



**Minutes of the Annual General Meeting of
Protective Behaviours Southern Africa
held on 11 March 2019 at 11h30
at 222 Lena Ahrens Road, Glenwood, Durban**

Apologies

Ruth Stewart – Board Member
Liza Meecham – Board Member
Marcia Cannon – Board Member
Janice King – Board Member
Richard Saner – Board Member

Thams Pather – Social Worker
Nompumelelo Zama - YMCA
Elaine Vetton - Psychologist
Debbie vd Merwe - Penduka

In Attendance

Hayley Walker – Board Member
Lydia Gordon – Board Member
Hilda O’Challagan – Board Member
Lesley Harper – Board Member
Hannelie Millar – Administrator

Others as filed in the Attendance Register¹

1. Welcome

Hayley Walker was appointed chairperson for the meeting, and welcomed everyone present.

One proxy was noted, that being from Richard Saner, who appointed Hayley Walker as his proxy².

Hayley confirmed that a quorum is established.

2. Approval of the Agenda

The agenda was accepted and approved.

3. Approval of the minutes of the previous Annual General Meeting

Hayley enquired whether everyone received a copy of the previous minutes, and whether it is accepted as a true reflection of the proceedings.

The minutes of the Annual General Meeting held on 21 February 2018 was proposed and accepted by Lesley Harper and Seconded by Hilda O'Challagan.

4. Receive the Chairperson's Report

Hayley Walker presented a visual display of the annual Chairperson's Report³

Lydia Gordon thanked the chairperson for the visual presentation, and noted that it is a good reminder of the amazing work that has been done in PBSA.

5. Receive the Financial Report

Hayley Walker presented a visual display of the annual Financial Report⁴

Hayley confirmed that PBSA has managed to open its bank account late in 2018. She explained that the balance displayed in the bank account currently display mostly deposits, and that the only expense thus far has been bank charges.

She said that this is a positive reflection considering the Department of Education wants PB in every school, but that they want PB to fund itself. With this positive bank balance, we are in a better position to approach funders and to start working towards making the Department of Education's mandate, a reality.

Hayley noted that a special resolution was reached by the board during the past week, to employ Tony Lawrence for purposes of finalising any compliance issues for the organisation, and to manage the funding proposals on behalf of the organisation, in the near future.

She summarised that the income reflects:

- a deposit from SOS International for lesson plans that Hilda developed. This was displayed as an income and not as a donation, relating to the service that was rendered.
- Income from Senior Trainers as they deposit 2% of their income to PBSA when delivering the programme.

Hayley concluded that the budget needs to be refined, and will include costs relating to the appointment of auditors.

There being no questions raised pertaining to the financial statements, Hayley requested Tony Lawrence to step forward, to act as election officer for the new Board of the ensuing year.

6. Election of the Board for the ensuing year

Nominations of board members were received by written nomination, handed to the administrator prior to the start of the meeting.

Tony, summarized that 8 nominations were received, that being

As Chairperson: Hayley Walker (2 nominations)

As Vice Chair: Hilda O'Challagan and Refiloe Mofelehetsi

As Treasurer: Janice King

As Secretary: Hannelie Millar (2 nominations)

As Training Rep: Hilda O'Challagan

Tony noted that, where only one individual is nominated for a position, the nominee is automatically elected. He asked whether all present were in acceptance of that. There being no objections, the nominees became duly appointed.

He stated that, for the position of Vice Chair, there were two individuals nominated, and that, where two or more people were nominated, those present will cast a vote for the appointment. In this case, due to the fact that Hilda O'Challagan was nominated for two positions, Tony afforded her the opportunity to choose which role she would like to accept.

Hilda O'Challagan opted to stand as Training Representative, and therefore, the final election of the board was concluded as follows:

Hayley Walker – Chairperson

Refiloe Mofelehetsi – Vice Chair

Janice King – Treasurer

Hannelie Millar – Secretary

Hilda O'Challagan – Training Representative

There being no further enquiry or objections to the elected board, Tony congratulated the new Board and confirmed their appointment as such.

7. Presentation of the Senior Trainers' Report

Hilda O'Challagan presented a visual display of the annual Senior Trainers' report⁵ **New or further business**

8. New and Other Business

Awareness and Advocacy

Lydia Gordon raised that they have been working with the tribal authorities of late, and wants to propose that representatives of PBSA invite counsellors and community leaders to training sessions to attend training for at no cost, in an effort to raise awareness among the tribal authorities.

Hilda O'Challagan agreed that it is important and necessary, and added that there's a need for translators in these instances

Lesley Harper added that, in Mozambique particularly, it is vital to also include parent training, and felt we need to do more to reach the parents also.

Membership

Hayley confirmed that a revised membership form is available for new and old practitioners to receive via the Senior Trainers. She added that membership comes at a minimal fee of R50, but that it does require police clearance. She stated that police clearance in SA is valid for 6 months.

Lesley Harper enquired how police clearance would be applied in Mozambique, to which Hayley responds that practitioners in Mozambique should submit police clearance in Mozambique, and requested that Lesley does enquiries regarding process that is applied there, include the duration for validity.

Next Annual General Meeting

It was confirmed that the venue for the next AGM will be in Gauteng, a date for which will be determined in due course.

There being no further matters to discuss, the Chairperson confirmed the meeting closed at 12:15PM

Protective Behaviours Southern Africa - Attendance Register

Event Name : Annual General Meeting

Event Date : 11 03 2019



Name & Surname	Organisation	Cell/Tel	Email	Sign
Shireen Gorder	Hope Village Social Worker (Private Practice)	0146 232 1113	[Redacted]	[Signature]
Samartha Bhujraj	Pro-Vision Mozambique	0735 [Redacted] +258 076 [Redacted]	[Redacted]	[Signature]
Lesley Harper	P.B.	083-41 [Redacted]	[Redacted]	[Signature]
Tam Lawlor	Give a Child a Family	03913 [Redacted]	[Redacted]	[Signature]
Lungile Ndandane	G.C.F	0659 [Redacted]	[Redacted]	[Signature]
Hilda O'Callaghan	PBSA	0796 [Redacted]	[Redacted]	[Signature]
Lydia Gordon	Give a Child a family	087 [Redacted]	[Redacted]	[Signature]

APPOINTMENT OF PROXY

I, RICHARD SANER
(Insert MEMBER'S name)

of JA EGRET CLOVE, WESTLAKE, CT, 7945
(Insert MEMBER'S address)

being a member of
PROTECTIVE BEHAVIOUR'S SOUTHERN AFRICA
(Insert name of INCORPORATED ASSOCIATION)

APPOINT

HAYLEY WALKER
(Insert PROXY'S name)

who also is a member of the Association, as my proxy.

My proxy is authorised to vote on my behalf: (Tick only **ONE** of the following)

at the general meeting/s (and any adjournments of the meeting/s) on:
MONDAY 11TH MARCH 2019
(Insert relevant date/s)

OR

in relation to the following resolutions and/or nominations

In favour:

Against:

(Insert resolution Nos. brief description or nominees' name/s)

(Insert resolution Nos. brief description or nominees' name/s)

Signature: [Signature]
(of Member appointing Proxy)

Date: TUESDAY 5TH MARCH 2019

This written notice must be given to the secretary before the commencement of the general meeting.

The 2018 year has been a productive and challenging one for Protective Behaviours in Southern Africa

The start of 2018 saw some challenges as we started to tighten up policy and procedure seeing the loss of a few Senior Trainers and board members. While a painful process it was necessary to kick start a higher level of trainers and training and therefore more effective impact in the communities we work with.

Some highlights of the 2018 year include

- PB’s inclusion in the Department of Basic Educations Life skills textbook project with 2 of our practitioners selected to be on the writing team in Refiloe and Ntombi as well as Hayley being selected for the review team as well as our inclusion on the Social Inclusion Committee for the Department of Education.
- We have seen many great opportunities open up for us with strategic partnerships and collaboration with new partnerships being recognised and established with :
 - o National Freedom Network
 - o Catholic Schools Board
 - o Salvation Army
 - o ACSI – Association of Christian Schools international
 - o Jelly Beanz Inc
 - o Lifeline Pretoria
- PB has been actively promoted by influential agents such as Marcel Vd Watt and had TV, Radio and Print coverage in the media over the last year as well as a strong presence at key conferences regarding Child Protection in southern Africa and NPO collaboration meetings including Gauteng, KZN, Western Cape and Eastern Cape as well as National bodies, we are rapidly becoming a recognised brand in the Child Protection space.
- We have had the privilege of sharing at the following conferences giving us a wider sphere of influence.
 - o Department of Basic Education social inclusion conference 2018 (Breakaway session 110 participants)
 - o Jelly Beanz child trauma conference 2018
 - o Refresh conference 2019 (Plenary address 250 guests)
 - o UNISA sexual exploitation of children conference 2018
 - o NG Childrens Ministries conference 2018 (Breakaway session 60 participants)
 - o ACSI Conference 2019 (Breakaway session 60 participants)
 - o Catholic Schools board annual training for practitioners 2018 (Plenary session 110 participants)

Internationally

Lesley has had the opportunity to work closely with Government officials in Mozambique and has begun training some officials there.

Give a Child a Family has done work with PB in many African regions most recently including Ethiopia

There is interest in Namibia as well from the EU working with the ministry of Education in Namibia

A very exciting development has been the establishing of regional teams with Western Cape and Port Elizabeth connecting regularly in taking the work of PB forward.

Looking ahead we need to focus on

- Growth in our work both with children on the ground and training
- Improving our monitoring and evaluation systems
- Centralising of our training and bookings
- Securing funding for the work in schools as a priority
- Continuing to develop strategic partnerships including the Department of Education and Social Development in South Africa and beyond.

In conclusion, it is our absolute privilege to work towards improving the world our children are living in. It has been an honor to serve with a passionate team of volunteers that are making a real difference in their communities and beyond when we face challenges we need to simply remember that we can make a difference.

Thank you for giving me the opportunity to serve in this way.

HAYLEY WALKER

Chairperson

Trial Balance

Protective Behaviours Southern Africa

As of Feb 28, 2019



ACCOUNTS	DEBIT	CREDIT
Assets		
Nedbank 1180790677	49,450.02	0.00
Total Assets	49,450.02	0.00
Liabilities		
Total Liabilities	0.00	0.00
Equity		
Profit for all prior years	0.00	49,450.02
Total Equity	0.00	49,450.02
Income		
Total Income	0.00	0.00
Expenses		
Total Expenses	0.00	0.00
Total for all accounts	49,450.02	49,450.02

Cash Flow

Protective Behaviours Southern Africa

Date Range: Feb 28, 2018 to Feb 28, 2019



CASH INFLOW AND OUTFLOW		Feb 28, 2018 to Feb 28, 2019
Operating Activities		
Sales		ZAR49,659.20
Purchases		-ZAR209.18
Inventory		ZAR0.00
Payroll		ZAR0.00
Sales Taxes		ZAR0.00
Other		ZAR0.00
Net Cash from Operating Activities		ZAR49,450.02
Investing Activities		
Property, Plant, Equipment		ZAR0.00
Other		ZAR0.00
Net Cash from Investing Activities		ZAR0.00
Financing Activities		
Loans and Lines of Credit		ZAR0.00
Owners and Shareholders		ZAR0.00
Other		ZAR0.00
Net Cash from Financing Activities		ZAR0.00

Cash Flow - Protective Behaviours Southern Africa
Date Range: Feb 28, 2018 to Feb 28, 2019

Created on: Mar 07, 2019
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OVERVIEW

Starting Balance	ZAR0.00 As of 2018-02-28
Cash Inflow	ZAR49,659.20
Cash Outflow	ZAR209.18
Net Cash Change	ZAR49,450.02
Ending Balance	ZAR49,450.02 As of 2019-02-28

Balance Sheet

Protective Behaviours Southern Africa

As of Feb 28, 2019



ACCOUNTS	Feb 28, 2019
Assets	
Total Cash and Bank	ZAR49,450.02
Total Other Current Assets	ZAR0.00
Total Long-term Assets	ZAR0.00
Total Assets	ZAR49,450.02
Liabilities	
Total Current Liabilities	ZAR0.00
Total Long-term Liabilities	ZAR0.00
Total Liabilities	ZAR0.00
Equity	
Total Other Equity	ZAR0.00
Total Retained Earnings	ZAR49,450.02
Total Equity	ZAR49,450.02

Profit and Loss

Protective Behaviours Southern Africa

Date Range: Feb 28, 2018 to Feb 28, 2019



ACCOUNTS	Feb 28, 2018 to Feb 28, 2019
Income	ZAR49,659.20
Cost of Goods Sold	ZAR0.00
Gross Profit As a percentage of Total Income	ZAR49,659.20 100.00%
Operating Expenses	ZAR209.18
Net Profit As a percentage of Total Income	ZAR49,450.02 99.58%

Addendum 5 – Senior Trainers’ Report

1. *The flowchart of training*
 - a. *Master Trainer - Oversees the Program Content, trains Senior Trainers and guides the Senior Trainers in their work*
 - b. *Senior Trainers - Conducts PB Level 1 (1.5 day workshops), training adults to become Practitioners*
 - c. *Practitioners - Deliver the PB program to the end user (beneficiary), over a number of weeks or months, depending on suitability*
 - d. *End User - Recipient of the PB program. Can be adults, teenagers or children. In the majority of cases (98% plus) PBSA works with children and teenagers.*

2. *Current Trainers and Reach*
 - a. *Number of Master Trainers in South Africa – 2*
 - b. *Number of Senior Trainers in South Africa – 6*
 - c. *Number of Practitioners trained in South Africa to date - 1,986*
 - d. *Number of children having received PB to date – in excess of 70,000*

3. *The achievements of our Training staff during 2018*
 - a. *Number of Practitioners trained (Level 1) by Senior Trainers - 409*
 - b. *Number of Practitioners who attended the Teen Session - 265*
 - c. *Number of Parents who attended PB workshops - 75*
 - d. *Number of children estimated to be receiving PB - approximately 7500*

4. *Creating Awareness*
 - a. *THE most important aspect of preventing violence against children is to raise awareness.*
 - b. *Free Information sessions were held in Pretoria, Joburg, Durban, Margate, East London, Port Elizabeth, Plettenberg Bay, Knysna, Somerset West, Cape Town and Bloemfontein – 12 cities in total.*
 - c. *A total of 4469 individuals have attended these sessions all over SA.*
 - d. *A number of Radio interviews in Gauteng and Port Elizabeth*
 - e. *Two Television interviews including 'Die Groot Ontbyt'*
 - f. *A number of Articles in Local Newspapers*
 - g. *A 4-page Article in the People's Magazine*

5. *Conferencing*
 - a. *Conferences are a high priority for Awareness Raising. During 2018 Senior Trainers presented at:*
 - i. *The Child Trauma Conference in Cape Town*
 - ii. *The Safety and Violence Initiative (SaVI) Conference in Cape Town*
 - iii. *UNISA sexual exploitation of children conference*
 - iv. *NG Children's Ministries conference*
 - v. *Department of Basic Education Conference*

 - b. *Planned for 2019*
 - i. *Montessori School Conference*
 - ii. *School Principal's Conference*
 - iii. *Play Conference in Gauteng*
 - iv. *Association of Christian Schools Conference*
 - v. *National Association of Child Care Workers*
 - vi. *Masizame Conference on Child Protection in rural areas*

6. *International Involvement*
 - a. *Mozambique - Delivered PB Level 1 in Maputo and Inhambane*
 - b. *Mozambique – currently training ECD Practitioners of the Department of Welfare at the University of Pedagogics in Chongoene.*
 - c. *Namibia – Trained 65 Social Workers from the Department of Gender Equality*
 - d. *Benin – Trained 32 professionals from 11 countries – requesting the Train the Trainer for later in 2019*
 - e. *Morocco and the Middle East requested Level 1 training for 2019*