

MINUTES OF THE OPEN SESSION OF THE BMIS BOARD MEETING HELD ON 27TH OCTOBER 2015

PRESENT

D. Pinto	DP	Board Chair
V. Wium	VW	Board Member
M. Cameron	MCa	Board Member
G. Bizzaro	GB	Board Member
V. Frantz	VF	Board Member
M. Chilenga	MCh	Board Member
J. Johnson	JJ	Primary Head
O. Williams	OW	Secondary Head

APOLOGIES

L. Fitzmaurice	LF	Board Member
M. Mbewe	MM	Board Member

ABSENT

V. Beza	VB	Board Member
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1. Call to Order

After confirming the presence of a quorum, the meeting was called to order at 18.34 hrs with DP welcoming all members present. Members observed a one minute silence in memory of Nikki Airey, former Chair and member of the Policy Committee of the BMIS Board, who passed away on 12th October, 2015. DP noted that Nikki was a great champion of the school.

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 29th September, 2015 was moved and seconded. The minutes were then taken as read.

4. Matters Arising

There were no matters arising from the minutes of the meeting held on 29th September, 2015.

5. Board Decisions, Strategic Aims and Priorities

5.1 Building Development: Land Purchase Update

NB reported that the school is now in possession of a copy of the Title Deed which was required to establish an Escrow Agreement. Members agreed that a Surveyor should do the mapping of the land, after which the Board can look at the plans and to then engage with architects who may advise on suitable building options. NB will look at policy documents to do with tender to see what the school has done in the past. The

Building and Finance Committees will meet to discuss finding a suitable consultant and agree on when to go to tender. This will involve getting all the Mechanical and Electrical engineering documents completed, including those of the hall and ablutions, for Board approval before going to tender.

Action: NB/Fin. Committee/Building Committee

5.2 Calendar

After deliberating on the issue, NB offered to come up with a few more versions of the calendar and circulate to Board members.

Action: NB

5.3 Board Retreat

The next Board Retreat will take place on 5th December 2015. Board members were requested to make a note in their diaries.

6. Informational Reports

6.1 Director's Report

6.1.1 Fire

NB reported that on Friday 23rd October, 2015 around 1.30pm there was a fire at the containers/workshop area of the school. Nobody was injured and the fire was quickly contained. However, NB noted that the incident brought to light a couple of issues regarding security in such circumstances namely; how the school can know who is on campus and what to do about who is allowed in. MCA offered assistance with security protocols and to help bring someone in to take the guards through some procedures they can be following when faced with a safety or security threat.

6.1.2 International Food Fair

NB informed members that due to lack of PTA participation, the International Food Fair will not take place this year. While it was hoped that the cancelling itself may draw attention to the issue of a lack of parental involvement in the PTA, it was agreed that more should be done in order to encourage participation. The issue may be discussed again at the Board Retreat.

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 Administrative Report

There were no substantial matters arising from the Administrative report.

6.5 Finance Report

6.5.1 Escrow Account

The Board gave a go ahead for the Escrow account to be established for purposes of depositing the money for the land purchase until formal approval has been given by Ministry of Lands for the land to be converted from Agricultural to residential and the lease period changed from 27 to 99 years.

6.5.2 Teacher Contracts

Incentives have been proposed in the revised 2016 teachers’ contract for intentions about re-signing/resigning made known to the school three months early (first week of October). The incentives will have little impact on the budget because what the school is saving on recruitment is going to teachers as incentives.

7. Any Other Business

There being no other business, the meeting closed at 21.08 hrs.

8. Date of the Next Board Meeting

The next meeting of the BMIS Board will be held on 24th November, 2015 at 18.30

Signed:.....

Date:.....