



Minutes of the Open Session Board Meeting

Held on 29th September 2022 at 6.00pm

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Present

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| B. Bijl | BB | Board Chair |
| R. Kanaan | RK | Board Member |
| A. Mahomed | AM | Board Member |
| A. Veen | AV | Board Member |
| T. Chaponda | TC | Board Member |
| A. Chitulu | AC | Board Member |
| A. C. Moody | ACM | Director |
| L. Peacock | LP | Head of Secondary |
| E. Engel | EE | Head of Primary |
| L. Phiri | LP | Business Manager |
| S. Soko | SS | Finance Manager |
| C. Honde | CH | Board Secretary |

Apologies

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| A. Toness | AT | Board Member |
| U. Roxo | UR | Board Member |

| Time | Agenda Item | Minutes |
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| 6.15 pm | Welcome | BB welcomed all members present. He introduced the board members to LP, the new Secondary Head and asked LP to introduced herself. |
| | Approval of agenda | The agenda circulated earlier via email was adopted. |
| | Matters arising from the 8 th March meeting | <ol style="list-style-type: none">1. Conduct cost/benefit analysis of outsourcing bus services vs inhouse - pending. ACM2. GPP Committee to finalise Refundable Deposit policy – in progress. ACM/SS3. Functional Review, three out of five phases completed. ACM4. Mission roll-out – in progress. ACM |

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| | | <p>5. Director evaluation – in progress. Board</p> <p>6. Preparation for CIS/NEASC Preparatory visit – in progress. LP/AM</p> <p>7. Director’s goal – in progress. Board</p> <p>8. Road works – pending. AM to speak to some people at City Council</p> <p>9. Outsourcing security – in progress. ACM</p> |
| Director’s Update | <ul style="list-style-type: none">Human Resources | <p><i>Restructuring and Functional Review Process</i></p> <p>Mlambe Consult Africa, the Consultant engaged to conduct the functional review of all support and administrative positions in relation to the restructuring process completed their assignment and presented their report on 18th July 2022. This was followed by a meeting on 26th July 2022, between the BMIS Board, School Management, the Consultant, and the Ministry of Labour, where the outcome of the functional review process was presented. In this whole process the school has been meeting with, and updating the Ministry of Labour. The functional review recommendations were presented to staff members on 28th July 2022. The school is now on the third phase of the implementation stage. The following are some of the recommendations from the consultant’s report:</p> <ul style="list-style-type: none">Need for considering outsourcing of cleaning and gardening servicesNeed for changing contracts from permanent to fixed term contractsNeed for changing and merging some positionsNeed to commission a salary survey for teaching assistants <p>Cleaning services have already been outsourced from Sparkles Cleaning, while Four Seasons is providing gardening services. It has been observed that both companies are doing a good job. The school is cleaner and the grounds are looking good.</p> <p>So far, a total of 36 staff have been retrenched, and terminal benefits amounting to K44,044,277.65 have been paid out.</p> <p><i>Recruitment and selection</i></p> <p>The school decided to have a pool of new positions for the general duties. These were offered to members of staff whose services were terminated due to the restructuring process. The school also brought in a new nurse who seems to be settling in quite well. She seems proactive and very organized. The Art and Design Technology Technician was brought back.</p> |
| | <ul style="list-style-type: none">Maintenance/Cleaning | <p>Construction work on the secondary Head’s house was completed and LP has since moved in.</p> |

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| | <ul style="list-style-type: none"> • Information Technology (ICT) • Update from the registration's office • Security at the School • Environmental Projects and activities • CIS/NEASC Preparatory visit | <p>Drainage works to direct storm water from the drop off zone to the play field, and a lot of other maintenance works are ongoing.</p> <p><i>Fiber Optic Upgrade</i> About 95% of the work has been done. The school is waiting on a couple of other parts from the US in order to complete the work. It was noted that the work has taken much longer than anticipated. While the service provider could be blamed for the erratic service, sometimes the problems have been internal due to some weaknesses on the IT side which need to be reviewed. The IT Manager has been spoken to in strong terms.</p> <p>There are areas where CCTV does not cover, and some where current cameras are not working. The American Embassy may come to the school's rescue with some soft grants to help with this.</p> <p>Current enrolment is at 596, up by 13 from last year's 583. Applications are still coming in.</p> <p>The school has been vigilant is making sure that security at the school is continuously checked. Checking of visitors coming into the school campus is much better than it was before. There are areas where CCTV does not cover and others where current cameras are not working. The school plans to procure additional cameras to cover all blind areas and replace those which are not working.</p> <p>It was suggested to make sure that alarm systems in teachers houses are checked and activated to ensure that everybody has a panic button and that these are tested routinely.</p> <p>The school has a number of environmental projects which are currently in progress. These include management of the school vegetable garden, gravelling and putting slabs/papers on some bare placed around the school, as well as clearing rubble and rubbish from the backyard areas close to the workshop.</p> <p>The school is about to launch into the process of preparing for the CIS/NEASC re-accreditation which will track the school's progress since its previous accreditation. The process will start with an initial Preparatory Evaluation visit of the school by two representatives from CIS and NEASC respectively. LP is the school's Accreditation Officer and will be shouldering the bulk of the work of the organization which she has already been busy doing.</p> <p>The school is currently working on the self-evaluation report which will address the core standards that are listed under eight domains (A-H). The report will contain evidence about</p> |
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| | | <p>how the school aligns to the core standards in the CIS International Accreditation Framework. During the initial visit, the representatives will use this report to do the evaluation of the school. All areas of the school, in relation to the report, will be considered. They will also hold meetings with stake holders within the BMIS community. They will then feed their findings back to the school and make some recommendations.</p> <p>Following this process, the school will begin the process of self-study which can take up to 18 months. This will be followed by an evaluation visit where a team of about 8 people will come in for a week to do a thorough review of the school and provide a report. This is the stage where they will either re-accredit the school, not accredit the school, or, accredit under certain conditions.</p> |
| | <ul style="list-style-type: none"> • Primary Head's Report • Secondary Head's Report | <p>EE presented the Primary report. There were no substantial matters arising from the report.</p> <p>LP presented the Secondary report. There were no substantial matters arising from the report.</p> |
| 8.01 pm | Date of next meeting | There being no other business, the meeting closed at 8.01pm. The date for the next board meeting will be announced in due course. |

Signed:.....(Board Chair)

Date:.....