

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

### Present:

D. Pinto	DP	Chairman
M. Nambiar	MN	Board Member
J. Lebede	JL	Board Member
S. Stapleton	SS	Board Member
E. Moyo	EM	Board Member
C. Kapyepye	CK	Board Member
N. Bishop	NB	Director
J. Johnson	JJ	Primary Head
O. Williams	OW	Secondary Head
W. Horea	WH	Business Manager

### Apologies

M. Pickard	MP	Board Member
G. Bizzaro	GB	Board Member
E. Jangale	EJ	Board Member

Time	Agenda Item	Minutes
6.36 (20)	Welcome	<p>DP welcomed all present. He extended a special welcome to new Board member Chikondi Kapyepye. He announced apologies from GB and MP.</p> <p>NB briefed the members on how the meeting will be conducted. Members will have a chance to go around the school campus on a walk and talk tour of the recent development projects and then come back to the hall they will have a have a chance to go through the results of the various surveys carried out in June 2018.</p> <p>NB also explained that the format of the board report had changed in order to .....</p>

6.56 (2)	Approval of Agenda and minutes of previous meeting	Agenda was presented and adopted unanimously. DP proposed and SS seconded the approval of the Minutes of the meeting of the Open Session held on 29 <sup>th</sup> May 2018. Minutes were therefore taken as read.
	Committees 2018-19	<p>NB explained that the name for the “Buildings Committee” had changed to “Development Committee” so that apart from buildings, it now encompasses the masterplan of the school as well as health and safety.</p> <p>Committee membership for 2018-19 is as follows:</p> <p>Policy: provides guidance to the Board to assist in governance of the school:</p> <p>Mahima Nambiar Sean Stapleton Chikondi Kapyepye</p> <p>Finance: David Pinto Express Moyo Elton Jangale</p> <p>Development (Buildings, Health &amp; Safety) Gianluca Bizzaro Johannes Lebede Matt Pickard</p> <p>Since JL will be leaving the Board in December SS and JL will look around for his replacement.</p>
6.58 (40)	Matters arising from April Meeting:	There were no matters arising from the minutes of the last meeting.
7.38 (25)	Director’s Report <ul style="list-style-type: none"> <li>• Structure of Board Report</li> </ul>	
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:	Report was taken as read. .
8.10 (20)	Policy Committee	There are some key academic policies for Policy Committee on work on. Committee has also been working on strategic development and balanced scorecard.
8.30 (13)	Finance Committee	More on the fiduciary side of business.
	Development Committee  •	More of an ad hoc.  Title Deeds have been issued in the owner's name so we need to go through the process of changing that.
8.43	Any other business • Background checks  • Survey results  • Year 13 results	Police checks are done on entry for teaching staff and but also on everybody else coming into campus. We have become more explicit with guidelines for teachers. However it raises a question regarding the value of doing local re-investigation given the local police capacity.  It was noted that the number of parents respondents was much better this year with over 400 parents taking part in the survey. The Board noted that the results of the surveys while very complex, were quite interesting especially to see a lot of positive comments from both students and parents. There was clear agreement between parent and students regarding understanding of the MYP and what the grades mean for example.  How close are we when we do predictions and the actual results? OW explained that results are normally quite close to the predicted ones. NB congratulated OW and his team for a 100% pass rate.

	<ul style="list-style-type: none"> <li>• ID Cards</li>   <li>• Appeals</li> </ul>	<p><b>Action: OW to share the results with the Board.</b></p> <p>JL wanted to know if something is being done about the parent ID cards which are about to expire. NB explained that the school was currently looking at different systems and that in a few months it will be implemented. Students will also be issued ID cards.</p> <p>NB reported that he had received the following two appeals from parents:</p> <ul style="list-style-type: none"> <li>• The first appeal came from a parent who gave late notification about enrolling his son with Kamuzu Academy. He wants the K800,000 refundable deposit back. NB's response to the parent was that this was not possible because he did give the required 30 days' notice. The Board resolved that the policy should stand and no refund should be given.</li>   <li>• The second appeal was from a parent who already has three children enrolled in the school and would like to bring his seven year old but is requesting for concessionary fees for the fourth child. The parent was advised that according to policy the school can only offer 10% discount on the fourth child. Board resolved that policy should stand.</li> </ul> <p>Board agreed that there was need for Policy Committee to revisit this policy.</p> <p><b>Action: Policy Committee to revisit Policy on discounted school fees.</b></p>
	Date of next meeting	The meeting closed at 9.03pm. The next meeting will be held on 25 <sup>th</sup> September 2018 at 6.30pm in the School Library.

Signed:.....

Date:.....