



# ANNUAL NARRATIVE REPORT 2017



NPO-028-297





## NARRATIVE (WRITTEN) REPORT on the past year's activities

### 1. Section A: Basic details about the Organisation

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#### 1.1 OVERVIEW

1.1	<b>Organisation Name</b>	Sinethemba
1.2	<b>Non-Profit Organisation Registration Number</b>	028-297-NPO
1.3	<b>Twelve-month period this report covers</b>	1 April 2016 – 31 March 2017

#### 1.2 ORGANISATIONAL OVERVIEW

The past year turned out to be a great one for the Organisation in every aspect of our work. We acknowledge that we cannot do everything for our beneficiaries (children and their families), but we realized that the children referred to our Programs from the Schools, Welfare Organisations and the community at large, just want to feel noticed and listened to, not being rejected.

From the onset Sinethemba's programs were aimed at vulnerable children e.g. children living and working on the streets, school drop-outs and out of school youth, and children in conflict with the law. Thirteen years down the line, more focus is now on Early Intervention & Prevention, hence we are presenting the Adolescent Development Program during school contact time working with children with challenging behaviour and at risk of being suspended. For the past 2 years we have successfully worked in three Primary Schools in Hornlee with students being referred to the ADP between the ages of 12-17 years. We managed to have 64 children participating and completing the Adolescent Development Program and having 19 parents of these students participating in our Positive Parenting Training sessions during the past year.

A growing concern facing the Adolescent Development Program at the Schools, is the younger age groups (9-11 years) that are acting out in class e.g. fighting, swearing and even disrespectful toward teachers. We had several incidents where the Schools had to suspend 10 year olds for challenging behaviour and 12 year olds taken of the school register. Children are emotionally insecure that leads to unhealthy personalities.





Meeting quality standards remains a critical key aspect of the Organisation, ensuring consistent delivery of quality care to each of our children and their families. In March 2016 the Organisation underwent a Monitoring & Evaluation process conducted by the M&E of the Department of Social Development, followed up by five mentoring sessions of Governance training to the Board of the Organisation:- Effective Governance and training on the Occupational Health & Safety in the Organisation as well as Proposal writing.

Whilst values are not visible, behaviors are, and that is exactly what we wish to accomplish through our life skill programs. Children are referred to us because of their challenging behaviour with little consideration of their social circumstances e.g. single parenting, or growing up with guardians having no relationship with their biological parents.

We constantly remind ourselves WHY we do what we do. We are here to add value and to make a difference in the community and in the lives of the most vulnerable.

We are excited about next year, our impact in the schools and the community of Knysna, but also strengthening our partnership with our principle funders, Department of Social Development and STREETSMART SA.

### 1.3 SINETHEMBA SUPPORTERS



We are extremely grateful for the financial and other support we received during the period that covers this report.

**DEPARTMENT OF SOCIAL DEVELOPMENT - Principle funder of the Sinethemba Drop-in Centre Programs**  
**STREETSMART SA**  
**KNYSNA MUNICIPALITY - Grant-In Aid funding**  
**POWER GROUP – since 2004**  
**TRAVELLERS WORLD WIDE**  
**ARGOED HIGH SCHOOL FROM WALES**



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**KNYSNA GOLDEN GIRLS**  
**OAKHILL SCHOOL**  
**MARANATHA MINISTRIES**  
**WOOLWORTHS KNYSNA STORE – since 2005**  
**KNYSNA HOLLOW – since 2004**  
**MR GG SNELGAR – since 2004**  
**MS INA ENGELBRECHT**  
**MR CHARLES WARE**  
**MRS PAMELA UPTON**  
**G.G DE GRAAF**  
**MR & MRS TREFFREY-GOATLEY**  
**MR LC WATSON**  
**MR L HEWITT**  
**SM MASTERS**  
**MRS K VAN NIEKERK**  
**GA AGNEW**  
**SIMONE DU PLESSIS**  
**OLIVIA & ASHLEY (TRAVELLERS VOLUNTEERS)**  
**ASHLEY USISKIN**  
**FATTI VUARNIER**

#### 1.4 CONTACT DETAILS

**Contact person:** Michael Smith  
**Contact person's title in your Organisation:** Director  
**Telephone number (044)** 3750303  
**Cellphone number** 0720556917  
**Email address:** [michael.sinethemba@gmail.com](mailto:michael.sinethemba@gmail.com)

**Another contact person is:** Magdalene Moos  
**Contact person's title in your Organisation:** Chairperson  
**Telephone number (044)** 3822391  
**Cellphone number** 0833202570  
**Email address:** [magdalene.moos@gmail.com](mailto:magdalene.moos@gmail.com)

**Organisation's Physical Address:**  
 Ntlanga Street  
 Roman Catholic Hall  
 Khayaalethu  
 Knysna  
 Province: Western Cape  
 Postal Code: 6571

**Organisation's Postal Address:**  
 PO Box 1402  
 Knysna  
 Province: Western Cape  
 Postal Code: 6570



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**1.5 Organisation's Office Bearers (Persons who hold positions of authority and responsibility within the Organisation. These are the members of the Governing Board or Controlling Committee)**

Name	Office Bearer title	Postal address	Telephone	ID Number
Magdalene Moos	Chairperson	537 Balie Street, Concordia Knysna 6571 <a href="mailto:magdalene.moos@gmail.com">magdalene.moos@gmail.com</a>	044 3822391 0833202570	6408140801084
Sharon Dreyer	Secretary	33 Campbell Dve, Knysna Heights Knysna 6570 <a href="mailto:volunteer_liaison@cyberperk.co.za">volunteer_liaison@cyberperk.co.za</a>	044 3823580 0728658680	6812200083089
Byron Speelman	Treasurer	1053 Frederick Street, Hornlee <a href="mailto:byronspeelman@gmail.com">byronspeelman@gmail.com</a>	0761102774	8605315172088
Michael Smith	Director	PO Box 1402, Knysna 6570 <a href="mailto:michael.sinethemba@gmail.com">michael.sinethemba@gmail.com</a>	044 3750303 0720556917	750802516
Cedric September	Board member	36 Sisulu Street, White Location Knysna 6571 <a href="mailto:cedricseptember8@gmail.com">cedricseptember8@gmail.com</a>	0763744980	5211185189089
Donovan Pofadder	Board member	1303 Dassie Street, Hornlee 6583 <a href="mailto:dpofadder@knysna.gov.za">dpofadder@knysna.gov.za</a>	0834265698	7207015191087
Mandla Matiwane	Board member	7230 Nkosazama Dlamini-Zuma Street, Khayaletu, Knysna 6571 <a href="mailto:mmatiwane@knysna.gov.za">mmatiwane@knysna.gov.za</a>	0835308511	7904235494081
Adam Jacobs	Board member	4 Begonia Street, Hornlee 6583	0825221817	6803195195087
Joan Huskisson	Board member	19 Woodbourne Dve, Leisure Isle <a href="mailto:huskissn@mweb.co.za">huskissn@mweb.co.za</a>	044 3840302 0836817300	3706150038080



1.6 Fill in the following details on your Organisation about each staff member's job title, whether they are female or male, their race group and the skills they have.

Job Title of Staff member	Gender	Race
Director (Project Management)	Male	Coloured
Operations Manager (SAW-in process)	Female	Coloured
Community Development Assistant (Grade 12)	Male	Coloured
Cook (CYCW-in process)	Female	Xhosa
Child & Youth Care Worker (CYCW-in process)	Male	Coloured

1.7 Basic skills or services of the Organisation: Broadly describe the service activities of the Organisation (i.e. nursing, counselling, monitoring, activism, managing, fundraising or Community development)

**Activism:** x1 Programme for 60 community members and family members of children on the Dangers for children living and working on the streets. Child Protection Month awareness activities and 16 days of activism of violence against women and children.

**Family Strengthening & Support:** x1 Parental Responsibilities and Rights for parents of children attending the Drop-In Centre as well as the Adolescent Development Programme at Schools. Family Preservation services-home visit support, material relief, counselling and guidance. Parent Skill workshops for parents of children attending the Drop in Centre.

**Developmental Programme for vulnerable children who are at risk in the community and those Living and working on the streets:** Social & Life skills, counselling and guidance, educational support, Sport and Recreation, assistance with personal hygiene and laundry, provision of x2 meals per day, Care plans for each child to be developed, referrals of children requiring statutory intervention, holiday programs.

**Community Development:** An Adolescent Development Programme presented to children 12-17 years with challenging behaviour and at risk of dropping out of school or at risk of being moved into alternative care. Life skill training, behaviour management skill to parents/guardians/teachers, counselling services and referral of children and families requiring other services.

**Managing:** The Organisation's human and physical resources, finance, service delivery, administration and branding are managed by the Board of Governance existing of an Executive Board and Management Committee. The Director of the Organisation reports to the Board of Governance at the Quarterly Board meetings.



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**Monitoring:** Records of Registers that are being kept - daily attendance of the children, staff daily signing in and out, program attendance registers, donation registers, complaint register, visitor's register, maintenance register, Minutes of staff, management, Board and AGM Meetings.  
 Financial monitoring is done through separate ledger accounts for DSD and other funders.  
 The Organisation account to donors and the community through Newsletters, Email updates, Annual Report, Tax Certificates, Newspaper articles and the website, stakeholder meetings, quarterly progress reports.  
 Organisational Reviews are being done through Case review meetings, Strategic Reviews, individual Staff Supervisions and Performance Reviews as well as Strategic Planning.  
 Overall Organisational Monitoring & Evaluation is done by the Department of Social Development's Monitoring & Evaluation Directorate.

**Fundraising:** To ensure sustainability of the Organisation funds are secured through donor funding From local and overseas contributors as well as support from local businesses. Partnerships with National Organisation's such as StreetSmart SA.

**1.8 Section B: The Organisation's major achievements over the past year.**

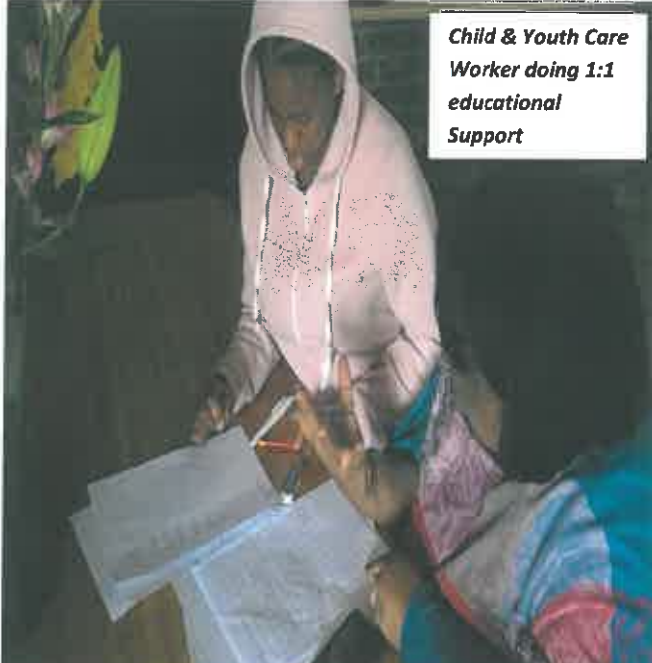
2.1 List the Organisation's planned objectives set at the beginning of the past year (the measurable activities you planned to achieve)	2.2 Indicate which of the objectives listed in 2.1 you achieved or partly achieved	2.3 Explain how you achieved, or partly achieved the objectives indicated in 2.2 Try to keep your explanations to 100 words or less for each of the objectives
X1 Educational Programme for 60 community members and family members of children on the dangers for children living and working on the streets	Achieved	Sinethemba facilitated x1 Child Protection Meeting with the Chief of Municipal Traffic and Law Enforcement, Director of Local Economic Department and the Youth Desk Officer was held to discuss the Child labour issue in town. As a result of that meeting the Local Economic Department decided to include a Sinethemba Child labour flyer with each application issued to Traders to ensure that NO children are employed. The Traffic Department deployed law enforcement officers in the areas where children were selling fruit and vegetables-they would confiscate the fruit and vegetables and refer children to Sinethemba if they would be school going age. X2 successful Child Protection Meetings facilitated by Sinethemba with the Department of Labour Provincial Officials, Knysna Municipality Youth Desk, Local Economic Department, Law Enforcement, Taxi Association, Trade Association, Child Welfare, Knysna CPF and SAP. The focus of these meetings was to address Child labour of minors working on Taxi's and selling fruit and vegetables on the streets.



Girls Club program - needlework





 <p><b>Child &amp; Youth Care Worker doing 1:1 educational Support</b></p>	<p>The first meeting was a presentation from the Provincial office of Department of Labour on Child Labour and legislation and the second meeting to discuss the action plan on how to address the issue in Knysna. The Child Protection Stakeholders had a successful awareness campaign on the Taxi Rank in the CBD area handing out Child labour flyers designed by Sinethemba whilst educating Taxi drivers and owners as well as the Traders on legislations against the employment of minors.</p>	
<p>X1 Quarterly Programme on Parental Rights and Responsibilities for 15 parents/caregivers of children participating in the Drop-in Centre and the Adolescent Development Programme at school</p>	<p>Partly Achieved</p>	<p>A 16 Days of Activism Programme for abuse against women and children was held at Sinethemba in collaboration with the CPF, SAP, Knysna Alcohol &amp; Drug and Child Welfare. 22 people attended the Programme. X2 minor girls living on the streets were reunified with their families and enrolled in the Drop-in Centre.</p> <p>Parental Rights and Responsibilities sessions conducted during x14 home visits – parents were encouraged to support their children by creating opportunities by improving communication strategies between parent and child. X12 parents attended a two-hour session on the 17<sup>th</sup> of November at a local church in the near vicinity where the children live.</p>
<p>A Drop-in Centre Programme designed to meet the developmental needs of 30 vulnerable children who are at risk in the community and those living and working on the streets</p>	<p>Achieved</p>	<p>182 children benefitted from the Sinethemba Drop-in Centre Programme. An average of 24 children attended the Drop-in Centre. X9 new admissions at the Drop-in Centre. X23 in total were referred to Sinethemba from Fraaisig Primary School for an intervention Programme addressing their challenging behaviour. X6 Drop-in Centre participants were reintegrated back to school in January 2017 who were part of 2016 Programme. X2 youths were referred for statutory intervention, HOSPICE and Youth for Christ Skills Centre respectively. X51 children from the community participated in the July Holiday Programme.</p>







	<p>New additions to the Drop-in Centre Programme were the Boys and Girls Club focusing on health talks, sexuality, manhood, goal-setting.</p> <p>On request from Fraaisig Primary School, Sinethemba staff facilitated a 3 week motivational Programme on "Unleashing Your Potential" with x70 grade 7's during school contact time.</p> <p>Through the educational support Programme at the Drop-in Centre, 8 grade 10 students completed their assignments by spending contact time at the Centre shadowing the staff.</p> <p>X12 children of the Drop-in Centre were referred to the Department of Social Development's Substance Abuse Programme.</p>
	<p><b>DSD Monitoring &amp; Evaluation:</b></p> <p>On the 23-25 May 2016 Sinethemba received a M&amp;E visit from the Department. The experienced gained from that exercise was detrimental to the development of the Organisation highlighting areas of concern. Both the Board and staff received the exercise positively and helpful. Since the M&amp;E the quality of the systems improved a lot.</p> <p><b>AGM 2016</b> highlighted the importance of collaboration between Sinethemba and other Child Protection Organisations for an increased response to the needs of vulnerable children and families in the Knysna communities. A new board of 9 community members were elected who hold various portfolios in the community such as a SAPS Section leader (one of the areas in which Sinethemba operates, a Sinethemba donor, a new Treasurer, x2 Ward Councillors. Better communication between Board and staff and most areas pointed out by the M&amp;E were addressed.</p> <p>Two staff members attended a four-day training facilitated by DSD and Western Cape Street Children Forum in Cape Town in September.</p> <p>Through a partnership with MOD Program, Sinethemba facilitated a x5 day After-school Sport program.</p>





		<p><b>Funding:</b> Sinethemba received R30 000 in December through a successful Knysna Municipal Grant in Aid application. Successful StreetSmart SA funding of R30 000 in March and R50 000 in December respectively. Weekly food donations were received from Woolworths and monthly groceries from a local 5 Star Lodge.</p> <p><b>Networks:</b> Sinethemba successfully collaborated during the December School holidays with all the other Stakeholders reaching youths in all the areas of Knysna educating them on Child trafficking and alcohol and drug abuse. The Director were requested by two of the High schools in Knysna to address the Gr 12's at their respective Matric Farewell Ceremonies.</p>
		<p><b>The following Programmes were presented at the Drop-in Centre:</b></p> <ol style="list-style-type: none"> <li>1/Social &amp; Life Skills</li> <li>2/Counselling and guidance</li> <li>3/Sport &amp; Recreation</li> <li>4/Family Preservation Services</li> <li>5/Assistance with personal hygiene and laundry services</li> <li>6/Provision of two meals per day</li> <li>7/Care plans based on the identified needs of each child were developed</li> <li>8/Referrals of children requiring statutory intervention</li> </ol> <p>Primary focus of Drop-in children home visits was to consult parents and discuss the Exit strategy of the older youth. Regular Case Review sessions with the staff were held to review the IDP's of the children at the Drop-in Centre.</p>
<p><b>A town excursion</b></p>		



X1 Holiday Programme for 30 children at risk for 5 days in the 2 <sup>nd</sup> and 3 <sup>rd</sup> Quarters	Achieved	In the 2 <sup>nd</sup> & 3 <sup>rd</sup> Quarters 162 children participated in the x5 day holiday Programme – indigenous and street soccer games in Hornlee and at Sinethemba.
An Adolescent Development Programme presented to 40 children p.a. between 12-17 years presenting with challenging behaviour and at risk of dropping out of school or at risk of being moved into alternative care	Partly Achieved	In the 1 <sup>st</sup> Quarter x19 children (grade 5, 6, and 7), only boys, were enrolled in the Adolescent Development Programme at Hornlee Primary School. All the referrals were identified by the School's Governing Body after being summoned to the Programme. A working agreement was entered into between Sinethemba and the School. Key areas addressed through the life skill Programmes were bullying, communication and character building. Only x6 learners completed all the sessions. X1 Referral from the ADP to KDAC for substance awareness. Home visits were done in conjunction with a Social worker from DSD. X9 Children were referred by the Fraaisig Primary School Governing Body. Focus of the ADP was on Anger management, self-concept, Peer Pressure and Conflict Resolution. At both Schools an ADP Teacher Coordinator was appointed by to form part of the ADP Task Team. The 4 <sup>th</sup> Quarter Programme concluded with a x2 day Break-away-session having the School ADP Teachers from both Schools attending with 14 children.
X1 Parent Training Skill workshop p.a. conducted for 12 parents/guardians/care givers/significant others of children attending the Drop-in Centre	Partly Achieved	In the 1 <sup>st</sup> Quarter only x3 parents successfully completed the workshops. In the 3 <sup>rd</sup> Quarter at total of 18 enrolled for the workshops but only x5 participated in all the sessions. Sessions were held in the morning and others in the afternoons to accommodate the working parents. Workshops were held on the 10, 17, 23 November and the 4 <sup>th</sup> of December 2016 at a church nearby.



**1.9 Give a general description of the ways in which beneficiaries (individuals /groups / Communities/social or economic or environmental condition) benefitted from your Organisation's program, projects or services during the past year.**

Our beneficiaries (out of school youth, suspended students, students doing assignments at Sinethemba, children living and working on the streets, children with challenging behaviour at Schools and those dropping out of school as a result of learning difficulties) benefited due to the fact that our Life Skill Programmes were developed and implemented based on their individual needs. Sinethemba was able to positively respond positively and timeously to requests from local Newspapers and the business community on reuniting young minor girls living and working on the streets with their families. Positive responses and compliments were regularly received from the community on the Organisation's Face book page on the great work it had been doing. At the beginning of this year, January 2016, x6 out of school youths were reintegrated back into main stream schools.

**1.10 Section C: List of important meetings held by the Organisation during the past year, and details of any changes to the Constitution.**

Types of Meeting	Number of Meetings held
Annual General Meeting	1
Special General Meeting	0
Management Meetings	3
Executive Meetings	0
Board Meetings	3
Others: Sub-Committee Meetings	0



*Child & Youth Care Worker facilitating a Presentation workshop with the Youth forum members of Sinethemba*



### 1.11 DATE OF LAST ANNUAL GENERAL MEETING

03 November 2016

### 1.12 SPECIAL GENERAL MEETINGS, OR MEETINGS, DURING THE PAST YEAR. GIVE A SHORT EXPLANATION FOR THIS.

No Special General Meeting

### 1.13 DID THE ORGANISATION MAKE ANY CHANGE OR CHANGES TO ITS CONSTITUTION DURING THE PAST YEAR?

YES	NO
X	

### 1.13.1 FIND ATTACH THE FOLLOWING DOCUMENTS IN SUPPORT OF THE AMENDED CONSTITUTION

- 1 Copy of the Resolution/s to change the Constitution
- 2 A Copy of the changed Constitution

### 1.14 FINANCIAL REPORT – INCOME AND EXPENDITURE:

#### SECTION A: THE ORGANISATION'S INCOME AND BASIC ACCOUNTING DETAILS:

Accounting Officer's Name: **IAN UYS & COMPANY CHARTERED ACCOUNTANTS (SA)**  
 IRBA NO. 571717  
 SAICA NO. 959790

Accounting Officer's address: **41 Grey Street, Knysna**  
**PO Box 2475, Knysna**

Province: **Western Cape**  
 Postal Code: **6570**

### 1.15 ORGANISATION'S ACCOUNTING POLICIES

Financial & procurement policy is in place  
 Financial accounting system is in place.  
 Cashbook recordings done daily  
 Monthly Cash payments and procurements signed off by Executive Committee  
 Accounts paid via debit orders  
 Salary registers kept  
 Separate ledger account for DSD



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**1.15.1 HAS THE ATTACHED ACCOUNTING OFFICER'S REPORT AND ANNUAL STATEMENTS OF ACCOUNTS BEEN APPROVED BY THE ORGANISATION'S OFFICER BEARERS?**

YES	NO
X	

**1.15.2 WHAT % (PERCENTAGE) OF THE TOTAL ANNUAL EXPENDITURE WAS SPENT ON ADMINISTRATION COSTS (e.g. SALARIES, RENTAL, TRAVEL, WATER/LIGHTS, MAINTENANCE, INSURANCES, STATIONARY ETC.):**

85%

**1.16 INDICATE YOUR SOURCES OF INCOME UNDER THE HEADINGS BELOW (WITH A TICK):**

KINDS OF DONATIONS	
Donations	√
Fees/membership	
Sales of products/services	√
Gifts-in-kind (other than money)	√
General income (i.e. fundraising)	√
Interest on investment	

**1.16.1 WHAT % (PERCENTAGE) OF YOUR ANNUAL INCOME CAME FROM SUBMITTING PROJECT OR GRANT PROPOSALS TO CORPORATES, FOUNDATIONS/TRUSTS OR FOREIGN DONORS:**

30 %

**1.17 CHALLENGES**

- >The Knysna fire disaster had a huge impact on the Organisation. The Knysna Hollow Restaurant who had been a Sponsor of Sinethemba since 2005, was destroyed. We used to get monthly food donations that complemented our food budget. Other avenues must be sourced.
- >Our biggest challenge remains reliable transport. We always must show away eager would be participants of the Program because of our insufficient transport. The costs to maintain the current vehicle is never ending.
- >We would love to have at least one Community Worker on our staff who can do recruitment and liaise with the families and/or stakeholders. The demand to have our Child & Youth Care Workers at School during contact time is increasing, but it leaves us with another demand for CYCW's at the Drop-in Centre.

