



SAEP Annual General Meeting Minutes 15 MAY 2021 (by Zoom)

Present

As per attendance list attached.

Board Members: Isabel Essen, Kayin Scholtz, Nicola Lloyd, Gemma Oberth

Apologies: Gina Leinberger, Helena Duk, Mogie Dass

Welcome by Isabel Essen: Big changes to this last year for SAEP due to the pandemic, and the necessary changes to programmes and offerings that this entailed. SAEP also experienced a change in leadership. A sad farewell to our phenomenal outgoing director, Jane Keen, but also very happy welcome to another fantastic NGO leader Donovan Fullard.

Chairperson: Pumeza Mahobe: SAEP has adapted to a new normal, introduced Andile to run through the Zoom meeting protocol.

IT Coordinator Andile Nqoko: Zoom meeting protocol; mute microphone if you not speaking, video may remain on or off. Meeting is being recorded. Feel free to use chat for any questions. Reactions may be used to raise your hand. The host will end the meeting.

Pumeza: opened the AGM officially with a prayer to be said by Nokwanela Dlomo. Pumeza wished all the Muslims present a good Eid.

Motions of the day:

1. Introduction of approval of 2020 AGM Minutes: shared by Jane Keen, minutes have been approved by The Board. Proposed by Isabel Essen, seconded by Masithembe Mqoto.
2. Annual Report:

Jane Keen: Last year was a challenging year but Jane expressed pride at how SAEP managed to adapt to the challenges of 2020, able to adapt the mission to meet children and youths in different ways. Usually in a crisis people can gather to discuss, which was not possible under COVID regulations, which made the difficult time more challenging. Staff had to learn to communicate electronically and devices and data had to be distributed. Initial challenge was to get food to the children and families affected by the lockdown. Difficult to access resources initially, but eventually managed to establish a relief fund, thanks to donors. Particular thanks to staff and volunteers who rallied around and went beyond the call of duty. Particular mention of Pumeza Mahobe who was at the frontline at Beautiful Gate and led a remarkable team of people. Special thanks to The Board for their support in lockdown and for finding a new CEO in this difficult time. Jane will be joining the SAEP USA Board.

Programme Reports:

Early Childhood Development: Tara Appalaraju

Pleased to be part of phenomenal, dynamic programme. Tara introduced the ECD team. Small team in relation to the work that gets done as the whole of Philippi is covered by the ECD Program. First quarter of the year pre-COVID very productive, the team achieved incredible work with regards to training (75 centres), and compliance of centres. COVID demanded a new focus, food was a priority, kids coming to ECD centres looking for food. Food vouchers, food parcels and ECD home packs were assembled and distributed. Parents, principals and teachers were all involved in positive parenting workshops, all this was managed from Beautiful Gate. This was rolled out for most of 2020. When centres re-opened, ECD staff needed training in COVID safety procedure. This all went smoothly, thanks to excellent leadership and staff. The ECD Programme offers ongoing support for COVID safety. Good partnerships with health care workers and beneficiaries, also partnered with the Department of Health, Department of Social Development. The Construction & Infrastructure Aspect of the ECD proved very challenging. Thandolwethu has been registered, Luntu up for registration and Sithembele and Ikamva Christian Education Centre, both still in progress. The Booster Fund allowed very intensive work and made a big impact. Very well supported and facilitated by Pumeza. 3 out of 4 objectives were achieved. Very good feedback from the 15 Principals who benefitted from this program.

Siyakathala Primary School Project: Susie Taylor Alston.

SPP bids a sad farewell to Jane but a happy welcome to Donavan. Change has been good and SPP is moving forward with big plans. Susie introduced the team. Big thanks to Anne Witt who has now left. The learning gym ran smoothly until March, but then had to be shut down, however it gave the team an opportunity to use their metacognitive approach, learning muscles, eg resilience, to adjust the offering. Schools were closed thus restricting access to learners during lockdown, however in Philippi the reality of overcrowded living conditions meant that most learners were out on the streets which aided in getting addresses from learners for food and learning parcel distribution. Lack of access to data and devices was highlighted by COVID. Money was used from the Thuso relief fund for this food distribution. Many donors helped enormously but special mention is made of The Cape Town Disaster Relief Fund. Beautiful Gate was set up to distribute food parcels and learning packs to beneficiaries. Each learner could select a book, toy and item of stationery to take home. Small items of learning were also sent via WhatsApp to learners thanks to Lerato's coordinating of phone numbers of parents of learners. Reading coach locked down in Mpumalanga also sent audio material: books and songs, which were distributed. Reading Coaches were also hit hard by lack of work and thus income. Anne Witt assisted in coordinating international donations which allowed food parcels and further raised R70 000 from her Dutch network for SPP for 2021. Anne helped Lerato (new coordinator) to take the SPP programme to a new level. When schools opened again staff were not allowed to run after-school projects, so the staff had to assist learners in school hours, alongside teachers, offering academic support. Grade 5,6, and 7's were assisted in the classroom. Reading methods could now be introduced in the classroom to a wider group of learners. PEDI Organics provided 90 crates of fresh produce. Many challenges: no learning gym possible for grade 3's and 4's so in 2021 the strategy will be work with grade 4's. The SPP Office in the school is now used as a sick room and all the equipment was stolen. Planning to expand to at least 3 schools by 2023, new volunteers coming to run EGRA programme and new internal baseline and end line assessment to be designed by Susie. All sessions have been updated and streamlined.

Hope Scholars Programme: Andile Nqoko

Andile introduced the team, Andile and Tara, and have made a partnership with old Hope Scholars Students at the end of 2019, who formed The Tshilidzi Project. Only 2 schools are partnered with for now. Main focus: Parent involvement, life skills, academic lessons, and environmental experiences. A good phone network was established with parents at the outset of lockdown to share study material and keep contact with parents. Community Chest provided food parcels to Hope Scholars families. Tshilidzi Project really struggled during lockdown so HSP is now partnering directly with schools. HSP now has direct access to kids during class time.

Bridging Year Programme and Tertiary Support Programme: Nosisa Mhlathi

Nosisa introduced the BY and TSP Staff.

Bridging Year: supports students with High School Potential who do not meet tertiary requirements for courses of their choice. Students come from all areas of CT, assessed on merits of academic results, leadership skills, confidence, resilience and commitment to serve themselves and others, determination to succeed. BY partners with matric rewrite programmes. SAEP only offers social and life skills, including career guidance, applying for bursaries (NSFAS and others), critical thinking skills and academic literacy (research, referencing, exam skills, digital literacy). Access to councillors and group support sessions also offered for social challenges, hikes and environmental excursions, community service and voluntary work in the community. Thanks to partners and volunteers. Students were recruited and oriented prior to lockdown, 3 live sessions were held, but classes were continued online during April and May, and WhatsApp communication was continued. Challenges included students' lack of devices and data. Donors assisted with food and data distribution and in some cases laptops. In June under level 3, physical classes resumed, 10 learners allowed at a time. (in lieu of 20) Out of 71 students, initially registered, 62 came back after lockdown but 20 continued to do virtual schooling and 42 came back to physical classes. Out of those 42, 30 are now registered at tertiary institutions of their choice.

Tertiary Support: Open to all BY learners, provides support to students who have demonstrated potential to succeed but at risk of not completing due to various challenges. Students paired with graduate advisors who have all graduated, through workshops, coaching sessions, career guidance and outings. In 2020 pre-COVID the TSP orientation was held and a virtual orientation for the advisors. Other support is offered, for example counselling and financial support for expenses not covered by NSFAS. Life skills is also offered. In spite of all challenges experienced during 2020, TSP recently celebrated 10 graduates who were part of the 2020 cohort.

Pumeza thanked Nosisa and the other programme leaders for their presentations.

Cross Cutting Themes: Tracy Appollis

Summary of work: Beneficiaries reached in 2020, 1463 primary beneficiaries, 6000 children at ECD prior to lockdown, after lockdown numbers lower but picking up again. 81 activities aimed at empowering women and girls, 79 mentoring / coaching sessions, 270 virtual lessons held during hard lockdown, 300 learning packs distributed for home based schooling, 10 tertiary support students graduated, 10 laptops donated to tertiary students. SME Booster fund – 15 ECD principals received a laptop and printer each.

Fundraising and Sustainability Interventions: Mumba Soko

2020 was a difficult year for fundraising, very unpredictable, however FR team managed to raise seven million two hundred and forty three thousand four hundred and seventy five Rands to run core activities. Many donations were received from local and foreign individuals, corporate trusts and foundations. SAEP USA provided over 1 million rand for unrestricted funding. Graph showing

funding sources: SA Govt. 76%, foreign trusts 5%, SAEP USA 24% Individuals 4%, corporates 18% Trusts and Foundations 21%. Thanks to local and international Donors for supporting the Thuso Relief Fund. (R900 000) This money was used to provide over 5984 meals, 796 grocery vouchers, 942 food parcels, 1500 masks, 72 personal protective equipment kits.

Financial Report for 2020 Financial Year: Nicola Lloyd

Compared to 2019 Financial year, the statement of financial position as of Dec 2020, year ended strongly financially. Cash on balance sheet of 2.9 million is representative of programme reserves. Vehicles also shown on balance sheet. Receivables largely VAT due from SARS. Statement of profit and loss reflects income received during 2020 and expenses. Despite tough conditions we still have income for 2020 of 8 million, almost a million higher than the previous year. (Donations, plus interest on bank accounts plus govt. grants and 2 new revenue streams: TERS funding and TUSA food relief fund.) Expenditure: 7.3 million, programme services plus support costs, food relief scheme expenses, fundraising and M & E Expenses. Ended year on positive net surplus of R690 000. Income and Expenses: Large chunk of this taken by ECD.

Pumeza asked if there are any questions about Financial Report, no questions or opposition noted.

Adoptions of Reports: Isabel Essen

Isabel thanked Jane and team for Annual Report. Adoption of Annual Report proposed by Nick Wood. Adoption of Annual Report seconded by Kayin Scholtz. No objections noted.

Adoption of Financial Report proposed by Kayin Scholtz. Adoption of Financial Report seconded by Suzie Taylor-Alston. No objections noted.

Appointment of SAEP Auditor for 2022 Year, Excellent service received from Mike Schreiber over the couple of years. We would like to continue using their services. Appointment of Mike Schreiber as SAEP auditor proposed by Nicola. Appointment of Mike Schreiber as SAEP auditor seconded by Pumeza. No objections noted.

Pumeza introduced the new CEO Donovan Fullard:

Election of Board Members: Donovan Fullard

Donovan thanked all Board members for their commitment and contribution to SAEP over the reporting period and for supporting Jane as outgoing director. Fundiswa Yuba is stepping down as a board member due to personal reasons. Donovan thanked her for contribution and impact and wished her well and hope she stays connected to the SAEP family. The 7 remaining members are available for re-election; Donovan called for a proposer and seconder for their re-election as a collective. Appointment of The 7 remaining Board members proposed by Susie Taylor-Alston. Appointment of The 7 remaining Board members seconded by Nosisa Mhlathi. No objections noted.

Donovan wished the Board all the best for the future.

Pumeza called on any comments or questions prior to conclusion of the AGM. Tracy read the comments in the chat room.

Pumeza called on Donovan to present reflections on 2021 and beyond.

Donavan reflected on his experience over the last 4 months. Theme has been adopted: **Embracing Change**. Inspirational journey becoming part of SAEP. Jane handed over the mantle after 18 years of leadership. Virtual clap for Jane on her great work and legacy. NGO's are struggling in the current economic climate and especially in the poverty-stricken and crime-infested area Philippi, with 3 of our staff hijacked last week. In spite of these challenges, we are determined to serve the inhabitants of Philippi and surrounds. New community-focused approach looking to expand and grow the programmes. SAEP will also endeavour to strengthen the environmental focus and promote resilience through sustainability. Looking to engage through various stakeholders to strengthen educational pipeline through the work that we do. Donovan mentioned the garden metaphor. In relation to the growth planned for SAEP. Donovan thanked all the funders and partners, government departments, volunteers, The Board, SAEP USA Board, Jane Keen for her contribution over the years and support given to Donovan, all staff for hard work particularly those involved in making the AGM a great success and Annual report.

Pumeza introduced the National Anthem which was played and closed the meeting thereafter.

Signed by:



Chairperson of SAEP: Isabel Essen

Date: 28 May 2021