



Minutes of the Open Session Board Meeting

Held on 6th December 2022 at 6.00pm

DRAFT

Present

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
U. Roxo	UC	Board Member
K. McCarthy	KC	Board Member
H. Schellenger	HS	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

PTA

Melissa Croke
Rebecca Sander
Francis Simama
Genna Muli

Apologies

T. Chaponda TC Board Member

Time	Agenda Item	Minutes
6.11pm	Welcome	BB welcomed all members present. He extended a special welcome to members of the PTA who were present in the meeting and went on to ask everyone to introduce themselves.

	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. ACM 2. GPP Committee to finalise Refundable Deposit policy – in progress. ACM/SS 3. Mission roll-out – in progress. ACM 4. Preparation for CIS/NEASC Preparatory visit – in progress. LP/AM 5. Director’s goal – On-going. Board 6. Road works – pending. AM to speak to some people at City Council 7. Outsourcing security – ready to present to Finance. ACM 8. Integrated software implementation – in progress. AM 9. Capital Fund procedures – In progress. GPPC 10. Board self-evaluation – In progress. Board 11. IT review – Bids to be evaluated. AM 12. Strategic planning – In progress. AM 13. Communications TOR – In progress. AM/LP 14. Board Bulletin – In progress. AM
	<p>Director’s Update</p> <ul style="list-style-type: none"> • Human Resources 	<p>Progress on Restructuring</p> <p>The restructuring process is nearing its completion. Phase one was the outsourcing of non-essential functions in the school, specifically the cleaning and gardening. Phase two was the reorganization of the administrative and non-administrative functions of the school. This phase involved moving support staff on permanent contracts to fixed contracts and also the rationalization of positions. Some positions were made redundant, some positions were amalgamated, and there were some new positions that were created. The third and final phase of the restructuring process involved moving administrative staff, and as in phase 2, everyone on permanent contract was moved to fixed term contract. Some positions were also made redundant and others amalgamated. Three positions were made redundant. Currently the total number of support administrative staff is 64.</p> <p>Recruitment</p> <p>The position of Marketing and Communications coordinator has now been filled and the person will start at the beginning of January.</p> <p>The two outsourced companies, Sparkle Cleaners and Four Seasons are now familiar with the standards at BMIS and they have made very good progress in the standard of cleaning and standard of gardening.</p>

	<ul style="list-style-type: none"> • Registrations 	<p>Current enrolment is at 595 and still above what was budgeted for in June last year. More admissions are expected in January. It was noted that DP classes have traditionally been small but it was encouraging to see that there has been an increase in student numbers especially in Year 12 which is great because those numbers will carry on into year 13. It is the school's expectation that next year, Year 12 is also going to be reasonably a good size.</p> <p>The current exit interview procedure is not up to date and will need to be updated.</p>
	<ul style="list-style-type: none"> • Maintenance and Cleaning 	<p>Recently, the school has completed a number of maintenance works including:</p> <ul style="list-style-type: none"> • Putting bars on the Director's, Primary and Secondary Heads' houses to make them more secure. • Major work, including sanding, resurfacing, and painting, has been done on tables that had been destroyed through the rains and wear and tear. They now look much better and more colourful. • A new workshop ablution, which will include showers, is currently under construction. It is going to be clean and modern. This project has been long overdue. • Some 1,000ltr tanks have just been purchased to ensure that residences on campus do not run out of water as there has been a water shortage lately. • The school will look into getting quotations from water proofing specialists in order to have a long-term solution to the roof leaks which have become common due to the rains. AM to provide contact details of the company. <p>Action: AM to provide contact details</p>
	<ul style="list-style-type: none"> • Information Technology 	<p>The network infrastructure upgrade is now complete and the internet is a lot better than it used to be. The school will not close off on Skyband until they have submitted the final project completion report after which the school will make the final payment.</p> <p>School base MIS project is still in progress. This is an integrated software which will cover the functions of the finance, admissions, and student and parent data among other things. It is expected to be fully functional by next semester.</p>
	<ul style="list-style-type: none"> • Security at the School 	<p>CCTV</p> <p>The school has been discussing with the US Embassy Assistant RSO about upgrading security including looking at our CCTV cameras. Four companies, provided by the US Embassy, have</p>

	<ul style="list-style-type: none"> • Transport/School Fleet • Environmental projects and activities 	<p>provided bids to do an evaluation of the needs of the school to upgrade and to increase the number of CCTV cameras. The school is in the process of doing an analysis of those bids. The US Embassy is going to give the school support in this.</p> <p>Security on campus The school has also been discussing security in general with the RSO. There are plans to put a razor wire on the perimeter fence which will be much more effective than what is currently there. There is also discussion about construction, over a period of time, of lock down facilities on campus, to ensure that children have somewhere to go if there is an intruder. This will be a much longer-term project and will be done in stages.</p> <p>It has been observed that visitors coming into school are not being properly vetted. The school will be changing its procedures to make sure that students are safe and will be bringing in coloured lanyards which everyone will be wearing on campus. This will help easy identification of people. Parents are going to be issued with IDs for easy identification of who is picking up their children even in the unlikely event that someone is going into a wrong car.</p> <p>The school transport fleet is complete and everything is looking good. The pool car, Toyota Belta, had some serious mechanical malfunctions. This leads into the proposal that there is need to do a cost/benefit analysis of the school fleet and now is probably a good time to start.</p> <p>Projects and activities are continuing. Recycling and composting are getting better. The school has a vegetable garden which is also doing well. The school has also grown a lot of M'bawa tree seedlings.</p>
	<p>Calendar</p>	<p>Last year the school went from terms to semesters. With the current calendar, the school has 79 days in semester 1 and 100 days in semester 2.</p> <p>The academic year 2022-23 will begin on 14th August and the mid-semester break will be on 29th March. The aim is to get 180 days. The new calendar was presented to the Board for approval. The Board approved.</p>
	<p>Policy Development</p>	<p>The academic inclusion policies, which are the four necessary policies to have in an IB school needed to be updated in order to meet the requirements of the IB given the upcoming accreditation. The process of updating these policies included looking at various policies from other IB schools and making amendments where necessary and put them in place with a two-year review. Once this process is finalized, the school will have much more robust academic inclusion policies which will</p>

		<p>reflect the developments that have been happening over the last three years.</p> <p>The policies, which have gone to the Governance, Policy and Personnel Committee, will now go through a process of branding to make sure they are uniform in the way they look. They will be made available to the CIS/NEASC team before going through the process of formal approval by the Board.</p>
	<ul style="list-style-type: none"> • Primary Head's Report • Secondary Head's Report 	<p>MAP Test Results Y 4 and 6 had the best MAP test results ever. Language and Reading were at MAP test norm or above which is really encouraging. Year 4 and 6 in Maths were above. Year 5 Maths results were slightly below. However, the growth was incredible and finally the fruits of all the hard work are evident.</p> <p>Growth as Success Secondary had the MAP testing from Year 7 to 10. As in Primary, the results in Secondary were also at the norm from other like schools in Maths and language and reading. This shows progressive growth through the different cohorts. The Maths norm was 14% above, Language norm was 11% above, and Reading was 7% above. This is good news and information will be going out to parents on Thursday so they can see how their child has progressed. Another test is coming up at the end of the year. Parents will be able to match this stage and at the end of the year and see the growth of their own individual child.</p>
7.27 pm	Date of next meeting	There being no other business, the meeting closed at 7.27pm. The date for the next board meeting will be announced in due course.

Signed:.....(Board Chair)

Date:.....