

Kiswa Community Children's Centre

(Nursery & Primary School)

Development Plan, April 2011

Kolping Guest House, Kampala, Uganda

Dave Stedman (DS), Wilson Tamale (WT)

Following meetings with the new secretariat of BUU, Project Director of UCLF, visits to Kiswa school, site visit of a potential plot for sale in the neighbourhood & a meeting with Annet Ttendo (AT) (Project Director of Uganda Christian Lawyers Fraternity) this meeting was held to review the earlier development plan (December 2010) & to agree priorities for the further development of KCCC.

The vision for the project remains to develop an excellent & sustainable centre of primary education in the Kiswa district which will also provide community services including – church centre, micro – finance industry and a range of community based social activities.

Target from December Action Plan – Establish routine IT based accounting procedures.

DS thanked TW for the Jan, Feb & March expenditure reports. It was agreed that as from April 2011 income would also be shown. This would be kept to four income streams:

1. School Fees
2. Canterbury Donations
3. Other Overseas Donations
4. Uganda Donations

ACTION

- TW to ensure continued monthly financial reports are sent to DS on 10th of every month, henceforth to include income as well as expenditure.

Target from December Action Plan – To provide running water to school building

Target from December Action Plan – To provide electricity to the building.

TW reported that water, electricity & lighting had been installed to the front & rear of the building as agreed. Improved sanitation to the latrine had also been completed. DS had used the facilities & the environment at KCCC has been significantly improved as a result.

Target from December Action Plan – To update and improve the level of learning / text books needed to manage the pupil's development

TW reported that this had happened & scholastic resources to a value of approx. £400.00 had been purchased. DS had not received the list but understood from the expenditure that purchases had been made.

ACTION

- Headteacher to conduct a termly review of scholastic resources & budgets to be set for the regular renewal of teaching aids, equipment & books.

Target from December Action Plan – To establish training needs assessment for the organisation

Target from December Action Plan – To establish a Personal Development Plan for each staff member

DS had liaised with Tom Howell (BMS CPP Worker) & interviews were carried out in Feb/March by Juliet Galiwango (BUU Education Officer) & Jackie Vickers (BMS Worker in the BUU Education Department). A hard copy of their report is on file.

Key findings were that 6 of 9 teachers are adequately qualified & all staff are now being paid. One of the unqualified teachers is having their education sponsored by an individual from Canterbury.

ACTION

- DS will ask that that giving goes through the KCCC account rather than direct so it is properly accounted.

The main concern was that the existing Headteacher is the least qualified member of staff, having no formal qualifications at all.

TW advised DS that the Headteacher was aware that this was a problem & that the Governing Committee had already agreed to recruit a properly qualified & experienced

Headteacher. TW said that there was no way the existing Headteacher would be able to work as head of the Nursery section under a new Headteacher & that she would certainly leave the church. DS said that it was necessary to honour the existing Headteacher's work & he accepted a pastoral responsibility towards her. DS suggested appointing her as Leader of the Saturday project, perhaps expanding that ministry to school holiday periods etc. If that was agreeable CBC would continue to provide finance for that as an additional salary.

ACTION

- TW to speak to the existing Headteacher about a new role & prepare a job description
- TW/Governing Committee to recruit an experienced & qualified Headteacher by the end of this calendar year [DS suggested Juliet Galiwango may know of appropriate candidates].

Target from December Action Plan – To carry out an options appraisal for the possibility of land purchase and building development for the project.

Correspondence had taken place prior to the deadline as a potential site had been found. CBC has transferred £20,000 towards the purchase but this had fallen through due to administrative issues/changes in policy & personnel at BUU.

Another site has been located & negotiations are in hand. DS had instructed Annet Ttendo (Project Director, Uganda Christian Lawyers Fraternity) (AT) to act as solicitor for the purchase & she has agreed to ensure due diligence in any future land purchase.

ACTION

- AT has agreed to search the land registry, confirm ownership of site, explore leasehold questions & provide DS & TW with a report by the end of May.

It is still to be formally decided who the registered owner will be.

Options:

1. KCCC (TW advised that KCCC is in the process of registering as an NGO but is not yet a legal entity);
2. BUU (a more detailed agreement would be needed as to the extent of their involvement in KCCC & how that relates to donors, CPP etc.);
3. CBC (but as an overseas institution this could have cost implications & complicate the leasehold).

ACTION

- DS to consult with UK donors & communicate a preference to TW/Governing Committee.
- DS to contact BUU General Secretary to provide a written assurance that the £20k is ring-fenced & will be released once due diligence has been completed for a purchase.
- DS to contact BUU & BMS personnel to request a draft Memorandum of Understanding for CPP/BUU involvement in KCCC which UK donors & KCCC committee would consider.
- DS to contact BUU Accountant to re-negotiate their handling fee on regular gifts & get written assurance that all monies sent would be immediately passed on to KCCC (& other CBC supported projects in Uganda)
- TW to send DS soft copies of all NGO registration documents, KCCC policy statements & minutes of all future Governing Committee minutes.

Target – to welcome Tamale Wilson, as Pastor of Kiswa BC & Director of KCCC to a tour of the UK

TW had a UKBA visa application form. DS suggested how best to complete this. TW will have done so in time for the visit of Sally Cox (CBC Treasurer) in July, at which point the application would be submitted with a view to TW visiting UK in October or November 2011.

ACTION

- TW to complete application by 1st July 2011
- DS to plan a draft itinerary & investigate flight dates (needed for the application) for submission of application form in mid-July 2011