

## Minutes of the Open Session of the BMIS Board meeting held on 29<sup>h</sup> May 2018

### Present:

D. Pinto	DP	Chairman
M. Nambiar	MN	Board Member
V. Beza	VB	Board Member
J. Lebede	JL	Board Member
M. Pickard	MP	Board Member
S. Stapleton	SS	Prospective Board Member
E. Moyo	EM	Prospective Board Member
N. Bishop	NB	Director
O. Williams	OW	Secondary Head
W. Horea	WH	Business Manager

### Apologies

J. Johnson	JJ	Primary Head
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### Absent:

G. Bizzaro	GB	Board Member
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Time	Agenda Item	Minutes
6.36 (20)	Welcome	<p>DP welcomed all present and asked everyone to introduce themselves for the sake of the two prospective Board members.</p> <p>NB provided a quick summary of the Board positions and how members are elected. He explained that the Board is composed of nine members, 3 from the non-Malawian taxpayers, 3 from the non-tax payers and 3 from the Malawian category. In theory there should be one up for election each year. If a position falls vacant during a three year tenure, it could be co-opted for the completion of that vacancy. If the position does remain vacant then it has a knock on effect to the next year's elections. This year two Malawian and one non-Malawian tax payer positions were up for election and re-election. However there would still be one position in the Malawian category that would need</p>

		<p>co-opting in August. NB asked Board members to come up with names of a third Malawian, preferably from an Accounting or Legal profession, to be cop-opted for the remaining vacant position</p> <p><b>Action: Board members to keep their ears to the ground to see if someone is interested to join the Board.</b></p> <p>Again for the benefit of the new members, DP talked about the Open and Closed sessions and how often the Board meets. He explained that while the Open Session is open to anyone from the BMIS community and you are allowed to write down questions if you have any and the board answers them, the Closed Session is only open to duly elected or co-opted Board members where specific issues which are confidential in nature are discussed.</p> <p>Board members voted and co-opted VB and EM to the BMIS Board.</p>
<p>6.56 (2)</p>	<p>Approval of Agenda and minutes of previous meeting</p>	<p>Agenda was presented and adopted unanimously. Minutes of the meeting of the Open Session held on 27<sup>th</sup> February 2018 were taken as read. The Board did not meet in March and April as there was no quorum on both occasions.</p>
<p>6.58 (40)</p>	<p>Matters arising from April Meeting:</p> <ul style="list-style-type: none"> <li>• Emma Sadlier's talk on E-Safety</li> <li>• DP Art Exhibition</li> <li>• Amelia</li> </ul>	<p>OW reported that the School was running some sessions on anti-bullying and how to be safe online. The School is looking at bringing in Emma Sadlier next year to run some sessions. Depending on the schedule, the School will see if Emma could run another slot specifically for the upper year groups.</p> <p>NB noted that the Art Exhibition was a tremendous testimony to the hard work the students put in.</p> <p>NB noted that people who saw this full length play found it remarkable that it was written, produced and directed by a Year 12 student, Thomas Bisika. The play was student driven as Thomas had co-opted fellow students to take part in it.</p>

	<ul style="list-style-type: none"> <li>• Kevin Bartlett's Visit</li> <li>• GDPR</li> <li>• Finance</li> </ul>	<p>Kevin Bartlett's two day visit to BMIS was very useful in helping the School frame its learning stories and being better in defining what learning really means to BMIS. Kevin, a very well-known educationalist, is the original author of PYP and ACE (and original CIS) Accreditation Protocols.</p> <p>The General Data Protection Regulation (GDPR) is an EU regulation which applies to BMIS because of the presence of EU citizens in the School and the need for their data to be protected. NB noted that while there may not be any significant danger of a lawsuit in the local courts, it is good practice that the School takes cognisance of its existence and requirements. The School has been doing a lot of work looking at the Malawi E-Transactions and Cyber Security Act 2016 which is largely parallel with the GDPR. The School has been separating its communication to parents so that emails are more targeted. Community emails are now an opt-in thing and school emails are what parents need.</p> <p>The School has also been looking at other documentation needed for GDPR compliance and a lot of it will be rolled out at the beginning of the new academic year in August. Although the School is not fully compliant at the moment, there has been good progress.</p> <p>The Finance Committee met with the Audit team Ernest and Young for a briefing in preparation for the Annual General Meeting (AGM).</p>
7.38 (25)	<p>Director's Report</p> <ul style="list-style-type: none"> <li>• Structure of Board Report</li> </ul>	<p>NB explained that based on feedback from Board members there had been long discussions on what exactly it is that is valued within the School and four keys values were identified. The Board report is therefore structured around those four key values of Learning, Community, Integrity and Excellence. Within the School's framework of these are the values that will define what is going on and</p>

the other sections will be the Director's, the Head of Primary's and the Head of Secondary's reports.

NB made special mention of how over the past couple of years, under Owen's leadership, Service Learning in the Secondary has been remarkable. While Service Learning has continuously become important from an academic side whereby students have been able to develop different types of skills relevant for the workplace, there is very strong evidence that the students value it.

- Visits from the American Embassy

Linking on to the Service Learning, the School had a couple of visits by the American Embassy security personnel regarding security of students on trips or when they are working out in different communities. The school has been looking at its security protocols for how to deal with trips. There are a few implications for the School including the need to have a second vehicle at all times as a back-up or an emergency vehicle to be on hand in the event of a break down or a student falling ill. The School will also need to contact the Regional Police to let them know about the trip. A better procedure for communicating with parents whose children have travelled on a school trip will be put in place.

**Action: NB to review procedure**

NB reported that the School has been looking at trying to put new systems in place to ensure that from August the siren for an earthquake drill will be more distinct from the lockdown, and more audible around the whole School.

- Snow Queen

NB commended Janette for the Snow Queen production. He said it was a spectacle and despite some very ambitious set changes, it all worked out exceptionally well.

- Graduation Ceremony

NB congratulated OW for a fantastic Graduation Ceremony and asked him to brief the Board on university placements. OW said some students had been offered places by all the universities they applied to and others had been offered full scholarships.

8.03 (1)	Head of Primary's Additional Report	Report was taken as read.
8.04 (1)	Head of Secondary's Additional Report	Report was taken as read.
8.05 (5)	Business Manager's report: <ul style="list-style-type: none"> <li>NBS Credit Card</li> </ul>	There was an amendment on the credit card limit figure as indicated in the Administrative report. It was noted that the figure \$38,556,210.03 was wrong. The correct figure is \$38,556.21.
8.10 (20)	Policy report <ul style="list-style-type: none"> <li>Policies for approval:</li> </ul>           <ul style="list-style-type: none"> <li>Balanced Scorecard</li> </ul>	<p>The Language and the Academic Honesty Policies were presented before the Board for approval. NB explained that while the Language Policy was a good Policy before, some changes had to be made to it because the IB have changed their requirements in the way that they have specified the developments in the Middle Years Program in particular.</p> <p>The Academic Honesty Policy also had to undergo some changes a year ago to accommodate the change from the Harvard referencing to MLA.</p> <p>MP proposed and the Board approved the changes.</p> <p>NB reported that there were discussions at the Policy Committee about whether to include summaries of ISA data, and any other data into the Balanced Scorecard. The idea is that it should give a snapshot of the Board that can show if there are any red and/or green flags like a dashboard. He explained that while much of it will not change frequently, but year on year it will be easy to see how things are progressing. The data that will be slotted in will already be available in August as most of it will be from surveys that will be running by the end of the term. One of those surveys is the CIS survey that will go out to the BMIS community. The School has now been granted permission to open up a portal in June through which the</p>

	<ul style="list-style-type: none"> <li>• Students Reaching the Age of 18</li> <li>• Recognising Taiwan</li> <li>• LGBT Policy</li> </ul>	<p>survey will be made available. By August/Sept the School would have been able to pull some results from there and pull the relevant data into the Scorecard.</p> <p>NB noted that as a School, we still have some legal opinion on what we should do with children who have reached the age of 18 and are no longer children but are adults and yet we are sending reports to parents which may then be a contradiction of the GDPR.</p> <p>NB reported that just before the last Policy Committee meeting, a delegation from the Chinese Embassy brought up the issue regarding whether the School recognises Taiwan. This is coming from the fact that the One China Policy precluded us recognising Taiwan. According to the delegation, at some point the School did recognise Taiwan.</p> <p>Another question that was talked about at Policy was the LGBT Policy or provisions within the school, having had a request for policy on that. The school does not currently have any provision for LGBT.</p>
8.30 (13)	<p>Finance Report</p> <ul style="list-style-type: none"> <li>• School Fees for 2018/19</li> <li>• Salary Increments</li> </ul>	<p>The Board approved Finance Committee's proposal to increase the school fees for non-tax payers by 5.2% and by 4.2% for tax payers from 1<sup>st</sup> August 2018.</p> <p>The Board voted and motion was passed to increase staff salaries by 2% effective 1<sup>st</sup> August 2018.</p>
8.43	Any other business	There being no other business, the meeting ended at 8.43pm.

Signed:.....

Date:.....