr Craig Wright (Public Officer)
Pastor Virgil Viljoen (Principal, Educator)
Mrs Ruzanne Coetzee (Educator, Parent and Member)
Miss Lydia Frost (Educator's Aide and Member)
Miss Robyn Lindt (Educator and Member)
Mrs Roxanne Kirsten (Educator and Member)
Miss Jamie Ruiters (Educator and Member)
Mrs Ursula Williams (Educator and Member)
Mrs Grace Kleinbooi (Educator and Member)
Mrs Jennifer Cloete (Educator and Member)
Mr Cameron Viljoen (Educators Assistant and Member)
Pastor John Frost (Trustee and Educator)
Pastor Bryan Higgins (Educator and Member)
Mrs Wilma Higgins (Educator and Member)

Apologies: Mrs Antonia Zhou (Educator and Member)
Mr Alpha Zhou (Trustee)
Mrs Valancia Abrahams (Parent)
Mrs Lydia Kruger (Trustee)
Mrs Natalie Gabriel (Parent)
Mr Hendrik Wiese (Parent)

Absent: Mr Shame Chagwedera (Parent)
Miss Chelsea Kolkoto (Learner)
Miss Ashley Prince (Learner)
Miss Lilitha Zosiwe (Learner)
Mr Donovan Krieling (Parent)
Miss Esther van Zyl (Member)

1) Welcome: Pastor Stuart Farquhar

Pastor S Farquhar welcomed everyone to the 1st meeting of 2016.

2) Scripture reading and prayer: Pastor John Frost

Pastor J Frost read from Jude 17

3) Matters Arising from previous meeting – 19 November 2015

(PLEASE NOTE THAT NUMBERING REFERS TO ACTUAL NUMBERING ON PREVIOUS MINUTES)

5.1. Quality of teaching and learning – S Farquhar

Mr & Mrs Zhou to investigate availability of reading books for learners.

- **To report back by end of May 2016.**

5.1.3. Assessor and Moderator Training – S Farquhar

The board proposed that the number of qualified assessors should be more than 2; the following staff was nominated to receive training:

- B Higgins – Senior Phase H.O.D.
- W Higgins – Intermediate Phase H.O.D.
- R Coetzee – Foundation Phase H.O.D.
- J Frost – Grade 9 Educator

5.2. ACADEMIC & INTEGRATED QUALITY MANAGEMENT SYSTEMS – PASTOR V VILJOEN

5.2.1 Diagnostic Testing and School Readiness Testing

5.2.1.6 SF, VV, BH & WH to review the diagnostic testing and set up guidelines to specify required results for admittance to HCA. i.e. lowest mark accepted per subject tested etc. also an oral examination to determine reading ability is to be set up.

- **This item to remain on the agenda**

4) Acceptance of Minutes of previous meeting

The minutes of the meeting held on 19 November 2015 were accepted as a fair reflection of the matters discussed.

Minutes were proposed by: R Kirsten

Minutes were seconded by: G Viljoen

Matters of discussion:

5. BUSINESS UNIT REPORTS

5.1 CHAIRMAN'S REPORT – PASTOR S FARQUHAR

For purposes of this meeting, I will focus primarily on the progress to date with the development of the new school building and transfer of the subdivided portion of the property registered as Portion 1 of Erf 928

There are a few issues I would like to address briefly before I deal with the building development

5.1.1 USE OF LEARNING AND TEACHING RESOURCES

Prior to 2016, educators were permitted to research, develop and present lesson plans and assessment tasks which they developed themselves. Although this is a totally acceptable practice by the school management, it opens the school up to investigation as a result of interpretation and compliance

As a result, it was decided by the school management team, that with immediate effect (i.e. 1 May 2016) that all educators will use CAPS text books approved by the Department of Education. The selection of text books to be used must comply with the school's policy on "Selection of Resources". This process will be conducted annually to ensure relevance and compliance

Educators are permitted to develop resource material to support the quality of learning and teaching, but must comply with the lesson plans indicated in the CAPS Text books for all subjects for all grades

5.1.2 IQMS

Pastor Bryan is investigating the requirements of the WCED for IQMS compliance.

He has discovered that there are areas of non-compliance in our IQMS policy which must be urgently addressed prior to the WCED on-site inspection later this year

The school management team will investigate his findings before we discuss it with the educators at the next Academic meeting

Please give him your support when this process is rolled out

Pastor Virgil and Pastor Bryan have almost completed the "classroom observations" for all subject educators. Once completed, the school management team will evaluate the findings and educators will receive training in the development areas identified

Job evaluation sessions will be conducted during term 2

5.1.3. Building and Development

Ownership and development process: 21 Digtebij Crescent, Mabilie Park Kuilsriver

5.1.3.1 HISTORY OF EVENTS

04/06/2009

Made application to the "Board of Executives" for the purchase of the property from W POUWELS who was in default and property designated for "Sale in Execution"

25/06/2009

Advised by Nita Pennacini of the "Board of Executives" that their management agreed for SM and LC FARQUHAR and E POUWELS to take over the bond and outstanding debt from W POUWELS

21/10/2009

Signed Deed of Sale for property – Co-ownership between SM and LC FARQUHAR and E POUWELS

27/10/2009

Bond approved by the "Board of Executives" for R850 000.00 (entire property)

13/11/2009

Bond over SM and LC FARQUHAR portion approved for remainder?????????

18/03/2010

Deed of Transfer signed

18/03/2010 or 20/05/2010

Bond registered through “Board of Executives” for R850 000.00

18/10/2010

Transfer of Remainder signed (Frost Attorneys)?????????

21/10/2012

Lease signed with E POUWELS – Use of primary house

5.1.3.2 LEGAL

5.1.3.2.1 PAUL FROST ATTORNEYS

R

- Drew up the Deed of Sale for the purchase of Erf 928 by SM and LC FARQUHAR and EM POUWELS from W POUWELS
- Drew up an agreement between SM / LC FARQUHAR and EM POUWELS detailing the terms and conditions between the parties and the split of the property purchased from W POUWELS
- Conveyancing attorney for SM /LC FARQUHAR and EM POUWELS and the Board of executives.
- Representative attorney for EM POUWELS in negotiations with SM / LC FARQUHAR

5.1.3.2.2 MARAIS MULLER YEKISO ATTORNEYS

Attorney: Dries Jooste (2011 to 2015)

R

- Attorney Dries Jooste to represent SM / LC FARQUHAR in negotiations with EM POUWELS and her attorney PAUL FROST
- Dries Jooste representing SM / LC FARQUHAR, negotiated, communicated and obtained agreement in respect of the fine print terms and conditions of the “agreement” signed between SM / LC FARQUHAR and EM POUWELS (drawn up by Paul Frost) pertaining in particular to boundary lines, access to property, division of expenses, right of use and other contractual details
- Dries Jooste negotiated the conditions between SM / LC FARQUHAR on behalf of Hebron Christian Academy for the use of the private residence for use as a school while a new school is being built

Attorney: Theunis Hofmeyr (March 2016)

R

- Appointed as conveyancing attorney to register the “partition transfer” of Portion 1 of Erf 928 into the names of SM and LC FARQUHAR. Functions to include;
- Documentation for Sub divisional approval
- Property and Surveyor Diagrams
- The power of attorney for the transfer
- The section 31 consents
- The municipality's consent in terms of SLUMA (for diagrams approved after 1/07/2015).

5.1.3.2.3 TOWN PLANNING AND LAND SURVEYING

Barry Blount: Town Planner – Diesel and Munns (2011 to 2015) R

- Negotiated building lines according to the written agreement between FARQUHAR and POUWELS for sub-division of Erf 928
- Draft and submit the Town Planning application for council approval
- Advertise Town Planning Application on the property and to neighbours in writing and respond to objections
- Negotiate and interact with council as to objections raised and provide information and clarity on any issues raised by council
- Obtain written approval from council with regard to Town Planning application

Derick Lambert: Land Surveyor – Diesel and Munns (June to December 2015) R

- Survey and position pegs for sub-divided area (Area A)
- Submit and obtain approval from the Surveyor General for the area to be sub-divided
- Provide approved report indicating the new erf number for the sub-divided property
- Register the sub-division with the Surveyor General (New erf no: Portion 1 of Erf 928)

5.1.3.2.4 ARCHITECTURAL DRAWINGS

Architect: Sam Pellissier Architects R 82000.00 Excl VAT

Draft Building Plans

- **Architectural Cost**

The architect's fee for the project is based upon the SACAP Architectural Professional Act 44 of 2000 (*The agreement is premised on the conditions of the ISAA document: Architect and Client agreement 25 Oct 2007 + SACAP Board Notice 173 of 2010*)

This fee is calculated as a percentage of the value of construction cost and the construction value is taken from the cost estimate

The estimated cost of construction is calculated at R6 000 000.00 and the fee calculated as follows;

Project value x 7% + R63 000.00 = R420 000.00 (Four Hundred and Twenty Thousand) excluding VAT

This amount was discounted to R82 000.00 excluding VAT

- **Contract timeline and payment**

The project is normally broken into 6 work stages:

- Stages 1, 2 and 3 (concept and sketch plan), with value of 40% of work/fee
- Stage 4.1 (council submission) with value at 20% of work/fee and
- Stage 4.2 (Contract tender) with value at 10% of work/fee.
- Stage 5 and 6 (site related) with value at 30% of work/fee.

Submission and Approval from Council

The building plan application process with Cape Town Council is as follows:

- **Pre-scrutiny application:**
Council will check all forms in electronic format.
- **Heritage application:**
Must “stamp” the application! This process may not be needed as the site is vacant
- **Town Planning hand in:**
This is where all zoning and title deeds and all town planning items get approved. To get the plans “handed in” in this department is not easy. Once Town Planning approval is done, it is plain sailing. Normally it is also where we get the most problems and it takes time with forms and certain copies. We did a Site Development plan for approval last year, so that when we want to build and planning wise I do not think we will have problems, but zoning, and all town planning items like contributions, services, etc. will be checked and be informed.
- **Payment of building plan fees:**
Once Town Planning gives the go ahead, they inform us of the amount to pay and once paid they accept the plans and we hand them in at Building survey.
- **Building Survey:**
This is all to do with the construction, the appointed engineers, all building codes and scrutiny for regulations that the plans indicate. Normal comeback is regarding items to add, drafting info. Normally a month after handing in we get it back, and re-submit the small changes.
- **Final Approval:**
Once Building Survey approves the drawings, then we get approval to construct – sometimes with new buildings and new zonings, one needs proof of payment of prior approvals for items like contributions – it is then here that the clients make payment and get full approval documents.

5.1.3.2.5 ENGINEERING

5.1.3.2.5.1 Civil Engineers: Daveng Consulting Engineers

Jeff Daniels and Ian Ross

R0000000.00

- **Description of project**

The project consists of the extension of Hebron Christian Academy. The proposed development will include the building of new class rooms, offices and a school hall.

- **Description of site**

The site is situated in an established area within the City of Cape Town Municipality in Kuils River.

The site is a portion of Erf 928 and it's 2.24Ha in area. The site is bounded by Digtebij Avenue to the west, remainder of portion of Erf 928 to the north, Erf 11597 to the south and Erf 926 to the east.

The geology of the site consists essentially of a top-soil and a sand layer.

- **Local authority and service standards**

The development falls in the area of the City of Cape Town Municipality and their requirements need to be met.

- **Roads**

Access to the site will be via the existing access in Digtebij Avenue.

- **Storm water**

The Storm water runoff will be accommodated on the existing Storm water conduit running south on Digtebij Avenue.

- **Sewer**

There are two sewer storage tanks on Erf 928 which service the school. Plans are in an advanced stage to connect the sewer on Erf 928 to the City's existing sewer network system.

- **Water**

The municipality will supply a connection for this erf.

- **Electricity**

The electricity falls within the jurisdiction of the City of Cape Town Municipality. There exists infrastructure for the particular demand. The proposed development will require a 60A three phase (40kva) electrical supply.

- **Certification of 1 in 50 year flood line**

The site is not located on any natural river courses. A 1 in 50 year flood line therefore does not apply.

5.1.3.2.5.2 Structural Engineer: By Design Consulting Engineers

Barend Oosthuizen

R56 300.00 Excl VAT

The proposal is for Phase 1 (**Office and administration block**) only and is based on provisional information received from the Architect during February 2016.

STRUCTURAL DESIGN SCOPE OF WORK

This fee proposal is based on the scope as defined in paragraph 3.2 of the *ECSA Guideline 2015*. Note the following clarifications:

- We will be providing "Normal services" excluding calculation of quantities and cost estimates. Assistance and relevant information in this regard will, however, be provided to a principal agent, construction manager or Quantity Surveyor.
- Project stages included in our scope is as follows:

Stage	Description	Included
1	Inception – Establishing project brief	No
2	Preliminary design	No
3	Detail Design	Yes

4	Construction Documentation & Procurement information	Yes
5	Contract Inspection	Yes
6	Close out	Yes
Other	Review of elements designed by others	No

- Structural components included in our scope is as follows:
 - Reinforced concrete elements:
 - Foundations
 - Raft/Surface beds
 - Fills under surface beds.
 - Structural concrete elements
 - Structural steel elements:
 - All structural steel superstructure wall, floor & roof elements if applicable
- Pre-Cast concrete elements as an alternative to in-situ concrete. If the client decides to pursue this option. It is assumed that the detail design and certification of this element of the structural system would be done by a competent person appointed by the specialist contractor: It will still form part of our certification but we would hold the said competent person responsible for this design. Prior to final completion certification we would require the said competent person's completion certificate as well as SANS10400-A 2010: Form 3 and Form 4. We will inspect and design all interfaces with the rest of the structural system.
- Timber Gang-nail trusses. If the client decides to pursue this option. It is assumed that the detail design and certification of this element of the structural system would be done by a competent person appointed by the specialist contractor: It will still form part of our certification but we would hold the said competent person responsible for this design. Prior to final completion certification we would require the said competent person's completion certificate as well as SANS10400-A 2010: Form 3 and Form 4. We will inspect and design all interfaces with the rest of the structural system.
- Construction monitoring of all the structural components listed above and further defined in *ECSA Guideline 2013 clause 3.3.2 (6) (b)* as "Level 2" Visits to the site are required at critical phases to provide an independent verification that the design is being correctly interpreted and appropriate construction techniques are being utilized. Without these visits we would be unable to carry out our duties and take responsibility for any of the work. Consequently we would be unable to issue a completion certificate.

ITEMS EXCLUDED

Additional services as stipulated in *ECSA Guideline 2015 clause 3.3.1, 3.3.3 and 3.3.4* are excluded. We specifically draw your attention to the following:

- The costs of a detailed geotechnical investigation and associated lab work. It is assumed that this information would be made available.

- The fee for the foundations and retaining walls allows for the design of conventional strip foundations, pad foundations and retaining walls. Should unfavourable soil conditions require the design of specialized foundations such as piles, ground beams and raft foundations, an additional design fee may be charged for the design of such.
- Design and inspection of all formwork and temporary supports remain the responsibility of the **contractor**.
- Non-structural elements such as cladding materials, insulation, roof sheeting, flashings, water proofing, pool linings and screeds are excluded.
- Compaction tests under surface beds – It is assumed that the contractor will allow for this.
- Design of the stormwater and sewer system as well as reticulation system.
- Design of fenestration and glazing. – We assume that a specialist contractor will design and inspect this.
- All fabrication detailing of structural steel, timber & pre-cast elements. It is assumed that specialist contractors will supply such details for our approval.
- Note that our approval of fabrication drawings is to certify structural compliance. All dimensional accuracy remains the **contractor's** responsibility.
- Any additional work to our approved working drawings will be charged at the following rates:
 - For the engineer **R1300 + VAT** per hour.
 - For the technician **R600-00 + VAT** per hour.
- We allowed for **10 site inspections/design meetings** if additional Inspections/design meetings are required these would be charged for at a rate of **R1350 per visit + VAT**.
- We allowed for 3 sets of hard copy working drawings to be distributed amongst other parties. If additional copies are required these will be charged for at the following rates per page and excluding VAT:

A4	A3	A2	A1	A0
R1	R15	R22	R30	R45

- All duties pertaining to the Occupational Health and safety Act, 1993 (Act No85 of 1993).
- All duties pertaining to principal Agent

FEE BASED ON COST OF WORKS

Following are relevant tables and figures from *ECSA Guideline 2015*

This fee is for the **classrooms only**. A fee for the hall will be calculated on a similar basis once this phase of the work proceeds! The calculation will be based on structural value at the time and time cost rates will be escalated on an annual basis.

Building Classification as per <i>ECSA Guideline 2015 Table 4.1</i> =	E
Fee Range For a R10million Structural Component value according to <i>ECSA Guideline 2015 Figure 4.5:</i>	
Lower Limit = 10.0%	Upper limit = 13.0%
Estimated value of Structural components specified = R 930,000	
Fee Range adjustment according to <i>ECSA Guideline 2013 Figure 4.1</i>	
Lower Limit = 10.0%	Upper limit = 13.0%
QUOTED % FEE = 11.0% Based on our assesment of complexity	
BASE FEE = R 102,300 Excl VAT	
DISCOUNT = 45.0%	
FINAL FEE = R 56,300 Excl VAT	

TERMS OF PAYMENT:

- 5% (R2815 + VAT) at appointment and issue of A19 certificate.
- 10% at commencement of drawing and design work.
- 50% at issue of construction drawings and specifications.
- 35% spread over a construction period of 5 months and paid monthly.
- Additional site visits on a monthly basis as they occur.

Our responsibility will be strictly limited to those areas for which we provide details and specific specifications. It will be the contractor's responsibility to fully understand all drawings and to comply with such drawings and/or specifications.

5.2. ACADEMIC & INTEGRATED QUALITY MANAGEMENT SYSTEMS – PASTOR V VILJOEN

5.2.1 Diagnostic Testing and School Readiness Testing

Gr 1 – R. Coetzee and L. Frost (26)
 Gr 2 – R. Lindt and C. Viljoen (22)
 Gr 3 – R. Kirsten (24)
 Gr 4 – J. Ruiters (22)
 Gr 5 – U. Williams (23)
 Gr 6 – A. Zhou (15)
 Gr 7 – G. Kleinbooi (21)
 Gr 8 – J. Cloete (12)
 Gr 9 – J. Frost (6)
 New learners: Leighton and Li- Quine De Vries
 Total learners: 171

5.2.2 Learner Intervention and Support

5.2.2.1 Check learner profiles to see which students passed with support.

- What support are you giving them? Give extra worksheets to assist in class with parental consent.
- Are you keeping a record of the support and intervention processes?
- If a learner or learners are struggling, call the parents in now for a meeting to assist and eliminate problems. Keep records of these meetings and file in the learner's profile.

5.2.2.2 Detention:

Saturday detention will be implemented again if the detention during break doesn't work. There are a lot of the same learners sitting detention. Call the parents in and have meetings to try and resolve the issue.

Discipline problems that have been found in various classes:

- Learners playing ball in class with educator present. (Gr 7-9)
- Learners leaving class without permission. (Educator not in class or during subject change)
- Learners sitting and/or lying around as they wish or having their backs against the wall.
- Littering in class and outside.
- Disorderly line-up in morning and after 1st and 2nd break. (Talking and eating in line.)
- Playing at entrances during 1st and 2nd break. (Gr 4-5)
- Paying in monies and/or forms etc. during class periods. (Monies need to be recorded on the control sheet during the admin period; during free period or break, the class educator needs to take the monies to the finance office; non-school related funds to be taken to the admin office. Do not send learners.
- Switching off lights in class. (Only when educators use data projectors, otherwise the lights are to be kept on.)

5.2.2.3 Be strict but fair, discipline is important.

5.2.2.4 Do not make one child (normally the leader of the day) write down names of other children who are misbehaving or talking. It distracts them from doing their work and it can be unfair to the other learners.

5.2.2.5 Learners need to pick up papers in their classroom before the end of the day.

5.2.2.6 Educators are required to meet their children at the lines to control behaviour.

5.2.2.7 G. Kleinbooi mentioned that the prefects are not doing their school work, not doing their duties, and are staying inside the classrooms during break. Perhaps they are too young for such a responsibility?

5.2.2.8 Educators need to keep a close eye on the Gr 9's using the computers for research. They are visiting unsavoury sites and turning the monitor off to hide it. The last educator in the class for the day should turn the computers off.

5.2.2.9 Parent meetings held for term 1:

Foundation Phase: Monday 18 January 2016

Intermediate & Senior Phase: Tuesday 19 January 2016

5.2.2.10 Quality of work: Skip some of the activities in the text books if the learners understand the work. It is not necessary to do every single activity.

5.2.2.11 Worksheets and assignments: Check your work for spelling errors, instructions that are understandable for the learners and what needs to be completed. Remember that this work goes home and the parents see it. Have pride in your work, you are representing Hebron.

- 5.2.2.12 All assessments tasks have to be checked by your relevant HOD's as well as B. Higgins or V. Viljoen. Once that has been done and has been stamped, then you may print it out and give it out to the learners.
- 5.2.2.13 Learners may not wear any caps or beanies while in school uniform.
- 5.2.2.14 Learners must change back into their proper school uniform directly after LO – educators to ensure that learners are properly dressed especially check the school shoes and socks.

Actions Arising

1. All learners are to change back into proper school uniform directly after their PT period is complete.
2. B. Higgins to discuss discipline during the next Academic meeting to be held in Term 3 and S. Farquhar to attend.

5.2.3 Learning Area Review (Subject area)

- 5.2.3.1 Work schedules, lesson plans and learning programmes must be in both your educator's portfolio and the blue files in the computer room. The word 'Learning Area' needs to be changed to subject and 'Numeracy' changed to Mathematics.
- 5.2.3.2 Make use of the data projectors and e-boards in your classrooms and any other media that is relevant to CAPS.
- 5.2.3.3 Update your subjects with relevant information to keep your learners interested in the subject.
- 5.2.3.4 Make changes to your assessment tasks with updated information. Change it up so it is not exactly the same as last year.
- 5.2.3.5 Update your worksheets, exams, tests and assignments and make sure they are 100% aligned with CAPS.
- 5.2.3.6 Use the internet as a resource only if it complies with CAPS.

5.2.4 Assessments and Moderation

- 5.2.4.1 Make use of the correct assessment measuring tool. Do the students understand what is required of them with rubrics? Do not have blank spaces in rubrics, explain what is expected.
- 5.2.4.2 If it is broken up into marks or percentage, these need to be clarified about what they need to do to achieve it. If they do not understand the weighted concept, it can be explained to them.
- 5.2.4.3 Class tests must start at the latest on 1 March. You may start earlier if you have covered all the material needed.
- 5.2.4.4 No more than two tests can be written on the same day. Please work together to organize this.
- 5.2.4.5 All marks need to be handed to L. Rowbotham no later than 14 March.
- 5.2.4.6 All term 2 assignments need to be updated, completed and given to V. Viljoen by no later than 15 March.

5.2.5 Operational Procedures

- 5.2.5.1 Thursday 25 February – McTeachers Evening at McDonalds. * Date changed to Thursday 3 March
- 5.2.5.2 Wednesday 9 March – V. Viljoen & B. Higgins will be at a Principal meeting from 12h00.
- 5.2.5.3 Thursday 10 March – SPCA visiting the Foundation Phase.
- 5.2.5.4 Sunday 13 March – S. Farquhar's birthday.
- 5.2.5.5 Thursday 17 March – Sport day held at HCA
- 5.2.5.6 Friday 18 March – School Closes.
- 5.2.5.7 Tuesday 5 April – School opens for Term 2.
- 5.2.5.8 Tuesday – Thursday 12 April – 14 April – School camp Gr 4- 9.

- 5.2.5.9 Thursday 5 May –Foundation Phase Play. (Theatre for Life)
- 5.2.5.10 Friday 6 May – Photo Day (Learners to wear formal winter uniform)
- 5.2.5.11 Entrepreneurs Day to coincide with the Annual Food Fair on 27 May
- 5.2.5.12 Term 2 meeting dates:
 Foundation Phase: Monday 11 April
 Intermediate & Senior: Tuesday 19 April
- 5.2.5.13 Do not order stationery before checking with B. Higgins and/or V. Viljoen to see if there is stationery in their offices. This no longer goes to K. Kelly first.

Actions Arising

- 5.2.5.1 G Viljoen to confirm the date for Mc Teachers evening.

5.2.6 General

- 5.2.6.1 Every Friday before Chapel clean up school grounds.
- 5.2.6.2 If you are going to be late to school please let the school know by 7:30 latest so a timetable can be drawn up. If you are going to be absent please notify both S. Farquhar and V. Viljoen.
- 5.2.6.3 If possible please try and get doctor’s appointments after school, not during.

5.3. FINANCIAL BOARD – MRS G FROST

5.3.1 Annual Budget

- 5.3.1.1 Actual to Projection (Income) for 2015
 R3 346 787 – Actual R3 214 880 – Projection

- 5.3.1.2 Actual to Projection (Expenditure) for 2015
 R2 708 338 – Actual R2 719 893 – Projection

- 5.3.1.3 Arrears: @ 30/4/2016
 Previous Years: R211 813.27
 January – March 2016: R26 576.02
 April 2016: R19 990.00
 TOTAL R258 379.29

- 5.3.1.4 Write Offs/Bad Debts/Adjustments:
 Adjustments:
 2 Leaners from January 2016 to June 2016: Zero pm
 1 Learner from March 2016 to December 2016: R500.00pm

- 5.3.1.5 Audit Findings
 Nothing to report

5.3.2 Compliance Matters

- 5.3.2.1 (PAYE, SDL, UIF, EMP501)
 Annual EMP501 submitted on the 14/04/16 via Easyfile

- 5.3.2.2 WCED (Subsidy and Surveys)
 Snap Survey submitted on the 26/01/16 via CEMIS
 Annual Survey submitted on the 26/02/16 via CEMIS

5.3.2.3 DOSD (Annual Return)
Nothing to report

5.3.2.4 Staff Contracts
The files of Penny Mclver and Cor Viljoen have been closed and files for Jennifer Cloete and Cameron Viljoen have been opened

5.3.2.5 Learner Contracts
Learners that have left contracts have been removed and new learner contracts have been filed with the current contracts

5.3.2.6 Workmen's Compensation
The annual Workmen's Compensation Return was submitted via registered mail on the 14/03/16 and the assessment was paid on the 12/04/16

5.3.3 Financial Statements and Audit

5.3.3.1 SARS IT12EI (Public Officer) – Refer to Annexure A
The IT12EI was submitted on the 29/12/2015 via eFiling
The ITA34 (Notice of Assessment) was received on the 20/02/2016 and the assessment was Nil.

5.3.3.2 WCED (Audited Financial Statements/Subsidy)
Nothing to report

5.3.3.3 DOSD (Audited Financial Statements/NPO)
Nothing to report

5.3.3.4 Asset Register (Public Officer)
Have Asset Register electronically

5.3.4 Management Information System

5.3.4.1 CEMIS (Learner Statistics and Attendance)
5.3.4.1.1 All new learners have been captured or transferred in
5.3.4.1.2 All learners that have left, have been transferred out
5.3.4.1.3 Attendance figures for the first term of 2016 was submitted on the 18/03/16 on CEMIS
5.3.4.2 Progression Schedules (Learner Unique Number)
All new learners have been captured or transferred in
5.3.4.3 SMSWEB (Electronic Communications)
All new learners have been added to Smsweb, and all learners that left have been deleted.
5.3.4.4 WCED (Circulars and Minutes)
Downloaded weekly and saved to an external drive

5.3.5 Operational Procedures

5.3.5.1 Registrations of New Learners (Hebron Christian Academy & CEMIS)
All new learners captured on CEMIS, Smsweb and Pastel

5.3.5.2 Transactions

- 5.3.5.2.1 Income Receipts
- 5.3.5.2.2 Disbursements
- 5.3.5.2.3 Journals
- 5.3.5.2.4 Petty Cash Vouchers
- 5.3.5.2.5 Bank Account Reconciliation
- 5.3.5.2.6 Updating of Income & Expenditure Book

Reconciled
to the
31/12/2015

5.3.5.3 SARS

- 5.3.5.3.1 PAYE, SDL, UIF via eFiling
Submitted for January to April 2016
- 5.3.5.3.2 EMP501 (Annual and Bi-Annual)
The Annual return was submitted via Easyfile on the 14/4/2016

5.3.5.4 Records and Safe-keeping

All current records are kept in fire-proof safes

5.3.6 Policies and Procedures

- 5.3.6.1 Review and update of policies
Nothing to report

5.3.7 Fundraising:

Nothing to report

5.3.8 Aftercare:

Arrears: @30/4/2016
Previous Years: R2 800.00
Jan – April: R3 900.00
TOTAL R6 700.00

5.4. ADMINISTRATION BOARD – MRS LYNETTE FARQUHAR

5.4.1 Matters Arising from previous minutes:

- 5.4.1.1. Joy Mapasa was retested and was still not ready for school however he is attending grade one at Junior Campus. The report for Grace Oliphant has been received from Gillian Adonis.
- 5.4.1.2. All trophies were prepared for the Honor Roll.
- 5.4.1.3. The planning for the camp was completed.
- 5.4.1.3. A decision was taken regarding which learners could not be re-enrolled due to bad/non-payment of school fees.

5.4.2 Admissions and Re-enrolments:

- 5.4.2.1. Thirty four new learners were admitted to HCA at the beginning of 2016.

The final class numbers are as follows:

Gr1 – 26	Gr2 – 22	Gr3 – 24
Gr4 – 22	Gr5 – 23	Gr6 – 15
Gr7 – 20	Gr8 – 12	Gr9 – 6

Total learners for 2016 – 170

- 5.4.2.2. All new learner documents have been requested by L. Rowbotham from former schools. A report stating documents not yet received has been sent to V. Viljoen for referral to the W.C.E.D. A report listing documents not yet requested from schools that have admitted our ex – learners has also been sent to V. Viljoen for referral to the W.C.E.D.
- 5.4.2.3. The Admissions procedure for 2016 has been finalized. It was a problem to obtain certain documents from late applicants. In future no learner will be admitted to class without all the required documents. A final audit of Admission documents was done by L. Farquhar and G. Viljoen. All documents have been handed to the relevant departments for safekeeping. All Administration office documents regarding admissions and withdrawals have been filed in the Admissions/Withdrawals 2016 file.
- 5.4.2.4. Admissions for 2017 will commence with the Admissions meeting to be held on the 12th May 2016 at 19h00 where all required documentation is to be submitted. No documents will be received unless all the required documents have been submitted.
- 5.4.2.5. All information on form AP15-Child Details list submitted has been captured electronically. Updates will be done at the end of term two.
- 5.4.2.6. To ensure timeous payment of the first month's school fees, we will request that these fees be paid together with the Registration fee at the Orientation interview. The website has been updated accordingly.
- 5.4.2.7. Succession training is being done for L. Rowbotham by L. Farquhar and a review of Administration policies and procedures is being done at the same time.
- 5.4.2.8. Application to re-enroll a learner form AP16 will be sent out to all learners at the end of term two and will have to be returned by the end of July 2016 so that we can ascertain class numbers for 2017.

5.4.3 Withdrawals

- 5.4.3.1. Thirty five learners were withdrawn from HCA for year 2016.

Gr 1- 1 Gr2- 1 Gr3- 4 Gr 4- 0 Gr5- 3 Gr6- 1 Gr7- 13 Gr8- 4 Gr9- 8
 Total = 35

Four learner applications for re-enrolment were declined due to bad/non - payment of school fees.

Two learners were withdrawn without any notice given.

The correct procedure for withdrawals was followed. Relevant letters were sent out for those with outstanding school fees. Letters for those whose fees were up to date were sent out during the last week of November 2015.

5.4.4 Inventory

The inventory was updated on the 14th March 2016 and was signed off by S. Farquhar, L. Farquhar and G. Viljoen. This will be done again before the end of term two.

5.4.5 Data Processing

- 5.4.5.1. The electronic Child's details file was updated as per the latest Child details forms AP15 handed in. All AP15 forms have been filed in a file kept on top of the fridge in the case of an emergency. Change of detail slips will be sent out at the end of term two.
- 5.4.5.2. The Administration documents are constantly being updated before each process starts and originals are kept in the template file. A separate file is kept for copies of all general forms used so that we do not have to keep on printing when a form is required.

5.4.6 Preparation of Salaries

Nothing to report

5.4.7 Orientation

It was decided to revert back to personal parent interviews instead of the Orientation meeting for 2017 admissions. These interviews will be conducted by L. Farquhar with the assistance of G. Frost, G. Viljoen and L. Rowbotham.

The Contract for Tuition, Contract for Aftercare (if required), and Child's details list AP15, the Registration fee and first month's school fees are to be submitted at this meeting. (Due to the fact that the payment of January fees are often paid late we now request payment with the Registration fee)

5.5 MARKETING REPORT – MRS GONDA VILJOEN

5.5.1. Matters arising from the previous meeting:

5.5.1.1. The honour roll took place on Monday 7th December at the N.G Moedergemeente Hall at 19h00.

5.5.1.2. The Grade 9 class had a "farewell outing" on both Wednesday the 2nd and Thursday the 3rd of December 2015. (See point 5.5.2.2.)

5.5.2. School Events:

5.5.2.1 Honour Roll

The honour roll for 2016 will take place on Monday 5th December at the N.G Moedergemeente Hall at 19h00

5.5.2.2 Grade 9 Farewell

The Grade 9 learners of 2015 were treated to a day trip on the Red bus around the Peninsula and lunch at Mariner's Wharf. The next day they went to the movies and lunch at Cape Gate shopping centre.

5.5.3 Fund Raising:

5.5.3.1. Food Fair

The next Food Fair will be held on Friday the 27th May at 17h30 on the school premises.

5.5.3.2. Holiday Club

There will be no holiday clubs until required again and if necessary.

5.5.3.3. Chicken Braai / Bingo Evening

The proposed Chicken Braai/ Bingo Evening has been postponed due to space/venue constraints.

5.5.3.4. Ina Paarman Spice Project

We have applied to participate in this project again this year but have not yet had any feedback.

5.5.3.5 Mc Donald's Mc Teacher Event

This event was held on Thursday the 3rd March 2016. We raised R1 936.20 which Mc Donald's promised to double making the money raised for this event, R3 872.40.

5.5.3.6. Community Outreach

5.5.3.6.1. Eden Park Old Age Home: The choir and Hebron ladies group intend to visit the home this term. A date still needs to be set.

5.5.3.6.2. Susan La Porta Children's Centre:

The children and staff were given a party and gifts on Saturday 21st November 2015 at the home. A special thanks to all who contributed towards this event.

5.5.4 Communications

5.5.4.1. Newsletter

Our last newsletter was uploaded directly onto the school website at: www.hffca.yolasite.com Parents were advised via Smsweb. A newsletter is a powerful and effective marketing tool. A printed copy of every newsletter is filed for safekeeping and referral.

The following topics are covered in the newsletter:

- Opening address
- Zoe Clinic Report
- Humour
- Hebron Family Fellowship Ministries
- Photo News
- From the mouth of babes
- Fundraising
- Field Trips
- Sport
- School Uniform
- Closing Address
- Contact numbers for Hebron Christian Academy Staff

The next newsletter will be issued by the 24th June 2016

5.5.4.2. Online Calendar:

The Online calendar is managed by G. Viljoen and can be accessed via our website:

www.hffca.yolasite.com

5.5.5. Multi Media

5.5.5.1. Operational Website

Parents are making good use of the website. G. Viljoen updates this on a weekly basis when necessary.

The school's Facebook page for general news:

www.facebook.com/hebronkuilsriver is updated weekly when necessary by G. Viljoen. We have been approached by one of our parents, to assist us with revamping our website. The site will be hosted by cyber smart and the domain would be hebronca@cybersmart.co.za. We are currently investigating this as an option.

5.5.6. General/Marketing

5.5.6.1. Community Cupboard:

The collection of non-perishable food items and toiletries is an on-going project. We need to start the "Bucket Project" again and will need to promote this. Each class will receive a bucket to fill with grocery items. Hampers will be made up and handed to those in need. Our learners have also taken the initiative to start giving a tithe on Fridays during Chapel which will go towards a project of their choice and they will be collecting blankets during May for the homeless.

5.5.6.2. Choir:

Mrs. Merle May has started the choir again. Choir practise takes place on Friday afternoons between 13h00 and 14h00 at the school premises.

5.5.6.3. Girlz Connect

Girlz Connect is on hold until further notice.

5.5.6.4. School Camp

The school camp for Grade 4-9 learners was held at Hawequas campsite from the 12th

to the 14th April 2016. It was facilitated by Matai Youth Camps. The presentation given to us was not adhered to on the camp and a special meeting was held with the Manager of Matai Youth Camps on Tuesday the 3rd May 2016 to discuss the various issues. We have made a booking at Bergkroon in Wellington for our 2017 school camp but all other details are to still be confirmed.

5.5.6.5. **Aftercare**

There are 63 children attending aftercare at the moment. Mrs. Samantha Ferreira is no longer providing the meals for aftercare. Hester Joubert is helping us prepare the meals

5.5.6.6. **School excursions/ visits**

On Thursday the 10th March 2016 the Intermediate Phase visited the Aquarium and the SPCA hosted a puppet show at Hebron for the Foundation Phase.

On 5th May "Theatre for Life" presented a play for the Foundation Phase learners and on the 3rd June the Fire Department will be hosting a presentation at Hebron Christian Academy for our entire school.

5.5.6.7. **School photos**

Prestige photographers will be visiting the school on Friday the 6th May 2016 for photographs to be taken. The learners are required to wear their winter uniforms.

5.5.6.8. **Ladies Tea**

The ladies tea will be held on 16th October 2016.

5.5.6.9 **Sport**

Mr Cameron Viljoen has arranged two Rugby matches. The first one will be held on Wednesday 11th May at Destinatus Private School in Brackenfell. The second match will be held at Hebron Christen Skool on 26th May. Our Netball team have also been invited to Hebron Christen Skool on the 26th May. Although we had issues with Hebron Christen Skool in the past we would like to reconcile and rebuild our relationship. Mr. Cameron Viljoen will also be starting a junior Rugby team for the grade 1 – 3 learners as from June 2016.

5.6 OHAS BOARD – PASTOR S FARQUHAR & L ROWBOTHAM

A fire and evacuation drill was done on Friday 29/01/2016 – all learners (new & old) were orientated and reminded of the importance of the exercise. The drill was completed in 1 minute 42 seconds. No problems were experienced.

5.7 PASTORAL SUPPORT BOARD – PASTOR STUART FARQUHAR

5.7.1 Pastors to collate time slots available for a weekly meeting.

5.7.2 A prayer session to be held by pastors S. Farquhar, V. Viljoen, J. Frost and B. Higgins every Friday during Chapel time.

5.8 DEVELOPMENT (BUILDING & INFRASTRUCTURE) – PASTOR STUART FARQUHAR

Refer to Chairman's Report – 5.1

6. REVIEW OF POLICIES – PASTOR STUART FARQUHAR

Nothing to report

7. GENERAL / OTHER BUSINESS

The following proposal was made for consideration by the council:

*7.1 Continuation or Closure of Grades 8 and 9 - **To remain on the agenda***

- 7.2 All monies – Fundraising, outings, school fees etc. are to be collected by the class educator and the educator is to hand the monies in at the Finance Office.
- 7.3 With immediate effect all matters arising from the Steering Committee meeting to be addressed in the weekly admin meeting until item is resolved.
- 7.4 A special thanks to Mrs G Frost, Mrs K Kelly and Mr C Wright for the hard work and sound financial management thus giving HCA a clean financial audit.
- 7.4 All staff to advise S. Farquhar and L. Rowbotham verbally when unable to attend Steering Committee meetings, other members to advise via sms or email.
- 7.5 Any staff member not at work without prior arrangement or having contacted S. Farquhar regarding absence will face disciplinary action.
- 7.6 Any staff member leaving the school premises during school hours is to inform S. Farquhar before leaving.

Declaration

We do hereby confirm that the above minutes and actions arising are a true reflection of what was discussed and agreed to by all members present. We furthermore confirm that all actions arising from this meeting will be resolved and implemented by their respective due dates.

CHAIRPERSON

SECRETARY

DATE

DATE

**MINUTES OF THE STEERING COMMITTEE MEETING OF
HEBRON CHRISTIAN ACADEMY
THAT CONVENED ON THURSDAY, 5th MAY 2016**

Proposed by: _____ **Seconded by:** _____

Chairman

Date

Annexure A

**Annual Financial Statements
Prepared by
C Wright
For Hebron Christian Academy
2016**