



2016 Narrative Report: Thrive

1. SECTION A: BASIC DETAILS OF THE ORGANISATION:

| | |
|--|---|
| 1.1 Registration Number (NPO Number): | 172-508 NPO |
| 1.2 Organisation's name: | Thrive |
| 1.3 The twelve-month period this Report covers): | 01 January to 31 December 2016 |
| 1.4 Contact person | |
| Name of contact person: | Mutsa Mangezi |
| Contact person's position in your organisation: | Secretary |
| Telephone number: | (012) 430 7335 |
| Fax number: | (012) 430 4471 |
| Cell phone number: | 0823334524 |
| E-mail address: | info@thrive4education.co.za |
| 1.5 Organisation's physical address: | |
| | Unit 206 Leisure Bay Bayside Road Erasmuspark, Pretoria |
| Postal code: | 0048 |
| Province: | Gauteng |
| 1.6 Organisation's postal address: | As above |

1.7 Organisation's Office Bearers.

| Portfolio | Name | Work or home address | Postal address | Telephone (include dialing code) | ID Number |
|--------------------|------------------------------|--|-----------------------|---|------------------|
| Chairperson | Sarah Swart | Unit 206 Leisure Bay, Bayside Road, Erasmuspark, 0048 | As above | 0027798830931 | 8412280130088 |
| Deputy Chairperson | Nicole Haworth | Lynnwood Bridge, 4 Daventry Street, Lynnwood Manor, 0081 | As above | 0027766491911 | 8709050093085 |
| Deputy Chairperson | Nomvuyisi Pearl Akhona Mehlo | 15 th and 16 th Floor, Bram Fischer Towers, 20 Albert Street, Marshalltown | As above | 0027815507997 | 8601270668087 |
| Secretary | Mutsa Mangezi | 202 East Avenue, Arcadia, 0132 | As above | 0027823334524 | EN658400 |
| Treasurer | Stuart McToal | 25 Klooflands Road, Kloof, 3610 | As above | 0027835196848 | 8501075062082 |
| Member | Japheth Biegon | 3rd Flr Parkfield Place, Kanjata Road, off Waiyaki Way Westlands, Nairobi | As above | 00254713137389 | C038988 |

2. SECTION B: THE ORGANISATION'S MAJOR ACHIEVEMENTS OVER THE PAST YEAR:

| Activities (projects and programmes) for the reporting year | How beneficiaries benefitted |
|--|---|
| Payment to student MAN002 throughout 2016 as a contribution to living expenses | Student MAN002 benefitted from a total contribution of ZAR 6000 in 2016 |
| Payment to student NDH001 in the first half of 2016 as a contribution to fees | Student NDH001 benefitted from a total contribution of ZAR 1600 in 2016 |
| 12 July 2016: name of organization entered into NPO Register | Thrive's credibility enhanced as it now reports to a public office |
| 23 September 2016: Thrive business account opened at FNB | Creation of bank account allowed donors to give money for Thrive's activities in a credible and transparent manner |
| December 2016: Creation of Thrive website (www.thrive4education.co.za) | Thrive's beneficiaries and donors are able to access relevant Thrive documents and can be updated on developments instantly |

3. SECTION C: LIST OF IMPORTANT MEETINGS AND ANY CHANGE TO CONSTITUTION

3.1 Types and number of meetings your Organisation held during the past year.

| Type of meeting | Indicate by ticking | | No of meetings | Comments |
|------------------------------|---------------------|----|----------------|---|
| | Yes | No | | |
| Annual general meeting (AGM) | | X | | |
| Special general meeting | | X | | |
| Board meeting | X | | 3 | 24 April, 28 August and 11 December (please see MoM attached) |
| Others (specify) | | X | | |

4. Did you make **any changes to the Constitution** during the past year:

| | |
|-----|----|
| YES | NO |
|-----|----|

Thrive
Minutes of Meeting

| | |
|------------------|--|
| Date | 24 April 2016 |
| Venue | Pretoria, South Africa |
| Present | Nicole Haworth, NH (founding member), Sarah Swart, SS (founding member) Mutsa Mangezi MM (Secretary), Stuart McToal SM (Treasurer), Pearl Mehlo PM , Japeth Biegon JB (member) |
| Apologies | None |

1. Welcome

All were welcomed to the first meeting of Thrive for 2016. 4 documents were circulated for considerations:

- Thrive Process Document
- Policy on Failure
- Factsheet for Funders
- Guidance for Mentors

2. Confirmation of Minutes of previous meeting

The previous meeting was held in July 2015.

3. Additions to the Agenda

None.

4. Registration of Thrive

Noted that the registration process is not complete. All document have been submitted but we await the outcome. Noted that in order to attract big donors, registration is important as we require an NPO number and SARS reference number. Agreed however that pending registration, Thrive will focus on small donors who are prepared to fund in the absence of a formal registration. Pending registration, agreed that Sarah will continue to run Thrive funds from her bank account and send bank statements to the Treasurer.

5. Update on Thrive

Noted that there are 2 students currently on board with Thrive. MAN002 and NDH001. Both students have completed the administrative process

and have received the necessary financial support. A mentor has been identified for MAN002. One mentor is still required for NDH001.

6. Data Base of Mentors

Noted that a mentor database has been created and will be managed and updated by the secretary. All encouraged to actively seek out people who would be suitable mentor.

Meeting circulated a guidance document for Mentors. Document was read and accepted. MM raised a concern as to the sex of the mentor, suggesting that as far as possible, mentors should be of the same sex as the student. This suggestion was met with a mixed response. Also suggested that it may be unnecessarily restrictive.

Agreed: to deal with the matter on a case by case basis and invite the student to indicate any special preferences they may have and take into account that preference when determining what a suitable mentor would be. To ensure that both parties are happy with cross sex mentoring.

Guidance document for mentors to be amended accordingly.

7. Performance Policy

SS raised as to whether Thrive should have a performance policy. What should happen if a student fails his exams. Agreed that a fundamental precept of Thrive is to give students a chance. Proposal: whilst it is not possible to require students to pay back the sponsorship they have received in the event of failure, it may be appropriate to require that they 'give back' to the organisation in some way. No consensus was reached in this.

On the failure police agreed that students should be granted an opportunity to explain the reasons for failure. PM agreed to lead this process where it does arise. As a general rule: students will be granted a second chance where they have failed and a third chance will only be granted to a student where such student has a valid and acceptable motivation for a third chance.

Failure Policy to be amended and recirculated.

8. Funding

PM suggested that it is necessary to escalate the funding structure. Suggested that it may be best to commence subsistence funding from the point of registration not from the time a student is accepted into an institution.

Agreed: subsistence funds will be paid out to students upon registration.

9. Fact sheet

A draft fact sheet for funders was circulated and adopted. Noted that as Thrive sets up and consolidates its structure in order to attract donors, the factsheet is useful as a tool for donors.

Factsheet was read and adopted as is.

10. Website

Noted that a graphic designer has volunteered to assist Thrive to set up a website. In order to do this, we require a domain name as well as a registration fee of approx. ZAR200.00. Agreed that NPO will cover this cost and NH tasked with finding an available domain name.

11. Any Other Business

Thrive process document was read and adopted as is.

12. Date of Next Meeting

Date of next meeting to be agreed upon in due course.

Thrive
Minutes of Meeting

| | |
|------------------|--|
| Date | 28 August 2016 |
| Venue | Pretoria, South Africa |
| Present | Nicole Haworth, NH (founding member), Sarah Swart, SS (founding member) Mutsa Mangezi MM (Secretary), Stuart McToal SM (Treasurer), Japeth Biegon JB (member) |
| Apologies | Pearl Mehlo (PM), |

13. Welcome

All were welcomed to the second meeting of Thrive for 2016.

14. Confirmation of Minutes of previous meeting

Minutes adopted without corrections.

15. Additions to the Agenda

None.

16. Registration of Thrive

Thrive was registered formally under NPO registration number 172-508. Noted that registration gives rise to a set of obligations:

- Noted that all documents must reflect the NPO registration number. SS has amended all the documents.
- Financial and narrative Reporting requirements (to be discussed at next meeting)

17. Update on Thrive Students

The meeting received an update on the performance of the students. Agreed that in order to maintain the confidentiality of student information, details of each student or their performance will not be included in Minutes of Meeting (which are public record). Information on individual students will be contained in a separate report which is disclosed only to Thrive Members, existing funders and specific mentors.

18. Documents

Noted that two documents remain outstanding for adoption: policy on performance, and guide for mentors.

For amendment:

Guide for mentors: to include a requirements on how often to meet. Document to indicate that within 3 weeks of the commencement of the relationship, a mentor must initiate contact with the mentee and thereafter meet at least twice in a 6 month period.

Proforma acceptance email: SS to amend and add in responsibilities on the student in the opening email. Responsibilities include: contact with mentor, updating mentor on performance and submitting the dates and results of tests and exams.

19. Mentorship

NH perhaps suggested that the onus on mentorship should be placed on mentees. JB proposed that first meeting should be initiated by the mentor and thereafter the mentee has to take responsibility and initiate meetings with the mentor. Aim: to engender responsibility in students by requiring that they send their timetables as well as their exam results and to reduce the burden on mentors.

Database: there are currently 2 mentors on the database. NH suggested 3 further mentors and undertook to share these names with SS and MMA.

20. Funding & Bank Account

Agreed that need to start slowly. A number of funders have offered to support on a monthly basis.

Bank Account: to date Thrive does not have a bank account. Following registration, SMT investigated options for bank accounts. Following 4 options: ABSA, Standard Bank, FNB and Capitec,

ABSA: not in favour – NPO requires a business account which is challenging.

Standard Bank: not in favour - Expensive to run the account as account fees are per transaction. Costs are approx ZAR130 per month and then a rate of R17 per transaction.

FNB: In favour: account fees are a flat rate of ZAR210.

Capitec: still to be investigated.

SMT to visit Capitec and then send a written submission to all for approval. Agreed that Chairperson (SJS) and Treasurer (SM) be authorized to open a bank account and have signing powers on such bank account on behalf of Thrive.

21. Website

NH reported on the options for domain names. Options were considered and by consensus it was agreed that www.thrive.org.co.za. NH to

secure the name and cover the fee to secure the name. Noted however that 'co' indicates a commercial company so this may not be an appropriate name. NH to investigate possibility of securing www. Thrive.org.za.

SS to approach a graphic designer to design website and submit documents for aesthetic standardization.

22. Any Other Business

None.

23. Date of Next Meeting

Early October 2016. Exact date to be confirmed.

Issues to be discussed in next meeting: additional students for 2017, funding, tax exemption and reporting requirements (narrative and financial).

Thrive
Minutes of Meeting

| | |
|------------------|---|
| Date | 11 December 2016 |
| Venue | Pretoria, South Africa |
| Present | Nicole Haworth, NH (founding member), Sarah Swart, SS (founding member) Mutsa Mangezi MM (Secretary), Stuart McToal SM (Treasurer), |
| Apologies | Japeth Biegon JB (member), Pearl Mehlo (PM) |

24. Welcome

All were welcomed to the second meeting of Thrive for 2016.

25. Confirmation of Minutes of previous meeting

Minutes adopted without amendments.

26. Additions to the Agenda

Update on website.

27. Update on Thrive Students

See student reports (available only to management committee and funders).

Agreed that the duration of thrive support will be for one year. At the end of each year, students are required to re-apply for funding. A student who has failed will be treated in accordance with the Thrive failure policy. Reapplication by a Thrive student does not guarantee acceptance.

SS & NH to provide students with correspondence informing of the above.

28. Financial Report

Noted that the Thrive bank account is confirmed. Bank details contained below.

Account Name: Thrive
First National Bank

Account number: 62642708749
Branch code: 252145
FNB business cheque account

SM to set up a system for payments and SS to send SM the details of payments made to date of registration for the purposes of preparing an annual financial report.

29. SARS registration Report

SS provided a report on her efforts to submit an application for exemption from income tax by virtue of our status as a Public Benefit Organisation. This application will allow Thrive to give companies a section 18(a) donation certificates.

30. Annual General Meeting (Jan/Feb 2017)

Noted that according to section 14 the Thrive constitution, the secretary is to convene an AGM within 3 months of the end of Thrive's financial year. MM to prepare a message with what is required.

31. 2017 Applications

Agreed that there is need to advertise Thrive to prospective students. However, due to Thrive's modest financial situation, the management committee will student applications will be taken on an ad hoc basis but with no active advertising until Thrive's financial status is more stable.

32. Fundraising Event

NH and MM were tasked with organizing a fund raising event. Prospective dates for the event are February to March 2017. Noted that Kundai Mabeza has volunteered to cycle for Thrive during a cyclathon in April 2017.

33. Website

SS informed that a web designer has received a first draft of content to be uploaded onto the Thrive website. MM to collect a second round of content end of December and share with the web designer.

All members to submit to MM a short bio to be uploaded to the website.

34. Any Other Business

Association Reporting: noted that according to the Non Profit Organisation's Act, a narrative and financial report is to be submitted to the

Department of Social Development. SS, MM and SM to prepare these and circulate to members for comment and input.

35. Date of Next Meeting

Next meeting to take place in January 2017.