

**AGENDA FOR THE BOARD OF TRUSTEES MEETING  
TO BE HELD ON THE 1st September, 2009 AT THE LIBRARY AT 6.30 pm.**

<b>Item No.</b>	<b>Item Heading</b>	<b>Allotted Time</b>	<b>Page No.</b>
<b><u>OPEN SESSION : 6.30 pm</u></b>			
1	Approval of Agenda	05 mins	1
2	Approval of Minutes of 1st June 2009	05 mins	2-4
3	Update on action points from of Minutes of 1 <sup>st</sup> June 2009	05 mins	
4	Clarification of PTA report	05 mins	
5	Clarification of Head Teachers' reports	20 mins	5-13
6	Board committees		
7	Clarification and action on Finance committee report i) Financial year and audit ii) Finance report iii) Accounting software iv) Registration fees	15 mins	13-14
8	Clarification and action on Policy committee i) Health policy ii) Bye laws	05 mins	14
9	Clarification and action on Buildings and Grounds committee report	05 mins	14
10	Clarification and action on Personnel and administration	05 mins	14
11	Parent survey		
12	Board Orientation	05 mins	14
13	Topics for next Agenda	05 mins	

**100 Mins**

**EXECUTIVE SESSION : to follow open session**

1	Approval of Agenda	05 mins	
2	Approval of Minutes of 1st June 2009	05 mins	14
3	Update on action points from of Minutes of 1st June 2009	05 mins	15
4	Director's goals	10 mins	15
5	Director's contract	15 mins	15
6	Debtors	10 Mins	15

**50 Mins**

**MINUTES OF BMIS BOARD OF TRUSTEES MEETING HELD IN THE LIBRARY ON 1st  
JUNE, 2009 AT 18:30 HOURS**

**PRESENT**

H. Banda	HB	CHAIR
R.M. Invernizzi	RMI	OUTGOING BOARD MEMBER
V. Costantini	VC	OUTGOING BOARD MEMBER
B. Ni Mhuiri	BNM	INCOMING BOARD MEMBER
P. Killick	PK	INCOMING BOARD MEMBER
N. Hines	NH	INCOMING BOARD MEMBER
E. Lindberg	EL	BOARD MEMBER
N.S. Tayub	NST	BOARD MEMBER
E. Mmangisa	EM	BOARD MEMBER
P. Todd	PT	DIRECTOR
D. Barber	DB	SECONDARY HEAD

APOLOGIES: A. de Cleene, M. Jessel, M. Mason

**AGENDA:-**

**1. APPROVAL OF AGENDA:**

Board approved the Agenda with an addition an item "IT Position" under Finance Committee.

**2. APPROVAL OF MINUTES OF 24<sup>TH</sup> MARCH, 2009:-**

The Open Minutes of BMIS Board Meeting of 24<sup>th</sup> March, 2009, were approved and signed by the Chair and handed over to the Director

**3. UPDATE ON ACTION POINTS FROM MINUTES OF 24<sup>TH</sup> MARCH, 2009:-**

On the Agenda

**4. APPROVAL OF AGM MINUTES OF 27<sup>TH</sup> APRIL, 2009:-**

The AGM Minutes of 27<sup>th</sup> April, 2009, were approved and signed by the Chair and handed over to the Director

Board raised a concern on the attendance of the parent body at the AGM and after discussion, they agreed to send out a survey on the timing of the meetings.

**5. CLARIFICATION OF PTA REPORT:-**

No report was presented.

**6. CLARIFICATION OF HEAD TEACHERS' REPORTS:-**

**PRIMARY HEAD REPORT**

Board noted the report

**ACTION**

**PT**

**PT**

**PT**

	<b><u>ACTION</u></b>
PT will be travelling to the USA for recruitment of two positions in Primary and primary music teacher.	
<b><u>SECONDARY HEAD REPORT</u></b> Board noted the report	
<b>7. PYP REPORT:-</b> The PYP Coordinator is working on documentation that will be submitted to the IBO in preparation for the school seeking full authorisation during the course of the next academic year. A number of teachers have taken part in PYP workshops in recent weeks and reports back have been very positive with all participants speaking highly of the training	
<b>8. CLARIFICATION AND ACTION ON FINANCE COMMITTEE REPORT:-</b>	
<i>i) The School Audit 2007/2008</i> Due to the concerns that the Auditors raised regarding the suspense accounts, after discussion, Board approved that the School's Financial Year should start from 1 <sup>st</sup> August to 31 <sup>st</sup> July.	<b>PT/ FINANCE COMM</b>
NST brought to the attention of the board that decision made by the board on opening separate accounts for the family registration fee and the Annual registration fee are not being implemented by the school. PT and the Finance Committee to discuss the implementation of opening these separate accounts and the implications that may arise.	<b>PT/ FINANCE COMM</b>
Board approved to invest a further K50,000,000.00 in addition to the money already invested with the Reserve Bank of Malawi. NST commented that no report is being presented regarding the investments and requested that in future a report should be presented to the board and if there is a requirement to roll over the investment, this must always be approved by the board.	<b>PT/ FINANCE COMM</b>
<i>ii) IT Position</i> Board expressed its disappointment in the way the computer network problem has been handled. The board agreed to the formation of an IT committee which will work with the school on IT management issues. Board members will make available for the consideration of the committee; names of IT individuals from their institutions who could assist the school address the current problem.	<b>PT/ BOARD</b>
Board has approved that the IT Position be advertised.	<b>PT</b>
<b>9. CLARIFICATION AND ACTION ON POLICY COMMITTEE REPORT:-</b>	
1) <i>Health Policy</i> Board approved the Health policies except for the three below which will	

**ACTION**

be brought back to the Policy Committee for review:-

Policy No. 5.21 – Suspected Child Abuse and the School’s Response

Policy No. 5.3093 – Compassionate Leave

Policy No. 5.4091 – Sick Leave-Support Staff

3) *By Laws and Board Policies*

The Policy Committee to review the policy and be presented at the next meeting.

**PT/  
POLICY  
COMM**

**10. CLARIFICATION ON PERSONNEL AND ADMINISTRATION COMMITTEE REPORT:-**

As most of the people were not happy with the revised school climate survey, NH to go through it again and come up with the revised version which will be sent out to parents for their feedback.

**NH**

**11. CLARIFICATION AND ACTION ON BUILDINGS & GROUNDS COMMITTEE REPORT:-**

Board noted the report from the committee where most of the work were confirmed done.

The areas remaining is the new re-wiring of the secondary section.

PT reported that the school is waiting for the planning permission for the storage facility. Furthermore, work will only start after there is a financial update.

Further paving will be done during the school holiday as this has already been budgeted for.

**B & G  
COMM**

**12. CONGRATULATION & VOTE OF THANKS:-**

A) to all who participated in the “Sound of Music” – DB to relay the message

B) to all outgoing board members for their contributions

C) to David Barber for his hard work

RMI to hand over the box of files to the Director, given to her by Mrs. Passoni.

**11. TOPICS FOR NEXT AGENDA:-**

- 1) Board orientation for the new board members

MEETING CLOSED AT 21:20 HRS.

NEXT BOARD MEETING 02 June, 2009

AT THE SCHOOL HALL AFTER THE BOARD ELECTION

Minute approved and signed by the Chair \_\_\_\_\_

## 5 Head teacher reports

Report to the School Board

From: - Janette Johnson, Primary School Head Teacher

Date: - 26/08/09

### Enrolment

See attached sheet. Student numbers are at 412

Many new applicants were assessed on the first day of term and those who were successful have now been placed in classes.

### New Staff

Along with myself there are eight new classroom teachers in the Primary School and six new specialist teachers. All new staff followed an induction program during the week before the term started. A group of returning teachers presented interesting talks about living and working in Malawi.

The PYP coordinator, Vicky McPherson presented a series of workshops relating to the PYP curriculum.

New teachers were encouraged to ask questions and explore the new curriculum in much the same way children are encouraged to start a new Unit of Inquiry.

NAME	POST	SPOUSE/ PARTNER	NATIONALITY	MOST RECENT POST IN
Fanette Johnson	Primary Head		UK	Doha, Qatar
Janine Grassby	Reception		UK	Switzerland
Carla Swinehart	Standard One	Sangamesh Rajeshwar (secondary teacher)	USA	India
Elles Snieder	Standard One	Willem Snieder (secondary teacher)	Netherlands	Saudi Arabia
Julia Wallis	Standard Two		UK	Dominican Republic
Meghan Kohler	Standard Two		UK	UK
Abigail Fisher	Standard Three		UK	UK
Kathleen Schwab	Standard Three		USA	USA
Gail De Olivera	Standard Four	Armando De Oliveira	UK	BMIS (part time)
Humphries Kantazi	Music	Juliet Kantazi (Primary teacher)	Malawi	BMIS (part time)
Emma Hamilton	Primary Art	Martin Hamilton (secondary teacher)	UK	UK
Esther Dekker- Mhango	Education Support	Macloud Mhango	Netherlands	Malawi Ministry of Education

### First Week

All teaching, administrative and maintenance staff need to be commended for the work they did to make the school look attractive and welcoming for the first day of term.

No specialist lessons took place on the first day but all lessons were running as timetabled on Tuesday 18<sup>th</sup> August. There were very few timetable or room clashes and lessons progressed well during the week.

PYP information regarding the first unit for each year group is now on display in each classroom and all year groups have prepared letters to parents outlining the curriculum content as it relates to their year group.

Letters have also been prepared to explain the first Unit of Inquiry to parents.

The week ended with a full Primary assembly which included the presentation of certificates by Mr. Lee Stuart for fundraising during the Lilongwe Wildlife Center's "Run for Wildlife" event, earlier in the year.

### **PYP Reporting**

Last year the PYP programme development was reported on separately by the PYP coordinator. This year the programme will be reported on through the head teacher's report as are other areas of the curriculum. There will be a report made next board meeting concerning the PYP implementation plan and the progress made.

### **Upcoming Events**

- Thursday 27<sup>th</sup> August - Parent Introductory Evening – School hall -6.30pm
- Tuesday 1<sup>st</sup> September - PTA Coffee Morning – Welcome to new parents/outside Main Office 7.15am
- Tuesday 1s September – Friday 4<sup>th</sup> September - Standard 6 camp at "Sun and Sand"
- From 22<sup>nd</sup> September - Standard 5 camps at- Luwawa

**Primary Role**

FORM		Male	Female	Total	Total	TP	NTP	BMIS	TP	NTP	BMIS
				9-Aug	8-Sep	9-Aug	9-Aug	9-Aug	8-Sep	8-Sep	8-Sep
<b>Reception</b>	RG	10	10	<b>20</b>		13	5	2			
	RK	10	9	<b>19</b>		14	4	1			
	RV	8	10	<b>18</b>		14	2	2			
	<b>Total</b>	28	29	<b>57</b>	58	41	11	5	36	16	6
<b>Standard 1</b>	1C	11	8	<b>19</b>		11	5	2			
	1M	10	9	<b>19</b>		14	5	0			
	1S	9	7	<b>16</b>		13	5	0			
	<b>Total</b>	31	25	<b>56</b>	67	39	15	2	47	17	3
<b>Standard 2</b>	2K	10	12	<b>22</b>		18	3	1			
	2M	12	11	<b>23</b>		16	5	2			
	2W	10	12	<b>22</b>		15	7	0			
	<b>Total</b>	32	35	<b>67</b>	56	49	15	3	40	13	3
<b>Standard 3</b>	3F	10	7	<b>17</b>		18	0	1			
	3K	7	7	<b>14</b>		10	3	1			
	<b>3S</b>	10	7	<b>17</b>		9	5	3			
	<b>Total</b>	27	21	<b>48</b>	61	35	8	5	41	13	7
<b>Standard 4</b>	4D	10	12	<b>22</b>		12	6	4			
	4H	12	10	<b>22</b>		19	3	0			
	4V	11	11	<b>22</b>		16	4	2			
	<b>Total</b>	33	33	<b>66</b>	59	47	13	6	42	16	1
<b>Standard 5</b>	5L	123	8	<b>20</b>		16	4	0			
	5S	12	8	<b>20</b>		14	6	0			
	5T	10	9	<b>19</b>		14	5	0			
	<b>Total</b>	34	25	<b>59</b>	56	44	15	0	38	14	4
<b>Standard 6</b>	6L	10	10	<b>20</b>		14	5	1			
	6M	10	9	<b>19</b>		16	2	1			
	6S	14	6	<b>20</b>	57	13	5	2			
	<b>Total</b>	34	25	<b>59</b>	29	43	12	4	41	15	2
<b>Grand</b>	<b>Total</b>	219	193	<b>412</b>	<b>414</b>	<b>298</b>	<b>89</b>	<b>25</b>	<b>285</b>	<b>104</b>	<b>25</b>

## Report to the School Board

From: - Paul Harrison, Secondary School Head Teacher

Date: - 26/08/09

### Staffing

The new staff in the Secondary school are as follows:

NAME	POST	SPOUSE/ PARTNER	NATIONALITY	MOST RECENT POST IN
Stacey Bennett	EAL Teacher	Donato Spoldi	British	UK
Abraham Born	Biology Teacher	Katrien de Pauw	Dutch	BMIS (Part-time)
John Bray	Head of Humanities	Morheen Jaswal	British	UK
Matthew Grant	Humanities Teacher	Jane Carr	British	UK
Martin Hamilton	Head of Physical Education	Emma Hamilton (Primary Art)	British	UK
Paul Harrison	Secondary Head Teacher	Kenzhegul Begizhanova	British	Thailand
Sangamesh Rajeshwar	Visual Arts Teacher	Carla Ann Swinehart (Standard 1)	India	India
Willem Snieder	Head of Modern Languages	Elles Rusken- Snieder	Dutch	Saudi Arabia
Jennifer Welch	Physical Education Teacher	Joseph Welch	USA	Egypt
Joe Welch	Head of Mathematics	Jennifer Welch	British	Egypt
Jim Wild	English and Drama Teacher	Single	British	Ecuador

### External Examinations 2009

The results for both IGCSE and IB were pleasing. While the numbers of students remain small it will always be the case that small variations between different cohorts will occur, however in general terms the standards achieved in previous years have been maintained on the whole.

#### IGCSE Year-by-year comparison

Year	2005	2006	2007	2008	2009
% A*	--	--	--	--	7
%A*/A	--	--	--	--	18
%A*-C	--	70	74	83	80
%A*-C in 5 subjects	76	71	75	86	81
%A*-C in 9 subjects	--	40	41	50	39



Congratulations to Rosie Tricks for scoring 7 A\* grades and one A (Rosie earned a grade A\* in French in 2008).

IGCSE results by subject

Subject	A*	A	B	C	D	E	F	U	Total entry	% A*-C
<b>Art &amp; Design</b>			1	2	2				5	60
<b>Biology</b>	1	3	6	10	3	3			26	77
<b>Business Studies</b>		4	7	3	2	1	1		18	77
<b>Chemistry</b>	2	2	1	2					7	100
<b>Drama</b>	1	1	2	3	2				9	78
<b>First Language English</b>	1	4	9	12	4	1			31	84
<b>Foreign Language French</b>	1	4	5	8	1	2			21	86
<b>Geography</b>	1	2	11	4	3	3			24	75
<b>History</b>	1	1	9	2	3				16	81
<b>ICT</b>		2	6	8	4	2			22	73
<b>Literature (English)</b>	2	7	8	10	3	1			31	87
<b>Mathematics</b>	3	1	4	17	3	2			31	84
<b>Music</b>			1	1	1	2			5	40
<b>Physical Education</b>			6	3	1				10	90
<b>Physics</b>	5	1	1	7	4	1			19	74

IB year-by-year comparison

Year	Student entry	Diplomas awarded	Pass rate (%)	Average points awarded	Highest point total (max = 45)
<b>2009</b>	23	17	74	30	37
<b>2008</b>	20	19	95	33	39
<b>2007</b>	18	15	82	29	39
<b>2006</b>	18	18	100	31	45
<b>2005</b>	11	11	100	30	35

The world-wide diploma pass rate for May 2009 was 79.0% (78.3% in 2008)

The average grade obtained by BMIS candidates who passed the diploma was 4.78 (5.22 in 2008).

IB results by subject (Diploma candidates)

Subject	7	6	5	4	3	2	1	World average
English A1 HL		1	6	9				4.70
English A1 SL		2	4	1				4.93
French B HL			1	2				5.22
French B SL		1	4		4			4.72
Japanese B SL	1							5.13
Korean B HL	1							6.70
Spanish Ab. SL			3	6				4.89
Bus & Man HL			4	2	1			4.52
Bus & Man SL	1							4.55
Geography HL		3	6	4				5.12
Geography SL	1			2				4.39
History (Africa) HL	1		3	1				4.81
Biology HL		1	4	3	3			4.18
Biology SL			1	2				4.22
Chemistry HL		1	2		4			4.40
Chemistry SL					1			4.01
Physics HL		1	1	1				4.63
Physics SL				6	2			4.09

IB results by subject (Diploma candidates) - continued

Subject	7	6	5	4	3	2	1	World average
Math Studies SL		1	3	2	1			4.61
Mathematics HL				1				4.40
Mathematics SL		1	2	6	5	1		4.45
Theatre Arts SL	1	2						4.53
Visual Arts HL		1	1	1	1			4.86
<b>Combined totals</b>	6	15	45	49	22	1	0	-----

Total scores of 4 or above = 83%

IB results by subject (Certificate candidates)

Subject	7	6	5	4	3	2	1	Number of candidates
English			2	5	1			8
French B HL		1						1
Spanish Ab. SL				1				1
Korean B HL				1				1
Bus & Man				4				4
Geography			1	2	2	2		7
History			1					1
Biology			2	3	2			7
Chemistry					1			1
Physics				1				1
Theatre Arts SL				1				1
Visual Arts HL				1				1
Mathematics SL				1	1	1		3
Math Studies SL			1		5			6
<b>Combined totals</b>	0	1	7	20	12	3	0	

Total number of certificate candidates = 9 (46 examinations).

Total scores of 4 or above = 67%

IB diploma candidate points

Points	37	36	35	34	33	32	31	28	26	25	24	23	22
Successful candidates	1	1		2	1	2	1	1	3	2	2		
Unsuccessful candidates											2	3	1

The minimum number of points required for the award of a diploma is 24, at least 12 of which must come from HL subjects. Bonus points are awarded from a combination of Theory of Knowledge scores and Extended Essay scores.

Two students were not awarded a diploma even though they achieved the minimum of 24. One failed to achieve the 12 points in HL subjects. The second was not awarded a diploma because of plagiarism in the extended essay.

Four students did not reach the minimum of 24 points, two of whom also did not have sufficient points in their HL subjects.

All six unsuccessful students have elected to re-sit some of their examinations in November in order to improve their overall points score. This is an option open to any IB student. The student who plagiarised their extended essay will not be allowed to re-submit an extended essay, or re-sit any examinations until the May 2010 session.

TOK and EE scores

	A	B	C	D	E	Scores C and above	
TOK	0	9	7	7	0	16/23	70%
EE	3	4	9	6	0	16/22	72%

Three students achieved the maximum grade for the extended essay. The extended essay for one student was disqualified for plagiarism and is not included in this data.

### TOK and EE bonus points

Bonus points	3	2	1	0
Students	1	3	7	5

One student achieved the maximum number of bonus points from the extended essay and theory of knowledge.

Overall the secondary teachers are pleased with the IB results, although there are a few disappointments. Disappointing results have been discussed and addressed within departments.

### Secondary Role

FORM		Male	Female	Total	Total	TP	NTP	BMIS	TP	NTP	BMIS
				9-Aug	8-Sep	9-Aug	9-Aug	9-Aug	8-Sep	8-Sep	8-Sep
<b>FORM 1</b>	1RA	9	9	18		16	1	0			
	1JI	9	9	18		10	8	0			
	1JHW	9	9	18		13	5	1			
	<b>Total</b>	27	27	54	34	39	14	1	24	10	0
<b>FORM 2</b>	2JBR	8	9	17		11	6	0			
	2MG	9	7	16		10	5	1			
	2WS	8	7	15		9	5	1			
	<b>Total</b>	25	23	48	45	30	16	2	27	17	1
<b>FORM 3</b>	3AW	8	11	19		13	6	0			
	3BB	9	12	21		16	5	0			
	<b>Total</b>	17	23	40	43	29	11	0	27	14	2
<b>FORM 4</b>	4AH	9	8	17		10	6	1			
	4PP	5	8	13		11	2	0			
	4NR	11	6	17		1	6	0			
	<b>Total</b>	25	22	47	31	22	14	1	25	6	0
<b>FORM 5</b>	5IJ	4	10	14		7	7	0			
	5JB	7	5	12		8	3	1			
	5JF	9	6	15		11	2	2			
	<b>Total</b>	20	21	41	30	26	12	3	25	1	4
<b>IB1</b>	L6AG	9	7	16		14	2	0			
	L6MM	8	7	15		12	3	0			
	<b>Total</b>	17	14	31	41	26	5	0	31	9	1
<b>IB2</b>	U6JT	7	10	17		15	5	2			
	U6PL	6	9	15		13	2	0			
	<b>Total</b>	13	19	32	29	28	7	2	24	5	0
<b>Grand</b>	<b>Total</b>	<b>144</b>	<b>149</b>	<b>293</b>	<b>253</b>	<b>200</b>	<b>79</b>	<b>9</b>	<b>183</b>	<b>62</b>	<b>8</b>

## 6. Board committees

Listed below are the committees as discussed at the last meeting Administration and Teacher representatives need to be added and any further board members.

<b>Finance</b>	Peter Killick, Tanganachi Manda, Etta Mmangisa, Nasser Sattar, Shane O Laughlin, Peter Todd
<b>Personnel and Administration</b>	Nick Hines, Nikki Airey, Paul Harrison , Peter Todd,
<b>Policy</b>	Hestern Banda Nikki Airey, Brona Ni Mhuri, Janette Johnson ,
<b>Buildings and grounds</b>	Mark Burdett, Eric Lindberg, Sabine Joukes, Peter Todd,

## 7 Finance committee report

There has been no finance committee meeting

### i) Financial year and audit

The school financial year will be 1<sup>st</sup> August – 31<sup>st</sup> July following the board decision at its last meeting. This will mean that the 08/09 year will contain figures for 11 months. The audit is usually carried out in December during the school holiday the auditors, Ernst and Young have contacted about bringing the work forward. The work can be done in November this year. They have also been contacted regarding the audit from 07/08. The suspense account that was in question was removed and the information was sent to the auditors in June. The final statements are expected on Friday 4th September.

Changes have been made in administration (office staff) contracts to bring them into line with the new financial year. This will bring the contact cycles into line with the teaching staff and facilitate any changes made in working conditions, salary or benefits.

### ii) Finance report

The entries for last year have been completed over the holiday; these were completed in QuickBooks and had been considerably delayed due to the virus problems with the computer system. A further report will be sent out after the weekend.

A revised budget 09/10 for is prepared for October. Based on the current school role of 703 students the income for the school is anticipated to be higher than that predicted by the budget which was based on 686 students.

### iii) Accounting software

Purchase and installation of the new accounting software was delayed because of the computer viruses. A new quote is awaited from Globe and following that purchase and training will be undertaken. It is the intention to use Sage for this year's books.

### iv) Registration fees

Left over from last year is a question concerning how registration fees should a) be accounted b) physically be kept (separate bank accounts. This involves the question of whether part or all these funds become part of a reserve or part being available for capital development for the school as well as the question of separate investment in different accounts rather than being part of the sums that the school invests in shorter term funds. This should come to the finance committee at its first meeting.

### v) Cost of living increase

In September of each year a cost of living increase has been applied to all administration and maintenance staff salaries based on the urban cost of living increase rates published by the Government national statistics office. The published figures over the last 10 months are shown below.

Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Urban inflation rate	11.5%	11.7%	11.8%	12.0%	12.1%	11.4%	11.3%	11.1%	10.5%	10.0%

The mean rate over this period is 11.34%. The budget for 2009/2010 makes an allowance for a 12% increase to salaries. Any increase is applied to wages and housing allowance (15% of salaries) for maintenance staff and to salaries of administrative staff with housing allowance being treated separately as part of contract negotiation.

Maintenance staff also receives an allowance of MK 5,686 per month for travel allowance. Last year this was adjusted based on the cost increase of a single minibus ride over the prior year's figure. The increase in

fare over the last year has been from 80MK to 100MK (25%). The budgeted amount for the increase was set at 12% in line with the general allowance.

There is a perception that the government figures do not match the real cost increase. The director recommends an increase of 12% for salaries of administration and maintenance staff. And an increase for travel allowance for maintenance staff of 25%

At present some administrative staff receives a separate transport and telephone allowance which is taxed as fringe benefit tax. The travel allowance for teachers now becomes part of salary (adjustment was made to offset tax). The director wishes to bring allowances into salaries and standardise travel allowance as part of salaries for all employees, junior administration are the only group currently without it. Proposals and budgetary implications should be presented to the finance committee for consideration prior to presentation at the September board meeting.

## **8. Policy committee report**

There has been no meeting of the committee

### **i) Health Policies**

Three policies presented at the last meeting required further attention.

5.21 Suspected Child Abuse and the School's response.

5.3093 Professional Staff Compassionate Leave

5.4091 Support Staff Sick leave

Revised copies of these policies are included with these papers 5.21 has no changes as yet. The committee should examine these before next meeting.

### **ii) Bye Laws**

Further consideration was asked at the last meeting for this policy. A copy is included; the committee should examine any changes before presenting it next meeting.

## **9. Building and Grounds Committee report**

There has been no meeting of the committee.

Over the holiday – Interlocking pavement was put in the areas in front of the main school office and the path across to secondary school. A large amount of painting work was carried out on the interior of school housing and some classrooms in primary; the swimming pool has also been repainted. Funding from the PTA added a number of picnic tables in primary and secondary and grass areas in both primary and secondary areas have been opened up for quiet use. Work was carried out to enlarge the main school field to more adequately accommodate the grass running track.

Covers are being constructed for the two generators.

## **10. Personnel and Administration Committee report**

There has been no meeting of the committee.

## **11. Parent survey**

The parent survey was conducted but the returns that were received at reception have not been found at the start of term. Any further development will be reported at the meeting

## **12. Board orientation**

This is planned to take place on Saturday 14<sup>th</sup> September starting at 8:30 a.m. in the school library and finishing at 3:30 p.m. The director will facilitate a workshop on the roles of boards and board members. The chair will facilitate goal setting for the board. Consideration should be given to the need for longer range planning for the school and how and when longer range plans can be developed.

## Executive Session

### 2. Minutes of 1<sup>st</sup> June 2009

*MINUTES OF THE MANAGEMENT SESSION held on*  
**1<sup>st</sup> June, 2009 at The School Library at 21:20 Hours**

## ACTION

#### PRESENT

H. Banda	HB	CHAIR
B. Ni Mhuri	BNM	BOARD MEMBER
P. Killick	PK	BOARD MEMBER
N. Hines	NH	BOARD MEMBER
E. Lindberg	EL	BOARD MEMBER
E. Mmangisa	EM	BOARD MEMBER
N.S. Tayub	NST	BOARD MEMBER
P. Todd	PT	DIRECTOR

**APOLOGIES:-** A de Cleene, M. Jessel , M. Mason

**1) APPROVAL OF AGENDA:-**

Board approved the Agenda

**2) PREVIOUS EXECUTIVE SESSION MINUTES:-**

The minutes of the executive session of the 24<sup>th</sup> March were approved, signed by the Chair and handed over to the Director.

**PT**

**3) UPDATE ON ACTION POINTS FROM MINUTES OF 24<sup>TH</sup> MARCH, 2009:-**

- The board together with the school lawyer will arrange a meeting with the ministers responsible for land regarding the title deeds of the school once the President announces the New Cabinet.

**PT**

**4) RECRUITMENT OF TEACHERS:-**

This has already been discussed in the open meeting.

**5) DEBTORS:-**

A list of debtors was not presented due to the problem with the computers. This will be presented at the next board meeting and NST stressed that the Finance Committee must submit this report to the board at every board meeting.

**PT**

NST reminded the Director to be very strict on the fee payments. He must follow the rules and regulations on fee payments so that parents pay on time.

**PT**

**6) FEE CATEGORY CATEGORIES:-**

After discussion, Board agreed as follows:-

<i>MINUTES OF THE MANAGEMENT SESSION held on</i> <b>1<sup>st</sup> June, 2009 at The School Library at 21:20 Hours</b>	<b>ACTION</b>
a) <i>Mrs. Passoni's request for concessionary fees for her son.</i> Board approved the concessionary fees.	<b>PT</b>
b) <i>Dr. Kristina Cuisinier's request for concessionary fees for her sons.</i> Board approved the concessionary fees for her son who is in Form 3.	<b>PT</b>
<p><b>7) NEW BOARD MEMBERS:-</b> Board voted in favour of the below motions by e-mail and this is for record purposes:-</p> <p>MOTION 1</p> <p>That the decision to confirm the proposed replacement board members for vacant positions for the 2009/10 board be taken by email</p> <p>MOTION 2</p> <ul style="list-style-type: none"> <li>• That Brona Ni Mhuiri will take the place of Roberta Mariani for her remaining term.</li> <li>• That Peter Killick will tak the place of Vincenzo Costantini for his remaining term.</li> <li>• That Nick Hines will take the place of Marc Jessel for his remaining term.</li> </ul>	<b>PT</b>
<p>Executive session closed at 21:40 Hours Date of the next Executive Board Meeting, 02 June, 2009 and be held at The School Hall after the Elections.</p>	
<p>Minutes approved and signed by the Chair_____</p>	

**4. Director's goals**

The director will present a report on his goals for last school year and an initial report on goals for this year at the meeting



**5. Director's contract**

The Director's contract finishes at the end of this school year. This is the second 3 year contract that has been completed. The Director is seeking for an extension of contract for a further year.

The Director will present his arguments at the meeting as to why he believes that an extension is in the best interests of the school and his own reasons for seeking an extension.

**6. Debtors**

An account of debtors from last year will be given and reviewed at the meeting