

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE HILLCREST ADVICE
BUREAU AND BURSARY FUND HELD ON THE 6TH MARCH 2013 AT THE
HILLCREST PRIMARY SCHOOL**

Present: Tanya Harvey (Chairperson), Connie Johnson, Jenipher Lavender, Phiwe Zuma, Heather Maybery, Martyn Harvey, Winnie Mtakwende, Rosemary Dickinson, Thule Gumbi, Manzini Zungu, Mary Grice.

Apologies: Gary Thompson and Peter Evennett

Welcome: Tanya thanked everyone for attending, and Phiwe for organising the venue.

Minutes of the AGM Held on the 28th April

Matters arising: The offer from Denis Saville for Dalene to do our book-keeping. This has been most successful, and many thanks.
Gary said he would arrange a meeting with SASSA. This has not happened. The Graphic Designer mentioned did not update our Logo but Jenipher kindly did this for us.

The approval was proposed by Connie Johnson and Seconded by Rosemary Dickinson.

Minutes of the Meeting held on the 6th February 2013

No matters arising;

Proposed by Rosemary Dickinson and seconded by Phiwe Zuma

Report of the School Fund

Rosemary said that now it was a very different way of doing things, as previously Solon has prescribed that the funds be used to pay school fees.
Tanya said that 86 school children had been helped which is a very good record.

Report of the Advice Bureau

In 2013 they dealt with 29 problems, as outlined in the report. Winnie mentioned that we organised for a wheelchair for a Motor Vehicle Accident Victim. Manzini said that we should name the person who received this in the report.

Winnie said that now that SASSA are in Pinetown it is very difficult and expensive for people to go there. Mary suggested that we use the Valley Trust for the Advice Bureau. We also need to have an SMS budget so that Winnie can make contact with her clients. Only seeing them once a month is a long time to wait to get or give feed back.

Peter Evennett has said that he will look at any cases that need legal advice. We need to look into contacting the Black Sash organisation for training and help for Winnie. Mary said she would find out about this.

Report of the Tertiary Education Fund

Tanya said she may have overstretched us last year in her eagerness to take on deserving students. This means we started 2013 in a perilous financial position. We paid for 54 students' education. See the list in the Report. 5 Students were removed from our books which meant a 90% Pass Rate. One student

1784

got 100% in his Air-conditioning Certificate exams.

The World Changers Course was held at the Hillcrest Primary School in July 2012. Tanya says it has changed the attitude of the students who attended. They are more confident, a little more organised and finding their own solutions. Tanya said we have a number of students who want to do Honours. Our Fund's Policy is that we do not pay for Honours. However Accounting is a field that really needs an Honours qualification. Phiwe said having Honours would increase job opportunities. Martyn said that in view of the difficulty in getting jobs in the Accounting field would it not be better to spend this money in other more practical fields. Thule said getting a job is not just about having a Degree or Honours – but on experience. Tanya said we should be concentrating on getting more work experience. Rosemary said we should concentrate more on Practical courses rather than Degrees. Connie said a Degree is still beneficial. Manzini said it would be pointless to take on students who would struggle to get a job e.g. Accounting. He said we should continue with those Accounting Students still on our books at the moment, but in future we do not take on new Accounting students. Tanya said we could talk to them about other courses. It was put to the vote:
Not pay for Honours: all agreed
More Practical Courses: all agreed
Accounting – only take on students with exceptional marks: all agreed.
Manzini said it sounds as if the Students need monitoring. We do try to do this as much as we can. And Martyn does Interview Practice with them.

Combined Report

Tanya welcomed Manzini as a Trustee and Phiwe and Thule as Co-Opted Members. Thanks to Jenipher for getting our Website up and Running. Rosemary picked up an error in the Donations list. There were not 3 Donations from Pinetown Rotary Trust. She will look into this and get it changed.

Financial Reports:

Jenipher asked if the funds sit in the account for some time. She asked could we earn more interest if say they were in a Market Account. Tanya said the money doesn't sit in the account for very long. We live 'hand to mouth' basis. Tanya said she and Gary were hoping that Martyn would run a Golf Day this year and generate a big amount that we could then Invest. Jenipher said our Bank Charges are very high. She said she would look into it. Everyone agreed to the adoption of the Financial Reports and Tanya then signed them.

Vote of Thanks:

Mary proposed a vote of thanks to Tanya for all her hard work during the year and the great job she has done with the students. Seconded by Heather.

The meeting closed at 16h50.

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Chairperson

4-3-14
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Date

9/3/14

Hillcrest Advice Bureau and Bursary Fund

A Better South Africa, One Degree At A Time...

Report of 2013 Activities

HABandBF supported 52 Tertiary Education students, 98 School Learners and 32 Community Members during 2013. We launched our website: www.HABandBF.co.za, revised our Fundraising Brochure and welcomed a new Trustee, Mr. Manzini Zungu, (Teacher at Kearsney College). We have two Trustees 'in training' for succession planning so that our values are continued when current trustees retire. Our sincere thanks are extended to all who support our work through giving financially, giving time and giving other essential support as does the Holy Trinity Anglican Church, its staff and members for use of the photocopier, telephone, storage space and venue for us to meet with those who we support. We could not do our work without your support. Thanks too to C&S Chartered Accountants who provide Pro Bono services.

Tertiary Fund

We have some very pleasing results with especial mention of Sidu Simelane (final year B. Ed at UNISA) who achieved 3 distinctions in her 5 modules. A further 9 students achieved at least 1 distinction each. The results endorse our selection criteria and support methodology. 15 Students out of 52 completed their qualification of which 5 have gone on to convert Diplomas to Degrees, BTECs, PGCE and 1 is studying Honours in BSc Microbiology. A pleasing side effect of our Tertiary work is the number of students who have started/are involved in their own Ubuntu projects.

As a result of intensive Fundraising we are pleased to welcome new Donors, including Scot Bader Ltd., to the HABandBF family and are happy to report that some Donor Representatives have visited our Drop In Centre at Holy Trinity Anglican Church, Hillcrest to meet the students that they support and see for themselves where and how their money is being spent. We encourage all our Supporters to put aside half an hour in the year to visit us.

Schools Fund

Thanks to Rosemary Dickinson for her tireless work visiting rural schools and homes often on several occasions to obtain the right fit! 98 School Children from various Primary and High Schools such as Kwantebeni, KwaBasothini and Laboure were provided with uniforms. 11 food parcels were provided and transport was paid for one disabled girl to attend Special School. Thanks are extended to the Solon Foundation for providing the budget for this work.

Advice Centre

32 Community Members applied through Mrs. Winnie Mtwakwande for assistance in obtaining grants, pensions, benefits and insurances due to them. 5 cases have been resolved including 3 applications for I.D.s and two applications for Child Support Grants. Donated wheelchairs were provided to Bongi Cele, a 13 year old disabled boy from KwaDabeka and to Nompumelo Gwala, a stroke victim. Mrs. Mtwakwande is now providing the Advice Centre service monthly from her home in KwaNyuswa and occasionally coming to Holy Trinity for particular clients and follow up calls. The majority of her clients were from KwaNyuswa area and it was difficult for them to find the transport fare to Hillcrest.

Tanya Harvey (Mrs.) MBA, C. Eng.,
Chairperson, Hillcrest Advice Bureau and Bursary Fund

Signed and Dated: T. Harvey 4-3-14

Banking details: ABSA, Branch No. 631-126, Account No. 0712905743

Trustees: P.G. Evennett, M Grice, Venerable G A Thompson, M. Zungu,

TBA

2013 REPORT

HILLCREST ADVICE BUREAU & BURSARY FUND SOLON FOUNDATION DONATION FOR SCHOOL UNIFORMS ETC

For the second year we were delighted to receive R26 000 from the Solon Foundation to be spent on school uniforms, transport and food parcels.

The word was obviously out in the Valley that we were offering school uniforms and at the first meeting of the HAB&BF of the year, one Gogo with 10 school going dependants, a Mother with 6 school going children in her care and another mother who is the guardian of 3 children came asking for uniform assistance. Six different schools were involved, fortunately all known to us. As is our general practice, we phone the school and seek permission to visit, then deliver and fit the clothing on the respective recipient. Should it not fit, we exchange for the correct size and if it is not needed, we find a suitable replacement.

Altogether we have bought some item/items of school uniform for 100 learners from 13 different schools. Nu Shop offered us a 3% discount (not very generous!) and we managed to get 3 free pairs of shoes from Bata Shoes. Laboure P School received letters of thanks from some of the parents and we attach a copy for your information. We are still working with Lungisile Khwela from the eThekweni Development Services Department and will assist any needs re school clothing identified by her. It has been a great pleasure for Rosemary to meet up again with the Principals or staff from schools in our previous programme, whom we came to know so well, and who welcomed her warmly.

We have again paid transport fees for Thandeka Ngema to attend Molweni Zimele Centre for the Mentally and Physically challenged children. One of Thandekas' brothers did not attend school last year and we encouraged the aunt to insist on sending him this year and bought him shoes and school uniform. So far he seems to be attending regularly.

A granny in the Embo District was burnt to death when her home caught fire. Fortunately her granddaughter, Nonduduzo Ndlovu, who lives with her, was not at home when the fire broke out but all her clothes and possessions were destroyed. We were glad to be able to replace Nonduduzo's school uniform.

We spent R1 066.53 on food parcels this year which were given to some of our tertiary bursary students and to learners from Khabazela High School.

We are extremely grateful to the Solon Foundation for their donation of R26 000.00 – R1 000.00 for food parcels and R1 000.00 for transport. We reported to the Foundation in May and in Dec and we attach a list of our expenditure. The original vouchers were handed to the auditors for their perusal.

Rosemary Dickinson
School Programme Administrator
Hillcrest Advice Bureau and Bursary Fund



Hillcrest Advice Bureau and Bursary Fund

A Better South Africa, One Degree At A Time...

Report of the Advice Bureau For 2013

Expenditure was R2025 (2012: R3 195) which allowed us to help 32 (2012: 29) clients. Clients attending at Hillcrest dropped to near zero in January and February. The decision was taken to allow Mrs. Mtwakwande to work from home in KwaNyuswa which is central for many clients and saves them taxi fare and travel time. Since March this new arrangement seems to be working very well. Mrs. Mtwakwande occasionally visits the Hillcrest venue by prior arrangement with a client who finds it easier to attend at Hillcrest and to make follow up calls. An airtime allowance has been introduced to improve planning for client visits.

Links with Durban Black Sash were re-established and Mrs. Mtwakwande attended a two day training seminar at Gateway in November. Regular updates are now received.

We also assisted Nompumelelo Gwala who suffered a stroke by getting her a wheelchair. Additionally a 13 year old fostered boy, Bongi Cele, was provided with a wheelchair further to a donation from Mrs. G. Poeller. Bongi attends Special School at Umlazi.

Problems resolved include the following:-

Problem	2013	2012	2011
Civil Pensions	0	3	4
Child Support Grants	2	2	4
Motor Vehicle Accident	0	1	4
Foster Care Grants	1	1	3
Death Benefits	0	3	6
Disability Grant	24	4	7
Old Age Pension	0	0	5
Provident Fund	0	0	4
Workmen's Compensation	0	4	1
Identity Book	3	0	1
Dependent Benefits	0	5	0
Transfer of File	0	1	0
Share Entitlement	0	4	0
Issupol Insurance	0	1	0
Total	32	29	46

To new SASSA area

Problems We Are Facing

- It is difficult to make follow up on cases as we work once a month and have no access to a phone.
- Our Attorney is often away - we do not know where to refer our difficult cases when he is away.

Proposals For Increasing the Effectiveness of the Advice Centre

1. Provide a budget for follow up phone calls
2. Provide a budget for Client's transport
3. Identify another Lawyer to refer difficult cases to.

Report dated 4th March 2014 By Mrs. W. Mtwakwende *W. Mtwakwende*

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W. Mtwakwende

Hillcrest Advice Bureau and Bursary Fund

A Better South Africa, One Degree At A Time...

2013 Report Of The Tertiary Education Fund Activities

Summary

Despite huge financial constraints 2013 was a successful year for our students with a 94% pass rate, many students achieving distinctions and 15 (out of 52 at various stages in their studies) students achieving their qualification. The pressures placed on Members in managing the constraints caused by changes in cash-flow timing was excessive and Thanks are extended to those Members who were able to lend money to the Fund on a short term basis until Donations had been deposited. Particular thanks to Connie Johnson for taking over the reins of Chairperson when Tanya Harvey was suffering 3 months of sickness.

Continued pressure on Student Financial Aid Offices resulted in 55% of those studying courses for which Financial Aid is available, receiving at least the promise of the Aid. Unfortunately NSFAS ran out of money mid-year so was unable to honour all of its' promises and many students not supported by HABandBF were unable to continue with their studies. Despite these set-backs, expenditure on fees reduced from R254 726 in 2012 to R190 622.

One student was removed from our books due to poor attitude. One student failed due to not being able to afford taxi fare to attend class and not realising that he needed to ask us to help in that way. One student at Oval College did not receive the Bursary he was expecting, we were unable to come up with the R27 000 fees, therefore he was required to leave. Both the latter students will continue to be supported by us at different Institutions from Semester 2 this year if they are accepted for NSFAS.

Students

Five of the fifteen qualified students are continuing their studies to achieve degrees, BTec, PGCE or Honours. A pleasing side effect of our work is the numbers of students 'playing it forward' and involved in their own Community Ubuntu work:-

Mfanafuthi Mabaso (B. Politics & Law, UKZN) runs holiday soccer tournaments to promote education and keep the youth occupied.

Many (+ 15) students mentor school learners in career choices and through the obstacle course of Tertiary Institution Applications.

Simiso Sibisi (B.Ed, UNISA) assists voluntarily at his local Primary School.

Ntombeko Msane (B. Soc Sc., UNISA) assists voluntarily at Valley Trust.

Ndumiso Hlombe (LLB, UNISA) works with a few fellow students running Community Law Outreach Programme.

YB/A

Hillcrest Advice Bureau and Bursary Fund

A Better South Africa, One Degree At A Time...

We have a good range of subjects being studied: from B.Com Accounting to Mechanical Boiler Making; from Nature Conservation to Law, with a lot of future teachers, social workers and a few nurses as well.

Finance

Income to the Tertiary Fund was ±R379 000 during the year and expenditure was ±R378 000 equating to average cost per student of R7269. R190 622 (50%) expenditure was in Fees, R109 471 (29%) in Transport, R20 980 (6%) in Residence, R 42 899 (11%) in books and R9 947 (26%) in Miscellaneous. Miscellaneous costs include stationery, student library and Tutorial cards, memory sticks, internet usage time, phonecalls to academic mentor. Bank Charges accounted for 1.2% of costs.

Non-Financial Support

Many individuals within the Community have donated goods such as interview clothing, shoes, winter clothing, computers, exam pads and other stationery items to distribute amongst our students. We hope that Kloof Round Table will be able to donate more Student Starter Packs for 2014 which provide essential equipment for students moving into rented accommodation close to their Institution.

We could not operate without the kind donation of premises, office facilities and, on occasion, emotional support provided by the Holy Trinity Anglican Church.

Human Resources

Our main team of 3 volunteers has expanded to 4 in 2014. We welcome Rodney Midgely who started work with us in January 2014. We continue to seek additional volunteers both to spread the workload (a Fundraiser or Student Liaison Contact) and for Succession Planning purposes.

Our team continues to work effectively in providing a 'drop in' centre weekly during the months of January and February and then the first and third Wednesdays of each month thereafter. The team also maintains records of each contact with each student as well as financial management records and analysis. Furthermore the team members all work to raise funds through applications to existing and potential donors.

Tanya Harvey C. Eng. (Gas), B. Mech Eng., MBA
Chairperson, Hillcrest Advice Bureau and Bursary Fund

Signed and Dated: Tanya Harvey 4-3-14

Hillcrest Advice Bureau & Bursary Fund

2013 STUDENTS, RECORD OF STUDIES

QUALIFICATIONS STUDYING FOR:

28 DEGREES IN:

B Com	3	B Soc Wk	2
B Journalism	1	B Environmental Management	1
B Law	5	BSc Computer Science	1
B Ed	11	BA Office Management	1
PGCE	1	BA Public Relations Management	1
		BSc Microbiology	1

22 DIPLOMAS IN:

Pub Rel Man	1	Child & Youth Development	1
Office Management	1	Nature Conservation	1
Taxation	1	Financial Management	1
Nursing	5	Retail Business Management	1
Chem Eng	1	Information Technology	2
Operations Management	1	Human Resources	1
Elec Eng	3	Social Work	1
Library Info	1		

2 CERTIFICATES IN:

Crime Scene Investigation	1
Mechanical Boiler Making	1

INSTITUTIONS WHERE 52 STUDENTS ARE STUDYING:

Universities

UKZN	8
UNISA	21
Univ of Zul	2
DUT	10
MUT	1

FETs

Ethekwini	1
Swinton	1
St. Marys' Inst of Nursing	1
FET Pinetown	1
Mpumalanga Inst of Nursing	3
Nursing & Primary Health Care Institute	1
Intec	1
Oval College	1

15 STUDENTS QUALIFIED AT END OF 2013:

DEGREES

BSc Microbiology	1
PGCE	1
B Soc Sc	1
BA Office Management	1

DIPLOMAS

Child and Youth Development	1
Social Work	1
Nursing	4
Taxation	1
Retail Business Management	1
Library Studies	1
Information Technology	1

CERTIFICATES

Crime Scene Investigating	1
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7/8/14