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SOUTH AFRICAN INSTITUTE OF RACE RELATIONS

REPORT ON THE WORK OF THE ASSISTANT SECRETARY.

In view of the fact that the Chairman of the Trust has given the Assistant Secretary notice, I have drawn up the following note on his work for submission to the Trust. As a matter of course, this report would have been submitted at the end of his probationary period of six months, i.e. at the end of September.

Mr. W.B. NGAKANE was appointed Assistant Secretary to the Bantu Welfare Trust on March 10, 1947 on a probationary period of six months. He took over the work from Mr. J.R. Altman who has continued to supervise him. The arrangement agreed to by the Trust was that whatever of his time was not required by the Trust would be made available to the Institute.

1. In the last two months, May, June, the Assistant Secretary has given only 4 days in all to the work of the Institute. Previous to that he was fully occupied with Trust work. The work he did for the Institute was the despatch of material to Joint Councils of Europeans and Africans throughout the country.
2. For three weeks of his time the Assistant Secretary was occupied in reading the past files and minutes of the Trust in order to familiarise himself with the back ground, views, and ideals of the Trust. During this time he also did the routine work of his position under the close supervision of Mr. Altman.
3. The Assistant Secretary does the following routine work :-
 - a. Minutes of meetings and of sub-committees of the Trust. Such meetings have become increasingly frequent of late.
 - b. Matters arising from the minutes.
 - c. Correspondence arising from the minutes.
 - d. Minutes of meetings of the Donaldson Orlando Community Centre.
 - e. Investigation of applications for assistance.
4. The Assistant Secretary does all his own typing, except for material which has to be duplicated.
5. The volume of work handled by the Trust, which is becoming well-known for its philanthropic work, has increased steadily over the past year, and the Trust has met much more frequently e.g. during the period March to June it has met 14 times.* The very greatest difficulty has been experienced by the Assistant Secretary in getting Trustees together for regular meetings of the Trust as well as for sub-committees.
6. In addition to routine work, the Assistant Secretary, in the three effective months he has been with the Trust, has done the following :-
 - 7(a) On March 13 he visited Orlando to obtain a general impression of the conditions of the people there and how best they could be helped and the objects of the Trust furthered. He discussed the problem of juvenile delinquency with the Principal of the Orlando High School and with Mr. Ntombela, Secretary Organiser of the Donaldson Orlando Community Centre. He also made inquiries about the Orlando Co-operative Trading Society and discussed the work of the Donaldson Centre.
 - (b) On March 25 he had an interview with Mr. Carr of the Non-European Affairs Department, Johannesburg as to how best the Trust could work in co-operation with the municipality. He also met Mr. Ashton of the same Department and had further discussions on the native townships and the problems to be found there.
 - (c) He latter attended a meeting of the Orlando Advisory Board but little was gained from attending it.

* Including Sub-Committees.

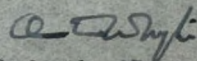
- (d) On 24th April, he went to Jabavu Township and met with the superintendent and a committee which was anxious to start a school there. The project was discussed and the matter taken up later with Dr. Ashton of the Non-European Affairs Department who said that an application was before the City Council for the building of a school there.
- (e) On 4th May, the Assistant Secretary visited Alexandra and the Squatters camp there and it was through his good offices that the leaders of the squatters agreed to meet the municipal authorities to discuss the position.
- (f) On May 8th, he visited Sefiatown in order to make inquiries about Mr. Siwisa. A report, which involved a number of inquiries, was submitted to the Trustees.
- (g) On May 22nd, he went through Sefiatown and inspected the boys' clubs there and submitted a report and recommendations to the Trust.
- (h) A visit was paid to Sefiatown to make inquiries about the Sefiatown Night Watch Patrol Corporation which has made an application to the the Trust for a grant.
- (i) On June 4th, the Assistant Secretary visited Alexandra and inspected the school which had been started at the Squatters camp. He submitted a report to the Trustees.
- (j) On 25th June he inspected the school in Orlando run by Mr. Maseke who had applied to the Trust for help.
- (k) The Assistant Secretary has also gone round the locations and townships on Saturdays and Sundays in connection with his work.
- (l) The Assistant Secretary has paid two visits to Orlando in connection with the application by the Orlando Co-operative Society and has in addition been collecting material on co-operative societies.
- (m) He has visited the Chairman of the Trust once a week.

The Assistant Secretary has, as a result of his work submitted memoranda or recommendations to the Trust on the following matters :-

- (a) Youth Clubs in Sefiatown: the Association of Boy's Clubs is also preparing a report on this.
- (b) Alexandra School: marquees etc.
- (c) Orlando Squatters : cheap building material.
- (d) Jabavu Squatters : marquees.
- (e) Orlando : swimming pool.
- (f) Maternity services in the city.
- (g) Traders Credit Society.

(It should be noted that the scope of the Assistant Secretary's recommendations has been limited, through the acceptance by the Trust of Mr. Mosaka's memorandum on large-scale projects, to matters of local importance. In addition, it was decided by the Trustees in February, 1947, to limit expenditure to an absolute minimum for the ensuing six months).

The Assistant Secretary has been in constant contact with African leaders and has gained a first hand knowledge of local difficulties. He has taken very considerable pride in his work, has not spared himself in the execution of his duties, and is working sincerely for his people. His wife, Mrs. Ngakane, is working voluntarily at the Bonadson Orlando Community Centre in connection with the literacy classes being run there. Mr. Ngakane has been reliable, conscientious, co-operative and very easy to work with.


Quintin Whyte
ACTING DIRECTOR

COLLING DIRECTOR
STAFF IN CHARGE

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1. Prague
 - a. How much
 - b. Will it help
 - c. Conditions?
 - d. More construction work
 - e. Employment (200)

Passports?
Personnel - communist?
Expenses - details - pocket money

Report on Nyakau

1. Routine
2. Routine
3. Wife
4. Son at University
5. Reaction in Opatov
6. Trust employment - increase
7. Matter for the Trust
- 8.

(1) ...

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(3) ...

(4) ...

(5) ...

(6) ...

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