



Bishop Mackenzie
International Schools

Minutes of the Open Session Board Meeting

Held on 30th May 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
U. Roxo	UC	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	Head of Operations
S. Soko	SS	Head of Finance
C. Honde	CH	Secretary to the Board

Time	Agenda Item	Minutes
6.18pm	Welcome	BB welcomed all members present and called the meeting to order.
	Approval of agenda	The Board approved the following Consent Agenda. <ul style="list-style-type: none">• Minutes 230228• Closed Minutes 230228• Matters arising• Director's goals• Operations report• Legal cases update
	<ul style="list-style-type: none">• Primary Head's Report	Teaching and Learning <ul style="list-style-type: none">• TA Workshop at Pebbles During the April break, the TAs attended a four-day workshop, focusing on classroom leadership, behavior management, curriculum design, and how to support students in their learning. The TAs came back energized and with great ideas. The change in the classroom, as a result, is already visible. The investment the school is making in the TAs' professional

development has gone a long way to make them feel more valued. It was suggested that, strategically, the school will need to maintain this kind of momentum and publicize all the professional development efforts being made in building local capacity. Given the kind of results that professional development is yielding, this is something that should be regarded as a priority.

Inclusion

- Parent workshops

Parent workshops with counsellors is another initiative that has been has been very successful this year. Almost 40 parents participated in every session and this helped to create stronger bonds between families. Next year, there will be a lot more of these activities, alternating between counsellor, support, and programs.

It was again noted that, from a strategic point of view, it is important to maintain this kind of activity as it allows parents to get a better insight of what is happening in the school, and it also gives the school good publicity.

- **Neurodiversity Week**

The neurodiversity week was a big success. A lot of background work was done across the school this year, with learning support in general, and a lot of policies and procedures being put in place. Now that everything is done, implementation is ready to start next year. With some new trained special teachers coming in next year, the learning support department is being extended and is going to be a lot stronger.

A year and half ago, a decision was made, again from a strategic point of view, following the audit with Belinda, that student support was an important component that the school missed. Now, a year on, the exercise has been worthwhile. The school has put structures in place and is now ready for implementation for next year.

It was noted that inclusion has been chosen for the CIS self-study as an area that the school has been intensively working on for at least over a year. This is a detailed process of showing developments, where the school is going, and step by step follow ups. All this process is guided through the self-study and one of the areas as a whole school that is currently being looked at will now be ELL.

The position of Learning Support Coordinator has been funded by the Office of Overseas Schools (OOS) and the school has a very strong obligation to report what has been achieved in this area so far to the OOS.

- Secondary Head's Report

Teaching and Learning

A lot of activities have taken place in Secondary during the period March to May. Among the activities were the DP visual art exhibition, and a creative evening where the English Literature students did their songs, poems and short stories in front of an audience. There was also a singer's night which is part 3, and part 4 will be coming up soon. The English Department invited Madsoc theatre and they did a performance of Kafka's Ape where they broke up into workshop discussions, looking at meaning behind words and imagery.

• Interdisciplinary Learning

Secondary has been doing a lot of learning across the subject areas, transferring skills from one subject to another. There was advance planning this year in order to put this into the curriculum. Currently, focus is on Math and English working together; and beauty and the beat, looking at patterns in Math and Poetry. These two areas will be incorporated into the curriculum for next year. Science and Design is looking at Malawi's energy, energy all day every day.

• Secondary Schedule

The Secondary schedule for next year has been finalized. The average for teachers' lessons per week has gone from 26 to 26.5 and the reason is that Language in year 10 and 11 were initially combined, and are now being separated because of the numbers.

At the AGM it was mentioned that Secondary had started aligning the Math program this year for the SAT. As a follow up to that, it was reported that the guide has just come out and everything is now ready. This is going to be the focus for next year.

Growth as Success

• Year 13 Graduation

Activities leading up to the graduation included students signing their names in concrete, a slumber party at school, and the entire school making a tunnel and clapping and cheering them as they paraded along pathways around the school.

BB commended the board for being able to attend the graduation. He noted that it was also really encouraging to see that every single child has got a first or second choice placement in college or universities.

- Global Citizenship and Sustainability

One of the areas that the CIS and NEASC asked the school to focus on next year was high quality learning and global citizenship. LP did a three-day workshop in order to have a much better understanding of what they are expecting from the school. CIS/NEASC looked at the school's curriculum, and they saw a lot of internationalism and global citizenship happening but it was not sustainable in that there was lack of deep learning going on in many areas. While they found pockets of excellence, this was however not across the board. What they require is some sort of continuum so that when something is introduced, it must lead to action and that action must translate to sustainability.

- MAP Test

The MAP test results are the same as primary, above the normal averages in all the areas of Math, Reading and Language. The only slight difference is that in Math and Language in Year 9, and Math in Year 10, they were above the norm but slightly lower than November. The reason would be for Math that sometimes we do not teach the test and sometimes some of the areas they cover is something that the students have not learnt. However, it was noted that the results are generally really good.

Inclusion

There has been a lot of sporting events and this has helped to bring the community into the school.

The Echoe Warriors have been helping 'Ascenti', a school in Area 47, to design and build a permaculture garden so that they can feed themselves.

The Health Awareness Group in partnership with 'One Humanity', has planned for a blood drive for Friday 3rd May.

Well Being

- Year 6 Transition Process

Year 6 transition this year has started earlier with Year 4 parents as suggested by some parents at the AGM in March. Year 4 to Year 6 parents were invited to come and do a transition evening to learn about what it looked like in the Secondary school, and to gain a full picture of the IB journey. Some students came too and they were taken through the growth process up to Diploma. It was encouraging to see that the students were really interested. It was noted that the evening was worthwhile and quite a good number of the Year 4 parents attended.

	<ul style="list-style-type: none"> • Jump Up Week <p>As part of the transition, Year 6 students came into the Secondary school where they were involved in a number of activities including doing some taster classes and scavenger hunt, learning where the major areas were around the Secondary school. In another couple of days, they will be meeting with a panel of year 7 students, asking questions and getting answers to their burning questions.</p> <p>It was suggested that the school should always try and find a way to publicize the things that come out of the AGM when they have been actioned. It was further suggested that it was equally important to publicize the PDs for the Teaching Assistants.</p>
CIS/NEASC Update	<p>Domain Committees</p> <p>The Self-study will start in August and domain committees have been put together, with people chairing them. Staff have been selected to be in those domain committees and a self-study of each of the committees will be done.</p> <p>Surveys</p> <p>Surveys for faculty, students, parents and support staff have been done. There will also be a survey for the alumni. There were 200 parent responses which is not as high as it had been hoped. Theoretically, there should have been about 600 responses because there should have been a survey done for every child. However, there is enough information for the school to do an analysis.</p> <p>Workshops</p> <p>Workshops with staff have commenced with LP running the workshops with secondary teachers. These are part of the necessary and really important first steps.</p> <p>Recommendations</p> <p>A major recommendation is something the school must address in the process of the self-study. The major recommendations made by the VTR were presented. These were also presented at the AGM in March.</p> <p>The school will need to come up with definitions for high quality learning, Internationalization, and global citizenship, all in line with the IB. The definitions are the basis of the whole</p>

		<p>CIS/NEASC process and will need to be well understood by staff. There is therefore that aspect and that is covered in the Domain A (purpose and direction), and Domain C (Curriculum). One thing the school discovered is that its terminology is all mixed, and we were asked to come up with consistent terminology that is going to match with that of the IB.</p> <p>It was noted that there is a lot of value in being registered or accredited with NEASC (New England Association of Schools). NEASC is a US organization and that means that for students who are going to the US, the BMIS high school diploma has value. Being accredited with CIS (Council for International Schools) means you are a school of quality which has achieved international standards. BMIS is that sort of school that is not only achieving well but a school that is in a constant process of achievement. That label speaks a lot, not just for students or parents, but also for teaching staff.</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:.....