

03 October 2022

**Agenda for the 1<sup>st</sup> Annual General Meeting of SA Student Finance Forum NPC t/a HESFF to be held on Friday, 14 October 2022 at 11:40 at The Premier Roodevalley Lodge, Kameeldrift, Pretoria.**

**1. Welcome and attendance**

An apology is recorded from the elected chairperson, Mr Mzwakhe Matukane of UJ, who is on an overseas trip with their newly appointed VC to raise funds for their institution.

**2. Finalizing of the agenda**

Refer point 9 below.

**3. Report from the vice-chairperson of HESFF – Dr Frans Kgomo, TUT**

**4. Approval of the previous minutes**

The minutes of the 15<sup>th</sup> AGM of SAAF held on Friday, 13 September 2019 at 11:40 at the Protea Hotel King George, George, Western Cape

**Annexure A**

**Matters from the minutes:**

**4.1 Revision of the SAAF Constitution – refer to par. 3.1 of the minutes:**

After the changes to the constitution that were approved at the previous 2019 AGM, there has been one foreseen minor structural change to the HESFF, which have now been incorporated in the revised constitution.

4.1.1 The changes due to the registration of a non-profit company in 2021, SA Student Finance Forum NPC and therefore also the change in the Forum's legal status as its own legal entity. Refer to par. 3 of the constitution.

**5. Changes to the constitution proposed by the Board**

**5.1 Proposed change of the trading name of “Higher Education Student Finance Forum” to the registered name of the Non-profit Company, i.e., “SA Student Finance Forum”.**

The trading name could not be registered at CIPC due to the reserved words of “higher education” in the name.

All legal documents must be done in the registered name of the NPC, e.g., name of the bank account.

A website domain could not be reserved with the words “higher education” in the name and therefore the new website name was reserved as [www.sasff.co.za](http://www.sasff.co.za)

The Board therefore recommends that it is just more practical to operate under the NPC's registered name instead of also having a “trading as” name. The words of “higher education” are reserved, and therefore we might in future again experience issues with the “trading as” name of HESFF.

**5.2 Change to the stipulation on contribution to the membership fund**

**Par 8.3** of the Oct. 2019 approved constitution stipulates that: “A part of the conference registration fee paid by delegates will be allocated to the SAAF Fund, whereas such part is to be determined by the Board”.

Before the structural change due to the withdrawal of Adapt IT as the main sponsor from the end of 2020, any surplus from the annual conference went to Adapt IT to cover their costs of providing the organisational and financial administrative support they rendered to HESFF through the post-retirement contract with Mr Peet du Plessis. This profit to Adapt IT for 2019 amounted to R232 000.

In the current financial structure, the surplus from the conference, after the contracted event organisation fee payable to Mr Peet du Plessis, is used to cover the operational costs of the NPC, such as auditors' fees, bank charges, financial and taxation administration fees, CIPC fees, website domain and administration fee, etc., and any balance on the surplus befalls the NPC.

It is therefore proposed that par. 8.3 is changed to read as follows: *The surplus from the annual conference, after all annual operational costs have been covered, is allocated to the membership fund.*

**Note:** The constitution as previously approved at the October 2019 AGM is published on the website of the Forum on [www.sasff.co.za](http://www.sasff.co.za)

**6. Annual Financial report**

The Forum Coordinator to table the annual financial report and independent review of the SA Student Finance Forum NPC as at 30 June 2022, which was compiled by the appointed auditors, OMA Chartered Accountants Inc. The financial report is also published and available on the above-mentioned website.

**For consideration and adoption**

**7. New institutional members of HESFF**

For ratification if any new members attend

**8. Board of Directors**

At the previous Oct. 2019 the 6 Board Members that were elected in terms of the HESFF Constitution, for a first term of 3 years (2020-23) were as follows:

Chairperson of the Board	Mr Mzwakhe Matukane, UJ
Deputy Chairperson:	Dr Frans Kgomo, TUT
Additional members:	Dr Nonhlanhla Mabuza, UNISA
	Mr Udesch Ramsundar, DUT
	Mr Ismail Soobader, Wits
TVET Sector Representative:	Ms Mercia Leeson, Ikhala TVET College

As per par. 6.2.2 vi) the Board allocated the duties of treasurer to Mr Soobader and that of secretary to Mr Ramsundar whose responsibilities are specified in par. 6.2.4 iii) and iv) respectively.

As the current Board Members' term is until 2023, there is no election of board members at this AGM.

**9. Additional points for the agenda**

9.1 \_\_\_\_\_

9.2 \_\_\_\_\_

**10. Next AGM**

10.1 Topics / Guest Speakers for 2023 conference

10.2 Proposals for venues for 2023

Note: In terms of par. 6.2.3 iv), the Board will follow a rotation basis in selecting a venue, with one year in a coastal region and the following year in an inland region of the RSA.

**10. Closing**

**Compiled by:**

Mr Peet du Plessis  
Forum Coordinator

05 November 2019

**Minutes of the 15<sup>th</sup> Annual General Meeting of SAAF that was held on Friday, 13 September 2019 at 11:40 at The Protea Hotel King George, George, Western Cape.**

**9. Welcome and attendance**

The chair of SAAF, Mr Mzwakhe Matukane welcomed members to the AGM. He informed the meeting that there was a total of 120 delegates this year, including guests, speakers, institutional members and associate members of whom most are also exhibitors. He called upon members to report back to their institutions on the value that this annual conference adds, and to try to increase their attendance and also to recruit colleagues from their neighbouring institutions.

A list of attendees can be obtained from the SAAF Forum Coordinator, Mr Peet du Plessis at [peet.duplessis@adaptit.co.za](mailto:peet.duplessis@adaptit.co.za)

The Chair checked with the Forum Coordinator if there was a quorum and on confirmation declared the meeting as constituted.

**10. Finalizing of the agenda**

No additional points were added to the agenda.

**11. Report from the chairperson of SAAF – Mr Mzwakhe Matukane, UJ**

Mr Matukane informed the meeting on the various activities that took place during the preceding year.

- A revised constitution was drafted by Mr Matukane incorporating the decisions taken at the 2018 AGM, which he submitted to the Forum Coordinator.
- The Forum Coordinator, Mr Peet du Plessis, in turn, added to the initial revised draft to incorporate the stipulations required in the constitution in order to register SAAF as a Non-profit Company. Mr du Plessis then met with the Chair at UJ in July, to finalise the draft revised constitution.
- Mr Matukane proposed a new name for SAAF – refer the revised constitution.
- He also pointed out that the Man Com had a meeting at the end of October 2018 to follow-up on the decisions of the 2018 AGM and to align the revised structure of SAAF.
- Man Com then also had another meeting on 7 May 2019 at the Adapt IT Campus in Midrand to plan the 2019 conference. Based on the feedback from the 2018 event, he pointed out that this year the program makes provision for a feedback session after the various break-away group discussions.
- Mr Matukane also referred to a meeting he had with the MD of Adapt IT Education Division, Mr Luxolo Rubushe, regarding the mandate of Adapt IT for the organisation and administrative support for SAAF.
- He mentioned that members should be focusing on engaging other industries to support SAAF, e.g. from the legal fraternity involved with services to student finance, other suppliers to students, etc.
- He acknowledged the previous Man Com that finished their term at the 2018 AGM.
- He said that SAAF is changing its mandate to look at a bigger picture of Student Finance instead of only Student Accounts Administration. In future speakers will be engaged at the annual conference with this new mandate in mind.
- He elaborated on the financial challenges that are facing HEI's with the DHET that capped the fee increases for 2019 at 5.4%.
- He expressed his hope for changes at NSFAS to address the current challenges that they have and that impacts on the HEI's in terms of student funding, negative perceptions, etc.
- He referred members to the funding scheme, ISFAP – Ikusasa Student Financial Aid Program.
- Lastly he referred to the impact of the 4IR on the Student Finance function at HEI's and that it might be necessary to explore this at the 2020 Conference.

**12. Approval of the previous minutes**

The minutes of the 14<sup>th</sup> AGM held at the Coastal Hotel Umhlanga, Umhlanga Rocks, KwaZulu-Natal, on 14 September 2018, is attached to the agenda was approved.

Proposed: Mr Udesch Ramsundar

Seconded: Mr Grant Skinette

**Matters from the minutes:**

### 3.1 Revision of the SAAF Constitution

The revised Constitution as proposed by the SAAF Man Com was attached to the agenda, with all content in the original constitution that were to be removed in “strike through” font, and all additions to the original document in **red font**.

The Chair dealt with the draft document by paragraphs and sub-paragraphs. There were only a few minor changes to the wording and cross referencing proposed, which were going to be incorporated.

The more important changes proposed to the draft were the following:

- Par. 1: The new name of the organisation was accepted as: Higher Education Student Finance Forum, abbreviated as HESFF.
- Par. 6.2.1. iv) on the composition of the Board, the following sentence was added: *The TVET representative elected on the Board may therefore also serve as an office bearer on the Board.*
- Par. 6.2. v). It was proposed by Mr Udesch Ramsundar that the period of Board members elected to serve on the Board, should be extended from 2 years to 3 years, in order to avoid the bi-annual changes at CIPC of Board members of the NPC.

The abovementioned proposed changes were approved and the revised constitution was accepted.

Proposed: Mr Udesch Ramsundar

Seconded: Mr Oupa Galane

### 5. Financial report

The Forum Coordinator tabled the report on the SAAF Fund as at 30 June 2019 and a financial report on the 2018 Conference for adoption.

Proposed: Dr Frans Kgomo

Seconded: Mr Thomas Mothiba

### 6. New institutional members of SAAF

The new member institutions that attended SAAF for the first time, i.e. West Coast TVET College, and King Sabata Dalindyebo TVET College, were welcomed by the Chair and their membership was ratified.

### 7. Management Committee

Based on the adoption of the revised constitution (refer par. 3.1 above), the current format of the Man Com is replaced by a Board of Directors in terms of par. 6.2. In terms of this paragraph, the affairs of HESFF will be managed by an elected Board of Directors of 6 members, including the TVET College representative.

The proposal that the 3 members on the Management Committee be retained as Board Members was not accepted, although they have indicated that they are available for re-election. It was therefore decided that institutional members should, in terms of par. 6.2.2, be requested to submit their nominations for a new Board of 5 members and the TVET Colleges to nominate a representative out of their member institutions present at the 2019 AGM.

The Forum Coordinator therefore conducted a nomination process to elect the 6 Board Members in terms of the new HESFF Constitution, for a first term of 3 years (2020-23). After the count of the nomination forms submitted, the Coordinator announced the new Board.

The following members of the previous Management Committee that were elected in 2018 for a first term of 2 years (2019/20) were re-elected for a first term of 3 years (2020-23) as follows:

Chairperson of the Board

Mr Mzwakhe Matukane, UJ

Deputy Chairperson:

Dr Frans Kgomo, TUT

Additional member:

Ms Nonhlanhla Mabuza, UNISA

The following members were newly elected to the Board for a first term of 3 years (2020-23).

Additional members:

Mr Udesch Ramsundar, DUT

Mr Ismail Soobader, Wits

TVET Sector Representative:

Ms Mercia Leeson, Ikhala TVET College

The Coordinator congratulated the members with their election to the new Board, and handed back to the Chair.

Mr Matukane expressed his thanks for the trust from members for the re-election of himself as the Chair and the previous members of Man Com, and welcomed the new members with whom he is looking forward to cooperate within the new governance structure of HESFF.

**8. Next Conference and AGM - 2020**

**8.1 Topics / Guest Speakers for 2020 conference.**

The Chair pointed out that there is a save-the-dates e-mail that goes out to all members on the database, inviting members to submit topics and proposals for papers to be presented at the annual conference, and that this e-mail get send 3 to 4 months before the conference date. Members were again urged to heed to this call and assist the Board to put together a conference program that will add value for all delegates attending.

**8.2 Proposals for venues for 2020**

**Note:** In terms of par. 6.2.3 iv), the Board will follow a rotation basis in selecting a venue, with one year in a coastal region and the following year in an inland region of the RSA. Therefore the 2020 conference is due to be held at an inland venue. The coordinator indicated that venues that are affordable, offering good value for money, and that are within less than 2 hours' drive from one of the main inland airports, will be requested to submit quotations, where after the Board will decide on a venue.

**9. Closing**

The Chair thanked all members for their attendance and cooperation with this very important AGM of the new HESFF. He also thanked the sponsors and exhibitors for their valued participation and lastly he thanked the coordinator, Peet du Plessis for all the organisation and facilitation of this very successful conference. He then declared the AGM as closed.

**Compiled by:**

Mr Peet du Plessis  
Forum Coordinator

