

**MINUTES OF BMIS BOARD OF TRUSTEES MEETING HELD IN THE LIBRARY  
ON 19<sup>th</sup> JANUARY, 2010 AT 18:30 HOURS**

**PRESENT**

H. Banda	HB	BOARD CHAIR
K. Field	KF	BOARD MEMBER
E. Mmangisa	EM	BOARD MEMBER
N. Airey	NA	BOARD MEMBER
P. Killick	PK	BOARD MEMBER
T. Manda	TM	BOARD MEMBER
M. Burdett	MB	BOARD MEMBER
N. Hines	NH	BOARD MEMBER
P. Todd	PT	DIRECTOR
P. Harrison	PH	SECONDARY HEAD
J. Johnson	JJ	PRIMARY HEAD
E. MacDonald	EM	RRIMARY REPRESENTATIVE

**APOLOGIES:-** B. Ni Mhuri

**AGENDA:-**

**1. APPROVAL OF AGENDA:**

Board approved the Agenda.

**2. APPROVAL OF MINUTES OF 19<sup>th</sup> January, 2010:-**

The Open Minutes of BMIS Board Meeting of 19<sup>th</sup> January, 2010, were approved and signed by BNM and handed over to the Director after addition of “next school year” under Secondary Head Report, second paragraph.

**3. UPDATE ON ACTION POINTS FROM MINUTES OF 19<sup>th</sup> January, 2010:-**

- Mathematics Information Evening was a success
- MYP will be discussed under Head Teacher’s Report.

**4. PTA REPORT:-**

No report was presented.

**5. CLARIFICATION OF HEAD TEACHERS’ REPORTS:-  
PRIMARY HEAD REPORT**

Board noted the report.

JJ reported that a Parent Mathematics Information Evening was well attended and successful. More information workshops are planned for the future.

JJ further reported that the Literacy Coordinator has now begun her weekly training sessions relating to the “First Steps” approach to reading.

**ACTION**

	<b><u>ACTION</u></b>
On the PYP Professional Development, the two teaches who attended the workshops in Abu Dhabi are back and will be reporting back to the rest of the staff.	
The PYP Coordinator presented an updated review of the PYP action plan Board will go through it and make their comments at the Extra-ordinary meeting on Tuesday, 02 March, 2010.	<b>BOARD</b>
The coordinator also mentioned that she is trying to organise an in-house training and has consulted the IBO for their feedback.	<b>VM</b>
<b><u>SECONDARY HEAD REPORT</u></b>	
Board noted the report by PH.	
Board approved the adoption of a 6 day cycle for next school year.	<b>SCHOOL MANA.</b>
PH reported that the “MYP” introduction presentation to parents was held on 4 <sup>th</sup> February, 2010, though the turnout was very disappointing, the atmosphere was a very positive one.	
After a lengthy discussion on “MYP” adoption, Board agreed that due to the low turnout of the parent body for the presentation, there was a need to consult them again. Board to send out a letter to each and every parent for their feedback before Board makes a decision on the same.	<b>BOARD</b>
An extra-ordinary meeting has been set up for Tuesday, the 2 <sup>nd</sup> of March, for Board’s decision.	<b>BOARD</b>
<b>6. CLARIFICATION AND ACTION ON FINANCE COMMITTEE REPORT:-</b>	
i) <i>Audit:-</i> PT reported that the audit for Year 2008/2009 had been completed and the draft audit report was expected for the end of this month.	
ii) <i>Finance Report:-</i> Board noted the report presented.	
iii) <i>Registration Fees:-</i> The Director to draw up a comprehensive policy governing the treatment and use of registration fees and the capital reserve account in time for the next Board Meeting, incorporating the various piecemeal policy components that have been approved at Board level so far.	<b>PT</b>
iv) <i>Debtors:-</i> Very old debts to be written off and to ban students from school with outstanding fees. To collect school fees more efficiently, Board agreed to the following proposals of the Finance Committee:- - invoicing promptly, by assuming a bank rate 10 days before the start of the term - instalment plans for monthly payments to be introduced - all late and instalment payments to be made at the office - dedicating one accounts staff member to fees invoicing, receipting	<b>PT</b>

	<b>ACTION</b>
<p>and debt collecting. A professional debt collector or accountant be hired on contract for one or two months to set up appropriate systems for the accounts staff member and to mentor her through the process of chasing outstanding payments.</p> <ul style="list-style-type: none"> <li>- The Director to be more proactive in banning children with outstanding fees.</li> <li>- The issue of penalty fees to be abolished instead to have a more active pursuit of amounts owed.</li> </ul>	
<p>v) <i>Computer software:-</i> Still looking for a competent vendor of accounting systems. The goal is to have the new system live by the beginning of next Financial Year.</p>	<b>PT/PK</b>
<p>vi) <i>Suppliers budget:-</i> Board approved a 20% increase in the supplies budget over last year's figures mainly because of the adoption of the PYP curriculum.</p>	<b>PT</b>
<p><b>7. CLARIFICATION AND ACTION ON POLICY COMMITTEE REPORT:-</b></p> <p>Board ratified the following policies:-</p> <ul style="list-style-type: none"> <li>- Child Abuse Policy.</li> <li>- the BMIS Language Policy</li> </ul> <p>Board approved the following:-</p> <ul style="list-style-type: none"> <li>- the BMIS Acceptable Use Guidelines</li> <li>- to remove "last review" and "next scheduled review" dated from all existing policy documents, retaining only the "approved" and "effective" dates</li> <li>- to allow the BPC to decide which policies should be reviewed each year, or to appoint a Board member to read through the Board policy manual at the start of each year and to flag policies for review to the BPC.</li> </ul>	<b>PT</b>
<p><b>8. CLARIFICATION AND ACTION ON BUILDINGS AND GROUNDS COMMITTEE REPORT:-</b></p> <p>Board discussed the report presented and commented on the following:-</p> <p>a) Bathrooms</p> <ul style="list-style-type: none"> <li>- Tiling and overhaul of primary bathrooms has been started and all materials purchased.</li> </ul> <p>Board approved the continuing of all work and capitalising the costs</p> <ul style="list-style-type: none"> <li>o Secondary bathrooms</li> <li>o Replacement of primary and secondary fittings – sinks, toilets, hand driers, lockable toilet roll holders and sanitary bins for girls' bathrooms</li> </ul>	<b>PT</b>
<p>b) Field</p> <p>The school field has been further enlarged. Board agreed to the purchase of a tractor and gang mower plus other attachments. MB to investigate mowers.</p>	<b>MB</b>
<p>2) Library</p> <p>The Director to consult the Heads concerning whether to go ahead with plans for enlarging the library and in which year such work should be undertaken.</p>	<b>PT/PH/JJ</b>

	<b>ACTION</b>
<p>HB proposed looking at grants for this projects.</p>	<b>PT</b>
<p>3) Secondary second computer room Management is developing plans and costing for the conversion of the current secondary student common room into a second computer lab needed due to increase number of classes.</p>	<b>SCHOOL MANA.</b>
<p>4) Paving Plans and costing are being drawn up for paving primary school around the upper primary classes to enable movement from the car park to school areas during wet weather.</p>	<b>B &amp; G COMM.</b>
<p><b>9. PERSONNEL AND ADMINISTRATION COMMITTEE REPORT:-</b> The committee did not meet and will only meet on a “need to” basis.</p>	
<p><b>10. PARENT SURVEY:-</b> Board discussed the report presented by NH. He strongly recommended to have a re-run of the survey in secondary to gain better understanding of parental views due to the low response. In general, he said many parents made positive comments with regard to teachers or recent charges in the school.</p> <p>However strong negative comments came out on a number of themes from parents:-</p> <ul style="list-style-type: none"> <li>- biggest concern would be value for money that BMIS represents</li> <li>- variability between teachers</li> <li>- concerns about academic performance and potential for subjectivity and bias</li> <li>- communication logs good but there is inconsistent usage between teachers and parents feeling comments not being read in a timely manner</li> <li>- communication on academic progress not enough, not regularly enough and no aware of standard that they are meant to be attaining in primary.</li> <li>- Reports – students need to be involved more in their own assessments in secondary and teachers need to understand how well students think they are doing.</li> </ul> <p>The management commented that for issues raised in regards to health and safety issues, issues with guards and potential drowning incident, the parents, they are there to be asked / consulted without waiting for the survey.</p> <p>NH will prepare a cut out version to be published in the “Tikambe”.</p>	
<p><b>11. TOPICS FOR NEXT AGENDA:-</b></p> <ol style="list-style-type: none"> <li>1) Extra-Ordinary Meeting</li> <li>2) PYP Action Plan</li> </ol> <p>MEETING CLOSED AT 22:25 HRS. NEXT BOARD MEETING 02 March, 2010 AT THE SCHOOL LIBRARY Minutes approved and signed by the Chair _____</p>	<b>NH/PT</b>