

HEBRON CHRISTIAN ACADEMY
MINUTES OF THE STEERING COMMITTEE MEETING
HELD ON THURSDAY 19 NOVEMBER 2015

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

Members Present: Pastor Stuart Farquhar (**Chairman**)
Mrs Leigh Rowbotham (**Secretary**, Estate and Parent)
Mrs Lynette Farquhar (Administrator)
Mrs Glenda Frost (Finances)
Mrs Gonda Viljoen (Marketing)
Mrs Kathleen Kelly (Finance Assistant, Parent and Member)
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)
Pastor John Frost (Trustee and Educator)
Pastor Bryan Higgins (Educator and Member)
Mrs Wilma Higgins (Educator and Member)
Mrs Ursula Williams (Educator and Member)
Mrs Antonia Zhou (Educator and Member)
Mrs Lydia Kruger (Trustee)
Mr Alpha Zhou (Trustee)
Mrs Felicia Hendricks (Parent)

Apologies: Mr Craig Wright (Public Officer)
Mrs Penny Mclver (Educator and Member)
Miss Jamie Ruiters (Educator and Member)

Absent: Mrs Grace Kleinbooi (Educator and Member)
Mr Shame Chagwedera (Parent)
Mrs Valancia Abrahams (Parent)
Mrs Zelda Appollis (Parent)
Mr Donovan Krieling (Parent)
Miss Sammy-Joe Witbooi (Learner)
Miss Malaika Makapela (Learner)
Master Tanatswa Nyama (Learner)
Mr Cor Viljoen (Educator and Member)
Miss Esther van Zyl (Member)
Mr Hendrik Wiese (Parent)

1) Welcome: Pastor Stuart Farquhar

Pastor S Farquhar welcomed everyone to the last meeting of 2015.

2) Scripture reading and prayer: Pastor John Frost

Pastor J Frost read from Luke 6 v 46 - 49

3) Matters Arising from previous meeting – 20 August 2015

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

FINANCE

5.3.7.2 A letter must be sent to all parents of children that are not in aftercare but their children may not be on school premises from 15h00 onwards.

5.2.7.3 School fee increase proposal is accepted by the board, notification to be sent to parents' a.s.a.p.

MARKETING

The next newsletter will be issued on the 2nd October 2015

OHAS

L Rowbotham to confirm with Mrs. Adele Bezuidenhout when the Safety Rep training for S Farquhar, JD Frost & L Rowbotham will be.

- Training took place 22 September at the home of S Farquhar

BUILDING AND DEVELOPMENT

The installation of burglar proofing onto the aluminium door at the entrance to the grade 1 class. This is a security risk as burglars could easily remove the glass from the door to gain entry

- L Rowbotham contacted Lawrence of M & L Steel, burglar proofing has been installed

GENERAL

Whether to continue with Grade 8 & 9 in 2016 – OPEN ITEM

4) Acceptance of Minutes of previous meeting

The minutes of the meeting held on 20 August 2015 were accepted as a fair reflection of the matters discussed.

Minutes were proposed by: G. Frost

Minutes were seconded by: F. Hendricks

Matters of discussion:

5. BUSINESS UNIT REPORTS

5.1 CHAIRMAN'S REPORT – PASTOR S FARQUHAR

We as a learning institution are facing immense challenges as we enter into 2016. How well we confront and deal with these challenges will determine the level of our success or failure. As a Christian school, we have to uphold the values and ethics prescribed in God's Holy Word. This however is being severely challenged by politically motivated factions in our society as well as the decisions of our courts. This attack against our spiritual beliefs, which we teach and practise, will continue to come against us as well as other Christian institutions who uphold biblical beliefs. The declining value of our currency as well as inflation (cost of living) will continue to diminish the disposable income of households. This impacts our parent's ability to honour school fee payments resulting in inflated arrears with potential write-offs. The social media assault on our learners continues to erode good family values. Children are so dependent on the numerous social media platforms available, that they are becoming increasingly desensitized to the associated threats of this exposure. The lack of role-models in our communities continues to deteriorate the social fabric of our societies. Children can no longer see the invisible line between good and bad. This equates to poor learner achievement in the classrooms, resulting in educators continuously having to adapt to the dynamic of the class. We must therefore continue to evolve within the ever changing and dynamic economic, political and spiritual environment in South Africa at the moment. In this report I would like again address the 2 (two) key elements impacting our school at present

1) THE EXTENSION OF THE SCHOOL PREMISES

Most exiting is the juncture we have reached with the imminent building extension of our school. The "sub-division plan and motivation" was approved by council on the 7th July 2015 and is now with our attorneys for registration of the subdivision. The following actions were approved and implemented from our last meeting in order to commence building construction;

a) Architectural Drawings and consultancy

Sam Pellissier Architects to draft building plans – Architectural plans have been drafted for final consideration and approval by the School Management Team. Once approved, the architect will submit to the CT City Council for building approval. The architect will furthermore provide professional support during the construction of the building, specifically between the project manager and the builder. I am in contact with the architect on a regular basis and am expecting our plans shortly

b) Legal support

Dries Jooste of Marais Muller Attorneys has been appointed to transfer of the title deed for the sub-divided portion of the property into the names of SM and LC Farquhar only. The current title deed for the entire erf 928 is in the joint names of SM and LC Farquhar and EM Pouwels. The purpose of the sub-division is to transfer ownership of the portion used by the school exclusively into the names of SM and LC Farquhar. Dries Jooste is the attorney who has represented the school and SM and LC Farquhar to date and who has provided legal-council relating to negotiations with Paul Frost Attorneys for the terms and conditions of sub-division of the property. They are waiting for the approved surveyors report in order to submit our transfer documentation to the City Council.

c) Engineering Drawings and consultancy

Jeff Daniels of Daveng Engineers has been appointed to draft both structural and service layout plans

Jeff Daniels drafted the service layout plans in our sub-division application and his engineering firm was approved by council to provide sewerage connections to erf 928 and surrounding properties

The appointment of Daveng Engineers is a logical step as he has intimate knowledge of our building proposals and their firm has been contracted by council to install services to this (erf 928) and neighbouring properties

d) Jonathan Lake of Diesel and Munns land surveyors

Jonathan Lake has completed the surveyors report on our subdivided portion relative to the entire erf. Boundary pegs to identify the property lines in accordance with the sub-division plan, as well as the services layout markings has been done

Jonathan Lake will now submit these drawings (diagrams) for approved to the Surveyor General. These approved diagrams will be used (together with the town planning approval) by the conveyancing attorney to register this portion of land

Once these lines have been identified and pegged, these will indicate where the architect can draft the building lines and the engineers can indicate service lines for electricity, water, sewerage and storm water supplies!

2) QUALITY OF TEACHING AND LEARNING

As previously reported at our August meeting, HCA as an institution of learning must continue to review its internal structures so as to improve the quality of learning. This approach must focus on strategies to improve the performance of proficient learners while addressing ways to improve learners who require support

All corrective measures must not however impact on advocated class times per learning area, but be incorporated through after school study groups and/or the use of underutilized time during school hours. Parents must be involved as a critical link to improved performance of their children

It was therefore agreed that focus groups concentrate on key learning areas per grade (per phase) where learners had not meet set achievement standards and / or failed to achieve a pass mark in the June 2015 examinations, both at subject and grade level

Members were challenged to determine the underlying reasons for poor learner performance

The teams identified the root cause/s of poor learner achievement as;

- Incapacity of certain educators (Teaching skills and abilities, preparation, relationships etc.)
- Ineffective use of diverse resources (Availability, knowledge, quality, types etc.)
- Academic ignorance of learners (Learning problems, attitude, behaviour etc.)
- Structure and layout of learning centres (Learner numbers relative to class size)

The following learning areas were identified as critical areas requiring immediate attention:

1. Mathematics (Grades 4 – 9)
2. English (Grades 4 – 9)
3. Social Sciences (Grades 7 - 9)
4. Economic and Management Science (Grades 7 - 9)

Teams will be required to provide feedback of all problem areas identified and strategies to be implemented to correct them problem areas.

Team members included the following key considerations into their investigations;

- The impact of the level of content and quantity of work between GETC Bands (i.e. Progression between foundation and Intermediate phases (Grades 3 to 4) and Intermediate and Senior phases (Grades 6 to 7)
- The quantity of work being taught in class and the resultant homework
- The adherence to CAPS teaching guidelines against which learners are measured
- The amount and content (academic level) of work provided to learners on a daily basis according to text books and lesson plans
- Any other contributing factor as identified

Members reviewed the subject Learning Programmes (of educators) to compare these against what is actually being taught in class on a daily basis

Adherence to approved work schedules and lesson plans is essential in order to cover the outcomes required by CAPS on any given day, week and term.

All educators must have an approved “Educators Portfolio” which must be followed and includes;

- 1) A “Learning programme” which outlines the subject strategy (per grade per phase)
- 2) A “Work Schedule” which outlines the work to be covered for the term
- 3) “Lesson Plans” which outlines the weekly work plan
- 4) “Daily Lesson plans” which comprises the following key deliverables
 - a) Info sharing: Learners take own notes and/or notes from board and text books.
 - b) Assessment Tasks: Formal Document (Assessment with measurement tool)
 - c) Tests: Periodic Class assessment to measure progress and understanding
 - d) Examinations: Structured Formal assessments with measurement tool

This process has been completed and strategies have been implemented to correct the problems identified.

I therefore inform the committee that this issue will remain an agenda topic throughout 2016 until we are satisfied that actions implemented as satisfactorily integrated into the respective subjects. As the leadership of the school, we must continue to achieve progress with our internal policies, procedures, protocols and internal processes. The systematic review and update of these business procedures is what drives improvement and ensures compliance to industry standards. We must be a market leader, entrepreneurial in our strategies and committed to continuous improvement. Let people not judge us on our size, but rather on our excellence. We continue to improve our policies, not only because they are required by law, but more importantly, to integrate them into our daily work procedures so that we can achieve each and every targeted where every staff member is informed and committed to a predetermined set of objectives.

All staff must remain abreast of the implications of our policies. We must continue to ensure that all our policies and procedures are integrated into all our work processes in the respective business units and are understood by all staff, parents and learners.

It is the responsibility of each business unit manager to ensure that all their staff is made aware of the policies as it pertains to their own work area.

Actions Arising

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

5.1.1. Accreditation

The school has been permanently accredited by Umalusi the “Quality Assurer” which governs and audits the operational compliance to requirements, of all independent schools (i.e. Non-Government) which operate in South Africa!

As part of our 7 year accreditation, we are required to complete a 2 yearly monitoring report. Our monitoring years are 2015, 2017 and 2019

We are now busy with our 2015 report which evaluates the critical areas of compliance compared to our initial report (Proof of Evidence) of 2013 which Umalusi now focusses on. These areas include the following;

- A) SACE approval of all educators. *This refers to their qualification and area of expertise*
- B) Policies and procedures. *This refers to availability, compliance, communication, implementation, integration and review*
- C) Quality of teaching and learning. *Lesson preparation, presentation, assessment and moderation*
- D) Staff development. *Nurturing evaluating and developing all staff in their work functions*
- E) Curriculum and physical resources. *Resources available to staff, quality and relevance*
- F) Learner results for 2013, 2014 and 2015 in grades 3, 6 and 9
- G) New developments in staff attrition, property, resources etc.

5.1.2. Staff Movement

The following staff movements will come into effect on the 30th December 2015

- 1) Mrs Mclver will officially be retiring as an educator of the grade 2 class
- 2) Mr Cor Viljoen, the Social Science and Arts and Culture educator for grades 7 to 9 has resigned
- 3) Miss Robin Lindt is confirmed as the grade 2 educator
- 4) Mr Cameron Viljoen has been appointed as grade 2 assistant educator to Miss Robin Lindt
- 5) Currently interviewing candidates to replace Mr Viljoen

5.1.3. Assessor and Moderator Training

I propose that the Pastor Bryan Higgins and one other educator attend assessor training to assist Pastor Virgil Viljoen as the only registered assessor

Actions Arising

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

- B Higgins
- W Higgins
- R Coetzee
- S Farquhar

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

5.2.1 Diagnostic Testing and School Readiness Testing

5.2.1.1 R. Coetzee, P. Mclver and R. Lindt started the testing on 14 July and should be finished by 25 August. 28 learners were tested 26 were accepted and 2 declined. The testing went much better this year because the applications were looked through and some were removed before testing. This allowed the parents to be notified sooner of whether their children are accepted or declined.

- 5.2.1.2 G. Viljoen will be responsible for phoning the parents of the children that have been accepted and evaluated by Gillian Adonis. R. Coetzee will phone the parents of the children that have been declined.
- 5.2.1.3 There were parents that had some issues with Gillian Adonis, but these children did the best on the evaluation.
- 5.2.1.4 The preliminary numbers for the Gr. 1 class of 2016 stands at 26.
- 5.2.1.5 No problems found with testing. Learners were found to be academically prepared this year.
- 5.2.1.6 V. Viljoen would like to include Natural Science for diagnostic testing. Subjects for diagnostic testing include: Maths, English and Afrikaans. Teachers of those subjects are to draw up the tests.
- 5.2.1.7 V. Viljoen would like a screening to be done before any testing to save both teachers time and the parent's money.
- 5.2.1.8 2 Students, Logan and Bianca Rex were tested but did not do very well on the diagnostic test. They will be retested per S. Farquhar's request.
- 5.2.1.9 According to information from the re-enrolment forms, 10 Gr.7 learners will be leaving, 1 Gr. 8 and 2 from Gr. 2.
- 5.2.1.10 Preliminary numbers for 2016:
 - Gr. 1 – 25
 - Gr. 2 – 20
 - Gr. 3 – 24
 - Gr. 4 – 25
 - Gr. 5 – 25
 - Gr. 6 – 15
 - Gr. 7 – 20
 - Gr. 8 – 12
 - Gr. 9 – 9
 - Total: 175 students

Actions Arising

- 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.

5.2.2 Learner Intervention and Support

- 5.2.2.1 We do not want to see the same results for EMS and SS that we did in term 2. Make sure that you have done interventions and your assessments are up to date. If learners have done badly, let them rewrite, then give the average marks for both assessments. This is true for all subjects.
- 5.2.2.2 Remember to assess what is taught. B. Higgins found that the information in the teacher's guide and the information in the learner's text book differ and therefore the learners are not able to find the answers. U. Williams found the same thing in Afrikaans. Please double check the information and make sure the answers can be found in the text books the learners are using.
- 5.2.2.3 Make sure that when you draw up your assessments it covers what you have taught for the term, and give notes to the learner to study.
- 5.2.2.4 Plan so that you have enough time to have intervention meetings. They all need to be completed by the end of the term.
- 5.2.2.5 Support the learners as best you can. We cannot expect adult type work from children.
- 5.2.2.6 Parent meeting dates: Portfolio viewing
 - Foundation Phase: Monday 19 October**
 - Intermediate Phase: Tuesday 20 October**
 - SMS to notify parents will be sent by L. Frost in the first week of the new term.

5.2.2.7 Update learner profiles, with a copy of the report, doctor's certificates and intervention forms.

5.2.3 Learning Area Review

5.2.3.1 Give guidelines as to what would be in their tests; give notes for what they can expect and make sure it is in their workbooks.

5.2.3.2 Do revision with them, mark their books and help guide them.

5.2.3.3 The class test is like exams, same rules apply and the class educator will oversee their class. School hours will stay the same so use that extra time for revision.

5.2.3.4 Test papers must be given to the principal and your HOD for inspection by 7 September.

5.2.3.5 Tests will begin on 14 September. Marks are to be given to the principal by 23 September and to L. Rowbotham by 28 September at the latest.

5.2.3.5 ANA testing will start from the 15th -17th September. The Gr. 7 and 8 classes may need to write those too. We do not mark but would have to oversee the ANA testing. Systemic testing will take place from 22 October. Remove all posters from the walls or cover them with newspaper or a sheet.

5.2.4 Assessments and Moderation

5.2.4.1 Moderation will take place on 13 October. Please make sure all the appropriate work is in the portfolio and that everything is up to date

5.2.4.2 Classroom evaluations were done in October.

5.2.5 Operational Procedures

5.2.5.1 Please be on time for your classes and control your classes. Remember that there is no timetable for class tests so some educators might not know when tests are being done.

5.2.5.2 Ensure that not more than two tests are written on the same day per grade.

5.2.5.3 There will be normal school hours during the tests. Do revision, go over the difficult concepts.

5.2.5.4 If you have finished term work and tests please either do revision of work or start with term 4 work. Remember that term 4 is short. No games!

5.2.6 General

5.2.6.1 Sport equipment for PT and LO will be ordered by G. Kleinbooi in the next few weeks.

5.2.6.2 The Entrepreneur's Day procedure is to be revised and probably changed for 2016.

5.2.6.3 Important dates:

4 September – Entrepreneur's Day

7 September – Test papers in for review

14 September – Class tests begin

15-17 September—ANA testing

23 September—Marks to be handed in to Principal

28 September – Marks to be handed in to L. Rowbotham

2 October – Term 3 last day

13 October – Moderation day

19 October –Foundation Phase Meeting

20 October—Intermediate and Senior Phase Meeting

22 October – Systemic testing

5.3. FINANCIAL BOARD – MRS G FROST

5.3.1 Annual Budget

5.3.1.1 Actual to Projection (Income)

Actual: R2 435 073

Projection: R2 411 161

5.3.1.2 Actual to Projection (Expenditure)

Actual: R2 028 217

Projection: R2 022 988

Over expenditure of R5 229 – computer & photocopier repairs and Tablet keyboard & cover

5.3.1.3 Arrears: @ 17/11/2015

Previous Years: R154 419.49

Jan – Sept 2015: R 44 200.00

Oct 2015: R 17 968.00

Nov 2015: R 35 790.00

TOTAL **R252 377.49**

5.3.1.4 Write Offs/Bad Debts/Adjustments:

Nothing to report

5.3.1.5 Audit Findings

Nothing to report

5.3.2 Compliance Matters

5.3.2.1 (PAYE, SDL, UIF, ETI, EMP501)

Submitted successfully from January to October 2015

5.3.2.2 WCED (Subsidy and Surveys)

Nothing to report

5.3.2.3 DOSD (Annual Return)

Sent by registered mail on 09/09/2015

5.3.2.4 Staff Contracts

Nothing to report

5.3.2.5 Learner Contracts

The contracts for Athene, Benai'ah & Curnick Bennett are outstanding

5.3.2.6 Workmen's Compensation

Nothing to report

5.3.3 Financial Statements and Audit

5.3.3.1 SARS IT12EI (Public Officer)

Nothing to report

5.3.3.2 WCED (Audited Financial Statements/Subsidy)

Quarterly Return of Income & Expenditure submitted to WCED on 21/10/2015

5.3.3.3 DOSD (Audited Financial Statements/NPO)

Sent by registered mail on 09/09/2015

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 Athene, Benai'ah & Curnick Bennett have been captured onto CEMIS

- 5.3.4.1.2 Attendance figures for the third term was submitted on CEMIS on the 02/10/2015
- 5.3.4.2 PROGRESSION SCHEDULES (Learner unique number)
 - Nothing to report
- 5.3.4.3 SMSWEB (Electronic Communications)
 - Athene, Benai'ah & Curnick Bennett have been captured onto SMSWEB
- 5.3.4.4 WCED (Circulars & Minutes)
 - Downloaded weekly and save to an external hard drive

5.3.5 Operational Procedures

- 5.3.5.1 Registrations of New Learners (Hebron Christian Academy & CEMIS)
 - Athene, Benai'ah & Curnick Bennett have been registered on all systems
 - 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 - reconciled to October 2015
 - 5.3.5.2.6 Updating of Income & Expenditure Book - reconciled to August 2015
- | | |
|---|--------------|
| } | Reconciled |
| } | January |
| } | to |
| } | October 2015 |
- 5.3.5.3 SARS
 - 5.3.5.3.1 PAYE, SDL, UIF and ETI via eFiling
 - Submitted from January to October 2015
 - 5.3.5.3.2 EMP (Annual and Bi-Annual)
 - Bi-Annual return submitted on eFiling on 22/09/2015
 - 5.3.5.4 Records and Safe-keeping
 - Current records are kept in fire proof safes

5.3.6 Policies and Procedures

- 5.3.6.1 Review and update of policies
 - Public Officer and Audit sections are being finalised for inclusion in the Financial Policy

5.3.7 General:

- 5.3.7.1 Fundraising:
 - The Spice sales raised: R2 658.50
- 5.3.7.2 Aftercare
 - Arrears @ 17/11/2015
 - January to September R600.00
 - October R600.00
 - November R2 980.00
 - TOTAL R4 180.00

5.4. ADMINISTRATION BOARD – MRS LYNETTE FARQUHAR

5.4.1 Matters Arising from previous minutes:

- 5.4.1.1. Refer point 5.4.2.5. of the previous minutes- Annexure D has been compiled by L. Farquhar. This must be completed and signed by the previous principal of the school attended. This form has been added to the website.
- 5.4.1.2. Refer point 5.4.5.1. of the previous minutes- The electronic Child's details list has been updated by G. Viljoen.
- 5.4.1.3. Refer to point 5.5.8. of the previous minutes-Kyle Cox received his photos – HCA carried the cost.

5.4.2 Admissions and Re-enrolments:

- 5.4.2.1. Applications for two grade one learners still need to be finalized. Joy Mapasa had to be retested for school readiness and we are still awaiting the report from Gillian Adonis for Grace Oliphant.
- 5.4.2.2. Class numbers are as follows for 2016:
Grade 1=25 Grade 2=20 Grade 3=24
Grade 4=25 Grade 5=25 Grade 6=16
Grade 7=20 Grade 8=12 Grade 9=9
Total =176 (possibly less 5 who have been given notice due to arrear school fees)
- 5.4.2.3. Three new learners (siblings) were admitted to HCA from the beginning of term 4-
• Curnick Bennett –Grade 9 Benai’ah Bennett- grade 6 Athené Bennet-grade 3
As their mother is working overseas, they might be withdrawn from HCA in due course. The registration fee, Contracts for Tuition and Child’s details list have all been submitted.
- 5.4.2.4. Applications for re-enrollment form AP16 were sent out to all learners. Forms for Jason Jacques and Mikhail Cairncross have not been returned. Follow up letters have been sent.
- 5.4.2.5. Follow up regarding learners with arrear school fees is being done at the moment. A decision has been taken as to which learners will be re-enrolled in 2016 provided that outstanding fees are settled and which ones will not be permitted to return.
- 5.4.2.6. Annexure D has been devised by L. Farquhar for the Principal of the previous school of a new learner to stamp and complete regarding the history of school fee payment and certain academic criteria.

5.4.3 Withdrawals

- 5.4.3.1. The following learners will not be returning to HCA in 2016:

Daniel Wakefield – GRADE 1

Daniel van Heerden }
Nahum Wilson } GRADE 3

Leandra de Wee GRADE 4

Jason Jacques }
Mikhail Cairncross } GRADE 5

Cheyne Appollis }
Leische Bell }
Robyn Beukes }
Eden Claassen }
Robin Cogill }
Ezra Gertze }
Melissa Maburo }
Amy Mackier }
Iviwe Metusi }
Sola Ndaba }
Deanne Ramasami } GRADE 7

Charne Maans
Liyema Nomangola
Uriah Wilson

} GRADE 8

Joel Daniels
Tiffany de Bruyn
Malaika Makapela
Tanatswa Nyama
Angelique Roelofse
Sammy-Joe Witbooi
Bandile Xhanga

} GRADE 9

Total =27

The correct procedure for withdrawals is being followed. Relevant letters have been sent out for those with outstanding school fees. Letters for those whose fees are up to date will be sent out during the last week of November 2015.

5.4.4 Inventory

5.4.4.1. The inventory was updated on the 22nd October 2015 and was signed off by S. Farquhar, L. Farquhar and G. Viljoen. This will be done again before the end of term four.

5.4.5 Data Processing

5.4.5.1 The electronic Child's details file was updated as well as the forms AP15 in the file. A register will be kept for any changes of details received and will be passed around to those concerned for updating of their records.

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

The Orientation Meeting was held on the 12th November 2015 at 19h00. Some parents did not attend. Follow up has been done. The Contract for Tuition and Aftercare (if required), Child's details list and the Registration fee had to be submitted at this meeting.

5.5 MARKETING REPORT – MRS GONDA VILJOEN

5.5.1. Matters arising from the previous meeting:

5.5.1.1. Refer to point 5.5.1.1. of the previous meeting – all trophies were handed to Toker Brothers for name plates and have been returned.

5.5.2 School Events:

5.5.2.1 Honour Roll

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

All trophies need to be cleaned and prepared for this event. Certificates for character and academic awards are being done by G. Viljoen

5.5.2.2 Grade 9 Farewell

The Grade 9 class will be having a “farewell outing” on both Wednesday the 2nd and Thursday the 3rd of December 2015. S Farquhar would like the learners to enjoy both options:

Option 1 – Red Bus City Tour and Lunch at Mariners Wharf

Option 2 – Ratanga Junction Theme Park/ Ice skating & Movies at Grand West

A final decision still needs to be made

5.5.3 Fund Raising:

5.5.3.1. Food Fair

Nothing to report

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 Bingo Evening will be held on Friday the 26th February 2016 in conjunction with the Annual Chicken braai instead of the Food Fair.

5.5.3.4. Ina Paarman Spice Project

The “Spice Project” was very successful and well managed. An amount of R2 658.50 was paid to HCA.

5.5.3.5. Mc Donald’s Mc Teacher Event

This event was held on Thursday the 27th August 2015 and an amount of R2 136.50 was paid to HCA.

5.5.3.6. Community Outreach

5.5.3.6.1. Sarepta Old Age Home: On Tuesday 22nd September 2015 the Hebron Ladies group and the grade 7 learners went on an outreach to Sarepta Old Age home. Cameron Viljoen did the devotion; the grade 7 learners sang and handed out party packets to the aged.

5.5.3.6.2. Susan La Porta Children’s Centre:

We have started a “Shoe-box project” for the children of Susan La Porta home. Certain families have “adopted” a child and are filling a shoe box with toiletries, stationery, luxuries etc. for their “adopted” child as a Christmas blessing. We will be giving these children a party on Saturday 21st November 2015 and will be handing out their gifts. We have also asked parents for donations towards the party.

5.5.4 Communications

5.5.4.1. Newsletter

Our last newsletter was uploaded directly onto the school website @ 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 9th December 2015

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.

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. Learners were asked to wear a hat and to donate a tin of food on Friday the 6th November 2015. We received plenty items for the food buckets.

Many hampers have been handed out to needy families. Learners in each phase wearing the best hats were given prizes of McDonald's vouchers.

5.5.6.2. Choir:

Mrs. Merle May has asked for a break from the choir until next year. Grace Kleinbooi has been training the Senior Phase to sing in the meantime.

5.5.6.3. Girlz Connect

Girlz Connect has been hold for a while.

5.5.6.4. School Camp

The planning for the school camp for Grade 4-9 learners needs to be done before the term end.

5.5.6.5. Aftercare

There are 57 children attending aftercare at the moment and we are expecting more children to attend next year. Mrs. Samantha Ferreira is providing the meals for the children. All fees are being paid, however some are late payers.

5.5.6.6. School excursions

Nothing to report

5.5.6.7. School photos

School photos were taken during the second term. The school received R1 315.00 as a commission.

5.5.6.8. Ladies Tea

Nothing to report

5.6 OHAS BOARD – PASTOR S FARQUHAR

5.6.1. FIRST AID TRAINING

Pastor Stuart Farquhar, Pastor John Frost and Mrs Leigh Rowbotham were trained and certificated by Annie Tattersall Consultancy cc on 23/09/2015 as OHAS Safety Officers in terms of Act 85 of 1993

5.6.2. RISK ASSESSMENT

As required by law, a risk analysis was conducted by Mrs. Annie Tattersall (OHAS Practitioner) on 16/04/2015

Provisional feedback was very positive, but the following suggestions were made

1. OHAS vision statement must be displayed in the reception area
2. Safety reps: Nomination & election process to be documented
3. Safety reps: 1 rep per 50 people (all staff & learners to be included i.e. 4 reps)
4. Emergency controller (section 16 – 19): Appointments to be documented
5. Asbestos roof: Must have an inspection register as a hazardous material
6. Safety rep training: Miss Adele Bezuidenhout to do staff training
7. Emergency plan: Procedures must be documented (step by step) and in OHAS file
8. Site risk analysis: Must be conducted annually (in-house)
9. General machinery regulation: A supervisor must be appointed and documented

5.7 PASTORAL SUPPORT BOARD – PASTOR STUART FARQUHAR

Nothing to report

5.8 DEVELOPMENT (BUILDING & INFRASTRUCTURE) – PASTOR STUART FARQUHAR

See Chairman's report

6. REVIEW OF POLICIES – PASTOR STUART FARQUHAR

I have previously stressed to all business unit managers and their staff that those policies which pertain to their specific business areas must continuously be updated in order to comply with the dynamic market and legal changes in the educational industry

In addition to this being a compliance requirement, policies determine the legal framework for all our business practices and procedures and indicates the outcomes to be achieved by each business sector

I attach the updated policy review document for inclusion in the minutes. This document has been sent to all staff during September

7. GENERAL / OTHER BUSINESS

No new business

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, 19th NOVEMBER 2015**

Proposed by: _____

Seconded by: _____

Chairman

Date