

MINUTES OF THE OPEN SESSION OF THE BMIS BOARD MEETING HELD ON 26TH JANUARY 2016

PRESENT

V. Wium	VW	Board Member
M. Cameron	MCa	Board Member
G. Bizzaro	GB	Board Member
M. Chilenga	MCh	Board Member
L. Fitzmaurice	LF	Board Member
M. Mbewe	MM	Board Member
V. Beza	VB	Board Member
N. Bishop	NB	Director
J. Johnson	JJ	Primary Head
O. Williams	OW	Secondary Head
W. Horea	WH	Business Manager
C. Mead	CM	TAC Representative

APOLOGIES

D. Pinto	DP	Board Chair
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ABSENT

V. Frantz	VF	Board Member
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1. Call to Order

The meeting was called to order at 18.49 hrs after confirming the presence of a quorum.

2. Agenda

The agenda was presented and adopted unanimously

3. Minutes of the Previous Meeting

A motion to approve the minutes of the Open Session of the BMIS Board meeting held on 24th November, 2015 was moved and seconded.

4. Matters Arising

4.1 School Hall and Ablutions Block

The appeal against the Ministry of Education's decision to deny the school the Surtax and Duty Free status has not yet been lodged as the Ministry has not officially communicated their decision to reject the application. Once the school has received the formal communiqué, then an appeal letter may be lodged with the Ministry of Education.

5. Board Decisions, Strategic Aims and Priorities

5.1 Accreditation – Changing Models

In his brief on the changing models of accreditation, NB explained that both CIS and NEASC are going through an evolution of change which will strategically impact on the school. Accreditation standards for the two bodies will no longer be aligned and this will mean that the school would have to go through two accreditation processes in order to be aligned to both. Although these changes may not have an immediate impact on the school, NB was of the opinion that the school may wish to consider letting go of the NEASC accreditation and go with

either Western Association of Schools and Colleges (WASC) or Middle States Association (MSA), both of which are large, popular accrediting bodies in the US and both are developing their standards in line with CIS. He asked Board members to just reflect on the potential implications of these changes with a view to making a formal decision in the later part of the year.

6. Informational Reports

6.1 Director's Report

There were no substantial matters arising from the Director's report.

6.2 Secondary School Report

There were no substantial matters arising from the Secondary School report.

6.3 Primary School Report

There were no substantial matters arising from the Primary School report.

6.4 Business Manager's Report

6.4.1 Finance

The final audit figures have still not been released, despite the auditors having promised their report before the Board Meeting. There have been significant increases in the workload of the school accounts staff and the auditors as a result of the state in which the former accountant left the financial records. NB to chase the auditors to seek closure so that the Finance Committee may meet to review them.

6.4.2 Invoicing and Debtors

Currently the invoice payments received are on track although the cut-off date is not yet due. Owing to the huge downward changes in the value of the Kwacha against the US\$ and other major currencies recently, it is expected that the situation may become unsustainable for some families and as a result some students may withdraw from the school.

6.4.3 Human Resources

MCh advised that the school should, within a month after written judgment, write the Director of Public Prosecutions to register its grievance against the sentence given to the former accountant George Chitunga so that the issue can be addressed at their review meeting.

7. Any Other Business

7.1 Staffing Update

NB reported on the staff turnover. Out of 64 full time teaching staff, 38 people were up for contract renewal this year. Initial two-year contracts may be extended by a year, or a new two-year contract offered. On average teachers are staying 3 years and this year out of the 16 vacant positions, 14 have already been filled.

8. Date of the Next Board Meeting

The next meeting of the BMIS Board will be held on 23rd February 2016 at 18.30

Signed:.....

Date:.....