

Minutes of the Open Session of the BMIS Board meeting held on 31ST October 2017

Present:

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| D. Pinto | DP | Chairman |
| M. Nambiar | MN | Board Member |
| G. Bizzaro | GB | Board Member |
| V. Frantz | VF | Board Member |
| J. Lebede | JL | Board Member |
| N. Bishop | NB | Director |
| J. Johnson | JJ | Primary Head |
| O. Williams | OW | Secondary Head |
| W. Horea | WH | Business Manager |

Apologies:

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| M. Pickard | MP | Board Member |
| V. Beza | VB | Board Member |

Absent

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| M. Mbewe | MM | Board Member |
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| Time | Agenda Item | Minutes |
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| 6.40 (5) | Welcome | DP welcomed Catherine Almeida, PTA representative |
| 6.45 (5) | Approval of Agenda and minutes of previous meeting | Agenda was presented and adopted unanimously. Minutes of the meeting of the Open Session held on 26 th September 2017 were taken as read. |

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| 6.50 (55) | Parent Survey | <p>Board members were asked to reflect on what needs to be done with the data – whether the data should feed into the strategic planning and scorecard; and whether members are comfortable with the format and the volume of questions to run the survey out every year.</p> <p>Action: The policy committee to look at the questions and identify about ten relevant questions which they can then review with the view to factor them into the scorecard through consistent annual surveys.</p> <p>Action: NB to share the results of the survey (only the pie charts) including the outcomes of the discussions the school leadership has had and what actions are being taken as a result of those discussions.</p> |
| 7.45 (25) | BMIS Strategic Plan: Focused on Learning | <p>NB presented a diagram which sums up all of the guiding statements for the Policy committee to look at and start asking questions regarding what would be the indicators, the numbers or the graphs of the associated measures. From this the school could then come up with a way to measure the outcomes in order to know how they might change the direction of the parent survey for next year.</p> <p>Action: Policy committee can use the measures to work on the Strategic Plan and scorecard, and survey for next year.</p> |
| 8.10 (10) | Director's report | <p>NB reported that the resigning/re-resigning incentives that the school put in place a couple of years ago are paying dividends. Currently 90% of the staffing needs for next year is already known.</p> |
| 8.20 (15) | Head of Primary's report | <p>JJ reported that Summer Under the Stars went very well this year. Work done between the two schools was very well coordinated and very much a combined effort.</p> |
| 8.35 (10) | Head of Secondary's report | <p>There were no matters arising</p> |
| 8.45 (10) | Business Manager's report | <p>There were no matters arising</p> |

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| 8.55 (5) | Finance report | Board approved the Finance Committee's proposal to open two separate bank accounts for the refundable and the non-refundable deposits respectively. Separate accounts will make it easy for the school to pay the money back to parents. Some of the non-refundable deposits will be used for short term investment. |
| 9.00 (3) | Policy report | There were no matters arising from the Policy report. Policy meeting scheduled to take place on Wednesday 1 st November postponed to Wednesday 8 th November, 2017. |

Signed:.....

Date:.....