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SPECIFIC:

1. Leaders of groups or activities must keep the following records:
 - (i) Session Attendance Register reflecting Index Number; Name and Surname; Sex; Marital Status; Date of birth; Address and record of attendance.
 - (ii) Equipment Record reflecting the following:
 - Equipment in hand;
 - Equipment short;
 - Equipment losses;
 - Equipment replaced, with dates.
2. Leaders must hand in records when requested to do so by the Centre Supervisor or his assistant.
3. Leaders must be exemplary in punctuality, regularity and order.
4. Leaders must inform the Centre Supervisor or his assistant beforehand of their inability to attend any session of theirs and of any other arrangements they have made.
5. Leaders are responsible for the good order, and discipline of their members during the course of their session and whilst on Centre premises.
6. Leaders must assist the Centre Staff in keeping good order and the care of the Centre generally, whilst they are on the Centre premises.
7. Leaders must report any dissatisfaction or irregularity observed to the Centre Supervisor or his assistant immediately.
8. Leaders are invited to submit suggestions and criticisms for the improvement of their activities and the general running of the Centre to the Centre Supervisor for submission to the Board of Management.
9. Politics, religious views etc. of leaders should not be allowed to influence the leader's attitude to members of the Centre nor are they to be expressed whilst engaged in any Centre activity or on the Centre premises.
10. Leaders must report shortages, losses, or breakages of equipment to the Centre Supervisor or his assistant immediately.
11. Leaders must remember that each activity or group is the responsibility of the Centre and does not belong to them or the organisations, or associations or departments they represent in the Centre.

Submitted by Supervisor.

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NATIONAL WAR MEMORIAL HEALTH FOUNDATION
(WITWATERSRAND & SOUTHERN TRANSVAAL REGION.)

NATIONAL WAR MEMORIAL - MOROKA CENTRE.

FINANCIAL STATEMENT.

<u>SECTION</u>	Expend. to 31/10/49	Nov. '49	Dec. '49	Total to 31/12/49	Budget Estimates
<u>ADMINISTRATION:</u>					
Salaries & Wages	185.10. 3	46.17. 9	56.12. 0	289. 0. 0	£777
General Expenses:					
Household Insurance	66.13. 4	5. 8. 3	6. 1. 8	78. 3. 3	125
do. Unemployment and Workmen's Compensation	31.15. 2	3. 4. 6	- . - . -	34.19. 8	29
Printing, Stationery & Postage	14.11. 6			14.11. 6	26
Telephone					40
Transport	23. 2. 4	1. 3.10	3. 2.10	27. 9. 0	9
					50
<u>DAY NURSERY:</u>					
Salaries & Wages	138. 7. 3	57. 6. 6	55.13. 4	251. 7. 1	752
Food outlay	86.19. 3	40.14. 2	49.16. 9	177.10. 2	750
Sundry	6. 9. 7			6. 9. 7	40
<u>GENERAL ACTIVITIES:</u>					
Purchases	60. 1. 4	17.16. 2	79.16. 0	157.13. 6	
Less Recovered	14. 0. 6	24. 3.10	25. 0. 3	63. 4. 7	
			Nett	94. 8.11	90
<u>MAINTENANCE & DEPRECIATION:</u>					
Maintenance of Equipment					85
Maintenance of Building					207
Depreciation on Building					354
<u>TOTALS:</u>	£599. 9. 6	148. 7. 4	226. 2. 4	973.19. 2	£3,334.
<u>EQUIPMENT ACCOUNT:</u>					
Purchases:	£1317.17. 5	43.10. 0	35.17. 0	1397. 4. 5	£1,520.

JOHANNESBURG.
18th January 1950.

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NATIONAL WAR MEMORIAL HEALTH FOUNDATION.
(Witwatersrand and Southern Transvaal Region.)

NATIONAL WAR MEMORIAL - MOROKA CENTRE.

BOARD OF MANAGEMENT.

SIXTH MEETING, to be held at the Foundation's Offices, Hut 8,
Union Grounds, on THURSDAY, 19TH JANUARY 1950,
at 8.15 p.m..

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A G E N D A.

1. Confirmation of Minutes of Meeting : 8th December 1949.
 2. Matters Arising:
 - (a) Minutes of 17/11/49 : Registration of Day Nursery.
 - (b) Nursery School Staff : Accommodation.
 - (c) Christmas Party Expenditure.
 - (d) Staff : Untrained Assistants : Review of grading.
 - (e) Liability for injury, through neglect.
 - (f) Supervision, or official visiting of Nursery School.
 3. Supervisor's Report : December 1949.
 4. Secretary's Report and Accounts.
 5. Assistant Supervisor : Honorarium for November 1949.
 6. Domestic Matters :
 - (a) Charges for Entertainments, Dances, etc.
 - (b) Appeal for a piano.
 - (c) Contact letter to members : Monthly diary.
 - (d) Bye-laws and House Rules.
 - (e) Use of Hall for rehearsals.
 7. Fire Precaution : Report on Appliances needed.
 8. Power Plant : Convertor required for A.C. Current.
 9. Building and Equipment : Repairs and Maintenance.
 10. Transport difficulties : Supervisor and Nursery School Children.
 11. Subsidies.
 12. General :
 - (a) Emergency Shelter given for homeless on night of 28th December 1949.
 - (b) Insurance for Storm Damage.
- 2 - schooling*

REPORT OF THE CENTRE SUPERVISOR TO THE BOARD OF MANAGEMENT OF THE NATIONAL WAR MEMORIAL MOROKA CENTRE FOR THE MONTH ENDING 28TH FEBRUARY 1950.

Mr. Chairman, Ladies and Gentlemen;

I have the honour to present the monthly report on the activities and progress of the National War Memorial Moroka Centre for the month ending 28th February 1950.

A. STAFF:

1. Administrative: Centre Supervisor.....Peter G.W. Bormann
Assistant Supervisor.....Harold J. Butelezi
2. General: Nightwatchman.....James Schaule.
Cleaners.....Headman Mayekiso
Albert Dlamini.
3. Nursery School: Acting Head Teacher.....Miss M. Monama
Teacher i/c Babies.....Miss M. Masilane
Helper.....Mrs. R. Serero
Teacher i/c Middle Age...Miss P. Motsepe
Teacher i/c Senior Age...Miss M. Monama
Reliever to Teachers.....Mrs. K. Msimang
Nursery Cook.....Mrs. C. Mokgabutlane
Nursery Domestic.....Mrs. E. Nkosi
4. Welfare Workers: Field-Investigator.....Miss E. Maki
Recreation Director.....Miss S. Siphaula
Visiting Club Leaders....Messrs. J. Matlale
and S. Malaza.

As indicated in the last report, the welfare workers are seconded to the Centre for a period of three months by the Jan H. Hofmeyr School of Social Work, and are employed as full-time staff to the Centre.

B. MEMBERSHIP:

The number of members in the Centre's Admission Book totals 604 to date. These could be classified as follows:-

<u>Women's Clubs</u>	<u>Literacy</u>	<u>Night School</u>	<u>Boys' Club</u>	<u>Girls' Club</u>	<u>Creche</u>	<u>Total</u>
50	30	96	196	142	90	604

C. NURSERY SCHOOL:

ATTENDANCE

<u>Group</u>	<u>No. on Roll</u>	<u>No. of Days</u>	<u>Total of Attendance</u>	<u>Average Daily Attendances</u>
Babies	29	24	524	21.8
Middle Age	31	24	593	24.7
Top	39	24	738	30.75
	<u>99</u>	<u>24</u>	<u>1855</u>	<u>77.7</u>

Medical examinations were continued and 70 children completed their course of injections while the first and second injections were given to 17 and 14 children respectively. 55 children have completed their vaccinations and 39 have not yet been vaccinated. 13 children have been attending the Clinic daily for wound and boil dressings, coughs, and other ailments. Three new children were admitted this month.

D. GENERAL ACTIVITIES

(i) Continuation Classes:

Head Teacher.....Mrs. T. Bhengu
1st Assistant.....S. Molefe
2nd Assistant.....J. Mabulane

The classes continued to meet from Monday to Thursday and the membership has increased. The number on the roll is 96, as reflected in the monthly report.

(ii) Literacy Classes:

Leader.....Mrs. T. Bhengu
Assistant.....Mrs. C. Mbatha.

The classes have been conducted by both Mrs. Bhengu of the Municipal Non-European Affairs Department Staff and Mrs. Mbatha, of the Institute of Race Relations, on Wednesdays and Thursdays. The number on the roll is 30.

(iii) Moroka Women's Work Classes:

Leader.....Mrs. Quinn
Assistant.....Mrs. Morgan

During this month these classes have not met and there is therefore nothing to report.

(iv) Moroka Mothers' Club:

This Club has ceased to operate on account of the lack of leadership but many members are interested to join and avail themselves of the services offered by the Centre.

(v) Vegetable Co-operative Club:

Temporarily in Charge..Mr. J.H. Butelezi

The club has been meeting every Saturday morning when members come to collect their vegetable parcels. The average attendance for this month has been 35, although most of the Club members have not returned from their annual holidays. There is a promising future for the club once the number on the roll is increased. The provision of subsidised groceries would do much to popularise this venture.

(vi) Junior Girls' Club:

Temporary Leader.....Miss E. Maki

Training in preparation for various school competitions has caused a falling off in attendance. However it is hoped that when the competitions are over attendance will improve.

(vii) Intermediate Boys' Club:

Leader.....Mr. J.H. Butelezi
Assistant.....Mr. M.M. Sephula

This Club has also been affected by the impending school competitions. Members, however, have maintained contact with their teachers, who have organised activities out of Club hours.

(viii) Entertainments:

The Centre provided its members with one concert. Popular items were a bioscope show given by Dr. Ray Phillips and a ball-room dancing exhibition to the accompaniment of recorded music. The monthly dance was much appreciated.

E. ACKNOWLEDGEMENTS:

The Centre Supervisor wishes to extend his thanks to the following people:-

To Dr. Ray E. Phillips for the bioscope shows given during the month; to Mrs. Toner for helping with the transport for the Creche children who attended the Clinic daily and once more to Mr. Cadle for the use of the telephone, the hearse, and assistance given by police on Centre nights and over week-ends.

Peter G.W. Bormann. CENTRE SUPERVISOR.

NATIONAL WAR MEMORIAL - MOROKA CENTRE.

BOARD OF MANAGEMENT.

SECRETARY'S REPORT.

MR. CHAIRMAN, LADIES AND GENTLEMEN,

This Report is to be read in conjunction with the Agenda issued to-day for the Meeting to be held on 23rd March 1950.

1. This Meeting will mark the occasion of the Board's first gathering at the Centre itself and a welcome is to be extended to Mrs. Bhengu, representing members of the Centre, and to the representative of the Transvaal Association for Non-European Boys' Clubs, who has been invited to attend.

2. (a) Public Liability Insurance :

In response to your request, the matter of insurance in respect of the Board's liability in covering members of the Centre and extending beyond the Centre's premises, as for instance during organised excursions, has been referred back to the Ocean Accident and Indemnity Corporation who are prepared to quote for this additional cover at the rate of 1d. per head per annum. On the basis of the Insurance already entered into a further premium of £2.10.0d will be required.

- (b) Subsidised Foods :

This matter was deferred one month in order to test the feeling of the community and in particular the interests of traders.

- (c) Staff Accommodation :

There is no progress to report, as an official reply has not yet been received from the Manager of the Non-European Affairs Department of Johannesburg City Council.

- (d) Woman Organiser :

Your Sub Committee met at the Foundation's Offices on Monday, 13th instant, and an advertisement has been drafted which will be inserted in the next issue of the "Bantu World".

- (e) Building Lectures :

It is reported for noting that the commencement date of the series of lectures will be March 19th, and not March 5th as earlier reported.

3. Budget 1950 - 51.

The draft circulated was prepared by the Sub Committee at its meeting on March 13th, but I have taken the liberty to add a sum of £25.0.0d in respect of rental for the proposed staff accommodation (rental of site), and of water consumed at the Centre. This is a nominal addition.

In discussing the Budget with the Centre Supervisor it would seem that a good case might possibly be made out for increased provision in regard to the Nursery School, in the appointment of an assistant to the Cook, that is a person of ability higher than a domestic assistant. The question of annual leave or of sick leave prompts consideration of this suggestion. It is probable that £95.0.0d per annum or more would be required to accommodate this provision.

4. The Supervisor's Report is circulated with the Notice of the Meeting and I believe Mr. Bormann wishes to raise difficulties in regard to transport, and concerning the painting of the entrance and passageways. He suggests that this latter work might be undertaken by the Staff and members, if materials are provided.

5. Secretary's Report :

At this stage I have not been able to finalise the accounts for the month, but if this is possible before I leave a schedule will be prepared for presentation at the meeting. In any event I ask your authority to pay current accounts.

6. Appointment - Assistant Supervisor:

A number of applications have been received and passed to the Chairman for inspection.

7. Transport:

Mr. Bormann feels that he would like a further opportunity to state his case for the need of transport attached to the Centre.

8. Improvements to Grounds :

This matter was discussed by the Regional Action Committee at its meeting on the 22nd November 1949, and will be referred to the Regional Executive Committee on Wednesday, March 15th. The Regional Chairman will then be in a position to report progress to the Board of Management.

9. (b) Honorary Secretary :

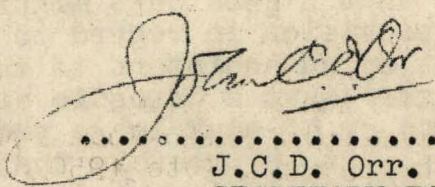
A request is respectfully submitted for your consideration that an Honorary Secretary may be appointed to conduct the business of meetings of the Board of Management.

(c) Next Meeting of the Board:

It is submitted that meetings of the Board should be confirmed as for the fourth Thursday in the month.

(d) Maintenance Contract :

I have to report that the lighting plant was in need of attention and at my request Mr. Mallows, the Architect, arranged with National Engineering Proprietary Limited to service the generating set. Their account for £8.15.0d includes the charge of £5.5.0d for servicing and a further £2.0.0d to cover 48 miles at 10d per mile. It would seem unlikely that any firm of Engineers would be interested in a maintenance contract at Moroka other than on such a comparably high charge and it is suggested that an approach be made to the City Engineers Department with a view to obtaining regular service at possibly more favourable rates. It is felt that the cost of the apparatus involved warrants competent attention if the machinery is to give trouble-free service.

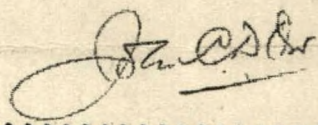

.....
J.C.D. Orr.
SECRETARY TO
THE BOARD.

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NOTICE IS GIVEN

that the next meeting of the Board of Management will be held in the Foundation's Offices on THURSDAY, 27th JULY 1950, at 8 p.m..

Cars should be parked near the Twist Street entrance, within the Grounds.



.....
J.C.D. Orr,
ACTING SECRETARY.

Hut No. 8,
Union Grounds,
Twist Street,
JOHANNESBURG.

Telephone No. 22-0406.

Post Office Box 8446.

20th July 1950.

A G E N D A.

1. Welcome to new members.
2. Reconstitution of the Board.
3. Election of Officers.
4. Confirmation of Minutes : 22nd June 1950.
5. Supervisor's Report.
6. Finance and Accounts.
7. Equipment and sundry requirements.
8. Staff Matters : leave etc.
9. Assistant Supervisor : Appointment to vacancy.
10. General :
 - (a) Time of Meetings.
 - (b) Subsidised foods : report.
 - (c) Any other business.

REPORT OF THE CENTRE SUPERVISOR TO THE BOARD OF MANAGEMENT
OF THE NATIONAL WAR MEMORIAL MOROKA CENTRE FOR THE MONTH
ENDING 30th JUNE 1950.

Mr. Chairman, Ladies and Gentlemen,

I have the honour to present the monthly report on the activities and progress of the National War Memorial Moroka Centre for the period ending 30th June 1950.

A. STAFF :

1. Administrative:

- (i) Centre Supervisor.....Peter G.W. Bormann.
(ii) Assistant Supervisor.....Harold J. Butelezi.

2. General:

- (i) Night Watchman.....James Schaule.
(ii) Cleaners.....Albert Dlamini.
Headman Mayekiso.

3. Nursery School:

- (i) Acting Head Teacher.....Mrs. M. Mballo.
(ii) Teacher i/c Babies.....Miss M. Masilane.
(iii) Teacher i/c Middle Age.....Miss P. Motsepe.
(iv) Teacher i/c Senior.....Miss M. Monama.
(v) General Helper.....Mrs. R. Serero.
(vi) Nursery Cook.....Mrs. C. Mokgabutlane.
(vii) Assistant Cook.....Mrs. M. Msimang.
(viii) Domestic.....Mrs. E. Mofokeng.

4. Welfare Section :

- (i) Case Work.....Miss M. Mantangu
(ii) Recreation.....Mr. P. Neaca.
(iii) Visiting Club Leaders.....Messrs. J. Matlale.
S. Mlaza.
(iv) Women Organiser.....Mrs. N. Mokwena.

Miss Mantangu left during the course of the month due to illness and was replaced by Mr. Neaca, who was relieved as Recreation Organiser by Mr. P. Reddy of the Jan H. Hofmeyr School of Social Work.

- (v) Sister White of the St. John Ambulance continued to give her lectures to the St. John Ambulance Classes.

B. MEMBERSHIP :

Due to a query by the Board that the Centre membership figures were inflated, it is proposed that cards for members be made in the Centre and that after contact of those in arrears with their membership fees has been made, the actual active membership will be determined, and precise information given in the next report.

C. NURSERY SCHOOL :

<u>Attendance Group.</u>	<u>No. on Roll</u>	<u>No. of Days</u>	<u>Attendance</u>	<u>Average</u>
Babies	19	25	337	13.4
Middle Age	36	25	585	23.2
Seniors	39	25	744	29.3
	94	25	1666	66.6

On June 26th, the National Day of Protest about 10 children attended. All the Staff reported for duties but since no full group was available, they were allowed to concentrate on making of knots and doing other school work.

ii. Medical Examinations;

These were continued with every Thursday afternoon with the assistance of transport through courtesy of Mr. Cadle. Clinic daily attendances were very irregular.

D. GENERAL ACTIVITIES:

- (i) Women's Club : Mrs. N. Mokwena.

The Club met daily excepting Sundays and has an increased membership. Some jerseys and garments have been completed and are kept for exhibition purposes. Beadwork has also been started. Recruiting for the Vegetable Club is going on. The Club will be re-started in July.

- (ii) Senior Boys' Club : Leader Moses Nxumalo, assisted by Simon Mhluli.

The Club met every night except during the week-ends. The attendance was irregular due to the cold weather. Equipment for this group has now been purchased. Six boys are entering for the Amateur Boxing Championships; Eliminations to be held in the Donaldson Orlando Community Centre on Saturday, 8th July 1950.

- (iii) Junior and Intermediate Boys' Clubs : Mr. P. Reddy, assisted by Messrs. S. Malaza and J. Motlape.

These Clubs have developed into afternoon clubs, which are held daily in the Centre. During the morning a silent games programme is carried on and the afternoons outdoor games are organised.

- (iv) Girls' Club : Leader Mrs. N. Mokwena.

This Club has been meeting every afternoon and started sewing classes with scrap material given this Club by the Head Office. Lectures in Home-Nursing are being given and assistance was given in preparing the knots for the street collection.

- (v) St. John Ambulance Lectures : Sister White assisted by Mrs. Cedwane.

These lectures were given every Thursday evening. On the 22nd an examination was held; 23 candidates were entered and passed. The next lectures will be started in August for both the Intermediate and Primary Certificates.

- (vi) Continuation Classes : Mrs. Bhengu, Miss Twaise, Messrs. S. Molefe and S. Mabulane.

The Classes were held as usual and will close down for the month of July we are informed.

- (vii) Standard 6 and further Studies Group : Mr. Mohasoane and Mr. K. Msimang and J. Sibiya.

The Standard 6 Class increased by another 6 members and continued with their studies during the month. The further study groups were not regular in attendance, but continue to make use of the office given them as a study room.

- (viii) Vegetable Club : Activities are still suspended, re-opening in July.

- (ix) Literary and Debating Society : Chairman M. K. Msimang. Secretary Mr. J. Mashishi.

This Society was formed late last month and meets every Sunday afternoon in the Centre. Debates, Games afternoons, and Lectures are arranged and organised by this group. Mr. & Mrs. Lean lectured to this Group one Sunday afternoon. The Executive interim

is busy drawing up a Constitution for this group.

(x) Literacy Classes :

The Y.M.C.A. has placed at the disposal of the Centre Mr. Mayekiso, their Literacy Organiser and intends starting classes in the Centre for members desirous of attending. A fee will be charged. Mr. Mayekiso is busy organising in the township and will submit a list of applicants for the facilities as soon as it is available. The Board will give a line on policy in this matter it is hoped.

E. GENERAL :

Dr. Bains accompanied by Mr. Hough of the Jan H. Hofmeyr School of Social Work paid a visit of inspection to the Centre during the month to examine training and field work facilities for students. Dr. Bains used this opportunity to inspect the Centre and to discuss its programme and facilities.

F. CONCLUSION :

Several members of the Regional Committee paid visits to the Centre during the course of the month.

(Signed) P.G.W. BORMANN.
CENTRE SUPERVISOR.

JOHANNESBURG.
20th July 1950.

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