



Minutes of the Open Session Board Meeting

Held on 28th February 2023 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
K. McCarthy	KM	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

Apologies

U. Roxo	UC	Board Member
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Time	Agenda Item	Minutes
6.17pm	Welcome	BB welcomed all members present and called the meeting to order.
	Approval of agenda	<p>The Board agreed to remove three items from the Consent Agenda as follows:</p> <ul style="list-style-type: none"> • Capital Development Plan Draft • Legal Cases Update • Board Strategic Intent <p>Having removed the three items, the Board approved the following Consent Agenda.</p> <ul style="list-style-type: none"> • Minutes 221206 • Matters Arising • Capital Development Plan Draft • Director's goals

		<ul style="list-style-type: none"> • Operations report • Legal cases update • MAP Testing • Board Strategic Intent
	Capital Development Plan	<p>It was noted that some of the items on the Capital Development Plan were not actually capital development and some are small items which are really maintenance. The school is in the process of soliciting quotations in order to come up with cost estimates.</p> <p>It was agreed that the Capital Development Policy should be reviewed in order to ensure that it encompasses guidelines for justification in terms of what it could be used for, how use is proposed, and how it is approved, given the strategic goals of the school. There would be need to provide some mechanism for setting priorities and guidelines on the total amount to be allocated in a year on projects.</p> <p>It would also be important to incorporate in the policy how to leverage the capital fund to access more grants so that there is flexibility to raise more funding.</p>
	Legal Cases Update	An order of injunction that was put on the school has now been vacated, the school is waiting for the signed order to implement it.
	Board Strategic Intent	<p>The second session of the board training with Rick Detwiler identified the major strategic intent, namely, Planning; Policy; and Board Operations. There are things that Rick himself has identified and will work on up to the end of the school year. Each of the action plans identify responsibilities.</p> <p>BB will circulate the Plan. Tracking will be a regular recurring agenda item and AM will be responsible for doing this on a monthly basis. Every board member will ensure that they have done their part.</p> <p>It was noted that, in general, the board training was an extremely worthwhile exercise which gives a much broader perspective. All members who attended the training attested to the fact that they found it worthwhile. The Board registered its appreciation to the Office of the Overseas Schools for funding this initiative.</p>
	<ul style="list-style-type: none"> • Primary Head's Report 	<p>Growth as Success</p> <p>As part of the Primary Professional Growth Plan where teachers have set up SMART goals for themselves for this year, Teaching Assistants (TAs) were also taken through a performance self-evaluation process with HR department. The process initially involved a meeting between the TAs and their teachers where they did a self-evaluation of where they are in</p>

	<ul style="list-style-type: none"> Secondary Head's Report 	<p>their growth, and what improvements they need to make in terms of how to support students better. EE then met with the TAs to review the reports and come up with an action plan. HR's role was to review the reports and feed the information into their Performance Improvement Plan.</p> <p>In order to have a more balanced growth plan, it was suggested that the Performance Improvement Plan be divided into two separate components. One which is easily measurable, such as general attitude to work, and the other which relates to the growth and the goals.</p> <p>Developments in Diploma/Courses Year 13 have worked extremely hard and there is an expectation of much better results than actually thought at the beginning of the year. The teachers have also worked really hard with them. All the students' individual assessments have been completed and uploaded to the IB.</p> <p>Developments Across MYP/DP The Board's attention was drawn to the Artificial Intelligence, GPT, which came out in November. Students are using it for educational purposes but it has been noted that they are also misusing it. Schools are beginning to embrace it because it can be a very useful device. The IB have also embraced it but require that other people's work be properly referenced. Secondary is doing a PD session with staff on how it can be used, monitored, and how teachers can work with the students so that they are better informed on how to use it responsibly.</p> <p>Online Abuse The school has put together a new secondary behavior support program which provides various guidelines on where to go with what kind of scenario and what the follow-up on that would be. Secondary and Primary are also jointly working on an anti-bullying policy which includes cyber bullying.</p>
	CIS/NEASC	<p>Evaluation Visit The synchronized CIS/NEASC/IB evaluation visit has been scheduled for Saturday 28th September to Friday 4th October 2024. There will be three visitors each from CIS and NEASC, while IB will have a total of six visitors, two visitors for each of the PYP, MYP and DP. The school is expecting to receive a total of 12 visitors.</p> <p>The next step in the self-study process is a CIS community survey, which the school is currently working on finalizing. The plan is to send it out to the community in April. The survey will</p>

		<p>help inform the school in terms of the self-study process. The main self-study process will be in next academic year (2023-24).</p> <p>Feedback from the Preparatory Visit</p> <p>Feedback is by Domain and the two visitors from CIS and NEASC identified areas of strength as well as areas of growth for each of the Domains.</p> <p>For Domain A (Purpose and Direction), they recognized that the school is in that process of rewriting the mission, creating the vision, and creating the strategic plan. They also recognized that the strategic intent is part of that process. In terms of growth, one area that has been highlighted as important is that the school needs to take time to develop High Quality Learning (HQL).</p> <p>Under Domain D (Governance), the visitors commented that the training that the Board has been doing has paid off. They also commended the healthy relationships between the Director and the Board, and complemented the school on the work done in terms of its financial standing.</p>
7.36 pm	Date of next meeting	There being no other business, the meeting closed at 7.36pm. The date for the next board meeting will be announced in due course.

Signed:.....(Board Chair)

Date:.....