

MINUTES OF THE OPEN SESSION OF THE BMIS BOARD MEETING HELD ON 25th FEBRUARY 2014

PRESENT

D. Pinto	DP	Chair
G. Bizzaro	GB	Board Member
M. Cameron	MC	Board Member
S. Oddo	SO	Board Member
V. Wium	VW	Board Member
N. Bishop	NB	Director
P. Harrison	PH	Secondary Head
J. Johnson	JJ	Primary Head
C. Mead	CM	Secondary Representative
W. Horea	WH	Business and Finance Manager
M. Durand	MD	PTA Representative
A. King	AK	PE Teacher

APOLOGIES

G. Hiwa	GH	Board Member
S. Donker	SD	Board Member
M. Malonje	MM	Board Member

ABSENT

N. Nyirongo	NN	Board Member
-------------	----	--------------

1. CALL TO ORDER

DP called the meeting to order at 18.40 pm.

2. AGENDA

The Agenda was approved by unanimous consent.

3. MINUTES OF THE PREVIOUS MEETING

Minutes of the Open Session of the BMIS Board Meeting held on 28th January, 2014 were approved.

4. MATTERS ARISING

There were no matters arising from the minutes of the previous meeting.

5. SPORTS AT BMIS

AK made a presentation on the requirements of physical education in an IB school and the specific efforts currently being made at BMIS aimed at fulfilling these requirements. Details had been circulated at a previous Board meeting and Governors had an opportunity to engage AK in order to get a clearer understanding of sports at BMIS.

6. STRATEGIC AIMS AND PRIORITIES

6.1 Annual General Meeting

It was resolved that the Annual General Meeting should be held on 26th March, 2014. DP urged Governors to attend. NB will prepare a write up for the AGM to be presented at the next Board Meeting. **Action: NB**

6.2 Technology Development

NB presented an outline proposal for Secondary Technology curriculum development and the need for the school to commit physical space for a workshop, resources and equipment for this to happen. No decision was required at this stage as further structural analysis of the building is required before costing exercises can be completed.

7. INFORMATIONAL REPORTS

The Board noted reports by NB, PH and JJ. There were no substantial matters arising.

8. FINANCE REPORT

9.1 Liquidity

It was resolved at the Finance Committee meeting held on 24th February 2014 to concentrate on National Bank and Nedbank having been disappointed by Standard Bank's service.

9. POLICY REPORT

9.1 Admin Scales

There is need for more research to be done before the concept can be presented again.

9.2 Overtime for Administrative Staff

All Administrative staff will no longer be entitled to overtime pay, instead time off in lieu may be taken.

9.3 Administration Staff Handbook

Credit was given to WH and CH for their good work in compiling the Administration Handbook. GH will go through the Staff Handbook and provide legal opinion.

9.4 Annual Christmas Shutdown

There will no longer be Christmas shutdown.

9.5 Revised Constitution

Suggestion that the term "Articles of Association" to be changed to "Constitution" being the correct term for a Trust. A dissolution clause to be added to the Constitution. The proposed revisions have been drafted and these will be circulated to the Board prior to the next meeting and will be a point of discussion at the March Board Meeting. The issue of revising the Constitution will be raised at the AGM in order to attract feedback from the wider stakeholder community.

10. ADMINISTRATIVE REPORT

The Board noted the report by WH. There were no substantial matters arising.

11. ANY OTHER BUSINESS

11.1 SD Leaving

DP announced that SD will be leaving and as a result an opportunity for a non-Malawian tax payer will be created. Board members were encouraged to suggest suitable parents to be co-opted.

There being no other business, the meeting was closed at 20.11pm.

Signed:..... Date:.....