

NYANGA STRATEGIC PLANNING WEEKEND 2014

8 – 9 MARCH



EXECUTIVE SUMMARY

Nyanga branch held its 2014 Strategic Planning Weekend (SPW) on the 8th and 9th of March at [Liziwe's Guest house](#) in Gugulethu. A total of 20 Nyanganites, comprised of staff, volunteers and learners participated in the weekend. Over the 2 days, the group discussed crucial matters affecting the branch, including why the branch exists, its short and long term goals, challenges and strengths to build on. The weekend culminated in the election of the 2014 branch-com, who then created a comprehensive action plan for how to address challenges and build on existing strengths.

NYANGA BRANCH COMMITTEE 2014

Branch co-ordinator	Shuvai Finos
Branch Assistant	Siphelele Madubela
Career Guidance	Sisonke Madlongwana, Mihle Hlomela
Computer & Khan Academy	Xola Booi, Shaun Malima
Health & Life Skills	Yanga Mlunguzi, Khanyile Nonkqayi
Media, Image & Expressing	Ludwe Ndeleni, Xola Booi, Bubele Fokazi
Mentoring & Alumni	Sisonke Madlongwana, Ludwe Ndeleni
Tutoring	Mmota Mothopeletsi, Onelisa Qwaka
Volunteer Coordination	Yanga Mlunguzi, Aphiwe Sobutyu

Parent representatives

Mrs Edith Dingile, Mrs Nompumelelo Dlulane

Learner representatives

Grade 8	Sibahle Kana, Khanyile Nonkqayi
Grade 9	Mihle Hlomela, Shaun Malima
Grade 10	Sisanda Mbiza, Bubele Fokazi
Grade 11	Misokuhle Nkomo, Ludwe Ndeleni
Grade 12	Banathi Buso, Sisonke Madlongwana



NYANGA BRANCH COMMITTEE 2014

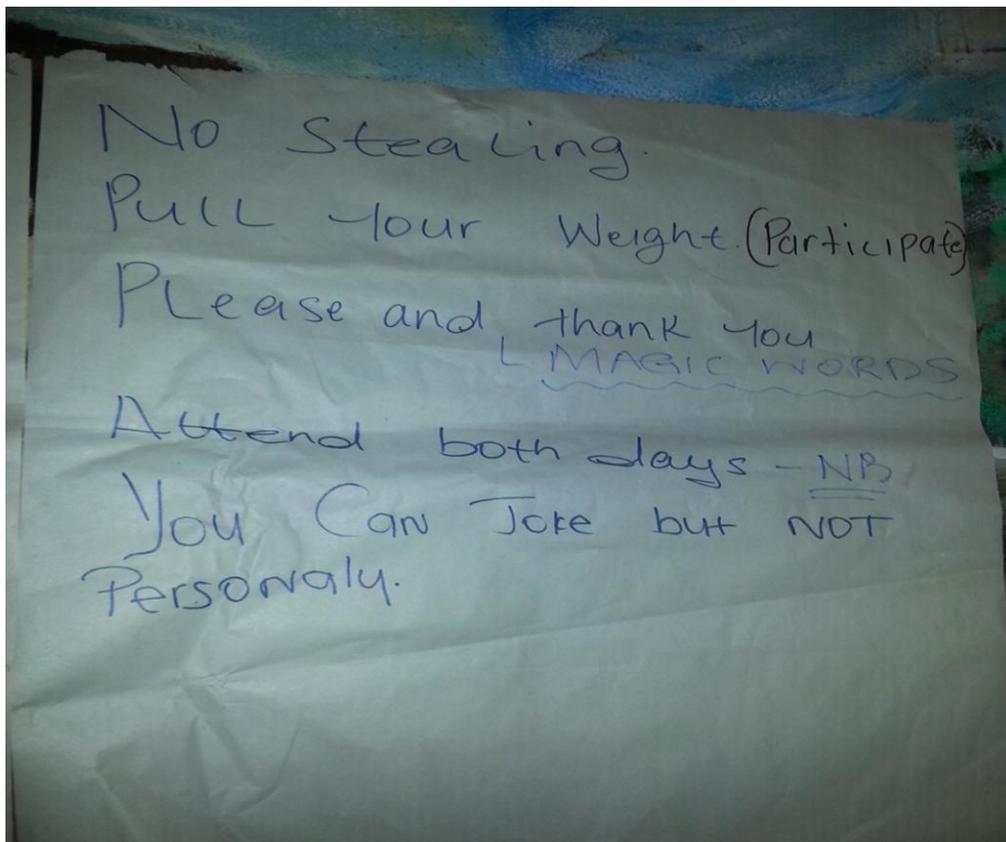
1. DAY ONE

1.1. Intro and Welcome

Zukile, Makhaza Branch Coordinator welcomed the group and everyone introduced themselves and shared their respective expectations for the weekend.

1.2. Rules for the weekend

Siphelele, Nyanga Branch Assistant then conducted the rule-setting exercise, where the group agreed on the rules that would govern the entire weekend. Some of the rules agreed on included mutual respect, equal participation, punctuality and having fun.



1.3. Timeline of the Nyanga branch

Zukile arranged the participants in a long line starting with the person who has been at the branch the longest, ending with the newest person to join the branch. Each person went around the room, writing down major events they remember from the beginning of 2013 to date. After the exercise, Xola and Aphiwe, ex-learners turned volunteers took the group through the timeline, explaining the highlights.



THE TEAM GOING DOWN MEMORY LANE, REMEMBERING WHAT HAPPENED IN 2013

1.4. ISSUES TO ADDRESS

After celebrating the highlights of 2013, the group then set about answering the following questions:

- What are we trying to achieve?
- What are our goals?
- What are the successes we need to build on?
- What are the burning issues we need to address today?
- What are the challenges we are facing

From this exercise, the group identified 8 broad areas with challenges that need to be addressed.

Table showing identified challenges and ways of addressing them

Areas	Challenge/s	How to address
Late coming	Late coming among learners	Those who are coming late should get desks in and out the following day and should pick up the papers.
Tutors	Not enough tutors during sessions	We can use word of mouth, flyers and news papers. We can also use the internet and websites.
	Late coming among tutors	All tutors sign in when they come in. No reimbursement for tutors who tutor for less than 1hr during a weekly session
	Cooperation among tutors	- Workshops (on self esteem, team building workshops) - Combine different leadership styles
Space and furniture	Tutoring space not being utilised optimally	-Group the space according to subjects -Ask for a bigger space
	Not enough desks	- Donation papers (compulsory for learners) -Write a proposal to crossroads the distributors -Buy new furniture
Safety	How can we improve safety?	-Walk to and from Ikamva in groups (same school or same community)

		<ul style="list-style-type: none"> -Try to not work with gangsters -Leave cell phones at home
Learner recruitment	Too few learners applying	<ul style="list-style-type: none"> - Ikamvanites and volunteers could go to school and spread by word of mouth.
Learner responsibility	Responsibility for self and others among learners	<ul style="list-style-type: none"> -Learner reps to have register of all Ikamvanites attending their school -Learner reps gets the group to walk together to Ikamva on tutoring days
Communication	How can we improve our communication (staff-volunteers-learners-parents-schools)?	<ul style="list-style-type: none"> - Developing mentorship relationships between learners and tutors -Everyone to be on the same page; same messages to be sent to everyone on all platforms - Schools and parents to be informed of all events just like tutors and learners are -Having contact details of all participants -Ask schools to release learners unless there is something very important that they are busy with
Parental involvement	How can we improve parental involvement?	<ul style="list-style-type: none"> -Parents visit the branch regularly even if it's during tutoring time do they can see what is being done -Have parental representatives on our branch com -Parental reps run parents' meetings



TEAM MEMBERS REPORTING BACK TO GROUP ABOUT KEY ISSUES AT THE BRANCH

What works
 How can we maintain mentoring as a program
 1) each one-teach one
 2) effective tutoring
 being up to date with what IKAMVA is doing
 tutoring happening well
 good team work

WHAT WORKS???

1. A learner must consult someone next to him/her before calling a tutor.
 - * By grouping learners according to their subjects.
2. A learner must listen to the tutor.
 - * Balance & Respect the tutor.
 - * A learner must do what is expected by IKAMVA.
3. Grade 11 & 12 should learn and follow the role & regulations of IKAMVA.
 - * IKAMVA must have at least 2-3 tutors that can help the grade 12's learners for when career guidance and university application.
 - * Communication via (SMS, EMAIL & PHONE CALLS).
 - * LEARNERS & TUTORS must have contacts of IKAMVA.
 - * IKAMVA must update up running events, forums and other things.
 - * LEARNERS & TUTORS MUST CHECK THEIR EMAILS REGULARLY & ENSURE THAT THEIR PHONES ARE ALWAYS ON!!!
5. Be responsible for your actions.
 - * Commitment - every
 - * Learners must be dedicated to their work.
 - * During tutoring time learners must be silent and do their respective jobs.
 - * PARTICIPATION
 - * HELPING ONE OTHER.
 - * RESPECT EACH OTHER.

2. DAY TWO

2.1. BRANCH COM PORTFOLIOS AND GOALS

The day opened with a discussion on what the branch committee is, and the responsibilities of each portfolio. The group then nominated and voted for the 2014 branch committee.

Thereafter, the different portfolios split into groups which drafted comprehensive, portfolio-specific action plans for 2014, outlined below.

2.2. ACTIONS FOR NYANGANITES

Career Guidance portfolio

Action Items

- Grade 11s and 12s to attend Career Expo at Varsity College on March 14th
- Yanga to put up a list of different careers in the lab before end of March
- Ask the current tutors to talk about their different fields of study at university (beginning 2nd term)
- Organise at least 1 career guidance workshop at the beginning of each term
- Ask the SAPS to come and conduct a workshop on working for SAPS (second term)
- Encourage learners to do research on different careers during their free time in the lab

Computer and Khan Academy

Action Items

- Communicate SPW outcome with Khan Academy tutor in the first week after SPW
- Rigorously monitor that lab rules are adhered to by everyone who utilises the lab
- Make sure the lab is clean and in a good condition after every tutoring session
- Make sure that learners do Operation Fikelela and are able to type and use computers at the end
- Present strategy to branch com on how to give all grades an opportunity to use the lab (term 2)

Health and Life Skills

Action Items

- Organise a health and life skills workshop before end of first term
- Hold talks with learners about what life skills are and how they can practice them in their daily lives (from first week after SPW)
- Get assistance from BC and BA re when to organise workshops for the portfolio (before end of 1st term)

Media, Image and Expression

Action Items

- Get Grade 8 – 12 learners to sign up for the debate team in the first week after SPW
- 1st debate session to meet on March 21st
- Launch poetry club at the end of April
- Drama club to launch during the June and July holiday
- Launch the IY Nyanga newsletter at the end of August
- Have a fun week during the September holiday
- Organise the different groups to perform at Prize Giving
- Prepare a year book for exhibition at Prize Giving

Mentoring and Alumni

Action Items

- Get all Gr 11s mentors at the end of term 3
- Pair up Grade 11s and 12s with Grades 9 & 10 learners for mentoring (get assistance from BA and BC from 1st branch com meeting)
- For Grade 12s, get a tutor to be a mentor's assistant so that learner has the senior mentor (a professional) and the junior mentor (a tutor) who is more readily available to the learner (deadline tbc)

Tutoring

Action Items

- Check the timetable each day and make sure there are tutors for the designated activities by calling/smsing tutors before time
- Ensure that there are enough desks for all learners, for every tutoring session
- Ensure that there is enough space for the learners to work in, for every tutoring session
- Assist the BA with the learner and tutor register each day
- Group learners according to their subjects every tutoring session
- Control noise levels during every tutoring session
- Work with learner representatives to make sure that each group coming for tutoring packs desks and chairs, and leaves the venue clean after use

Volunteer Coordination

Action Items

- Conduct volunteer meetings once a term
- To be responsible for recruiting new tutors (however, it is everyone's responsibility)
- Hold a meeting with volunteers to talk about tutor conduct (2nd term)
- Hold a mini briefing session with tutors every day before tutoring starts, outlining the game plan for each day
- -Yanga and Aphiwe to report on the 22nd of March on the number of tutors available and needed

Learner Representatives

Action items

- To meet once a term to discuss how best to represent their classmates. First meeting during the 1st term.
- Hold information session with their grades to give SPW feedback in the week 10 – 15 March
- Each learner rep to have a name list of every Nyanganite who attends their school (from 1st term onwards)

- Each day a learner rep attends tutoring, they should come together with every nyanganite from their school
- Leading fellow learners by example; e.g. responding quickly to requests and instructions, not making noise, utilising study time well
- To make sure the tutoring space is clean and desks & chairs are packed after tutoring
- Help Computer & Khan Academy portfolio by monitoring illegal activity in the lab
- Helping other learners with anything they might not understand
- Calling fellow learners aside and correcting one another gently
- Report any issues arising to BA and BC
- To inform their classes of all issues brought up at branch com meetings and vice versa

3. CONCLUSION

The 2014 SPW was a very successful one and the action items set out for the year will need all nyanganites to participate fully in order for these to become a reality. A special thank you to all the learners and volunteers who attended and the IY staff from Makhaza and Masiphumelele who were present and facilitated the weekend long workshop. A special thank you also goes to Liziwe's guest house for providing a safe and beautiful venue for the SPW.



A GREAT END TO A PRODUCTIVE STRATEGIC PLANNING SESSION