

**AGENDA FOR THE BOARD OF TRUSTEES MEETING
TO BE HELD ON THE 23rd March, 2010 AT THE LIBRARY AT 6.30 pm.**

| Item No. | Item Heading | Allotted Time | Page No. |
|--|---|----------------|----------|
| <u>OPEN SESSION : 6.30 pm</u> | | | |
| 1 | Approval of Agenda | 05 mins | 1 |
| 2 | Approval of Minutes of 23 rd February 2010 | 05 mins | 2-5 |
| 3 | Update on action points from of Minutes of 23 rd February 2010 | 05 mins | |
| 4 | Clarification of PTA report | 05 mins | |
| 5 | Clarification of Head Teachers' reports | 10 mins | 5-9 |
| 6 | Clarification and action on Finance committee report i) Finance report ii) Audit report iii) School budget 2010/11 | 40 mins | 10 |
| 7 | Clarification and action on Policy committee | 05 mins | 10 |
| 8 | Clarification and action on Buildings and Grounds committee report | 05 mins | 10 |
| 9 | Clarification and action on Personnel and administration | 05 mins | 10 |
| 10 | Topics for next Agenda | 05 mins | |
| | | 90 Mins | |
| <u>EXECUTIVE SESSION : to follow open session</u> | | | |
| 1 | Approval of Agenda | 05 mins | |
| 2 | Approval of Minutes of 23 rd February 2010 | 05 mins | 11-12 |
| 3 | Update on action points from of Minutes of 23 rd February 2010 | 05 mins | |
| 4 | Approval of Minutes of 2 nd March 2010 | 05 mins | |
| 5 | Approval of Minutes of 2 nd March 2010 | 05 mins | |
| | | 20 Mins | |

**MINUTES OF BMIS BOARD OF TRUSTEES MEETING HELD IN THE LIBRARY ON
23rd February, 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 19th January, 2010:-

The Open Minutes of BMIS Board Meeting of 19th 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 19th 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

| | ACTION |
|--|-------------------------|
| 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. | BOARD |
| The coordinator also mentioned that she is trying to organise an in-house training and has consulted the IBO for their feedback. | VM |
| <u>SECONDARY HEAD REPORT</u> | |
| Board noted the report by PH. | |
| Board approved the adoption of a 6 day cycle for next school year. | SCHOOL MANA. |
| PH reported that the “MYP” introduction presentation to parents was held on 4 th 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. | BOARD |
| An extra-ordinary meeting has been set up for Tuesday, the 2 nd of March, for Board’s decision. | BOARD |
| 6. CLARIFICATION AND ACTION ON FINANCE COMMITTEE REPORT:- | |
| 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. | PT |
| 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 | PT |

| | ACTION |
|--|---------------|
| <ul style="list-style-type: none"> - all late and instalment payments to be made at the office - dedicating one accounts staff member to fees invoicing, receipting 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. - The Director to be more proactive in banning children with outstanding fees. - The issue of penalty fees to be abolished instead to have a more active pursuit of amounts owed. | |
| <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> | PT/PK |
| <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> | PT |
| <p>7. CLARIFICATION AND ACTION ON POLICY COMMITTEE REPORT:-</p> | |
| <p>Board ratified the following policies:-</p> <ul style="list-style-type: none"> - Child Abuse Policy. - the BMIS Language Policy | PT |
| <p>Board approved the following:-</p> <ul style="list-style-type: none"> - the BMIS Acceptable Use Guidelines - to remove "last review" and "next scheduled review" dated from all existing policy documents, retaining only the "approved" and effective" dates - 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. | PT |
| <p>8. CLARIFICATION AND ACTION ON BUILDINGS AND GROUNDS COMMITTEE REPORT:-</p> | |
| <p>Board discussed the report presented and commented on the following:-</p> | |
| <p>a) Bathrooms</p> <ul style="list-style-type: none"> - Tiling and overhaul of primary bathrooms has been started and all materials purchased. <p>Board approved the continuing of all work and capitalising the costs</p> <ul style="list-style-type: none"> o Secondary bathrooms o Replacement of primary and secondary fittings – sinks, toilets, hand driers, lockable toilet roll holders and sanitary bins for girls' bathrooms | PT |
| <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> | MB |

| | ACTION |
|---|---|
| <p>2) Library 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> <p>HB proposed looking at grants for this projects.</p> | <p>PT/PH/JJ</p> <p>PT</p> |
| <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> | <p>SCHOOL MANA.</p> |
| <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> | <p>B & G COMM.</p> |
| <p>9. PERSONNEL AND ADMINISTRATION COMMITTEE REPORT:- The committee did not meet and will only meet on a “need to” basis.</p> | |
| <p>10. PARENT SURVEY:- 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"> - biggest concern would be value for money that BMIS represents - variability between teachers - concerns about academic performance and potential for subjectivity and bias - communication logs good but there is inconsistent usage between teachers and parents feeling comments not being read in a timely manner - communication on academic progress not enough, not regularly enough and no aware of standard that they are meant to be attaining in primary. - 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. <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>NH/PT</p> |
| <p>11. TOPICS FOR NEXT AGENDA:-</p> <ol style="list-style-type: none"> 1) Extra-Ordinary Meeting 2) PYP Action Plan | |
| <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> | |

5 Head teacher reports

Report to the School Board

From: - Janette Johnson, Primary School Head Teacher

Date:- 18/03/2010

ENROLMENT:-

See attached sheet. Student numbers are at: - ?

New enrolment for the reception classes is going very well. An introductory evening for prospective new parents was organized on the 26th February. The reception teachers gave an overview of the curriculum in the reception classes. The Mathematics Coordinator, Katie Knight gave a presentation explaining how mathematics is taught in the Reception year and Carla Swinehart, the Language Arts Coordinator talked about the acquisition of language skills in the Early Years. The PYP coordinator, Vicky MacPherson also gave an outline of the PYP in the reception year. The event was well attended and following a very informative evening we are now seeing a good response and enrolment for next year is looking very encouraging.

On Friday 5th March the Primary School held a Book Day. This was aimed at highlighting the importance of reading and developing a love of reading in all children. It was a very successful day and it was also the culmination of a book making initiative. Each class produced and illustrated a "Big Book" based on a book they were familiar with in the classroom. The books will be on display in the library for a short while before being presented to representatives from local schools and other children's projects here in Malawi.

This awareness of making links with a wider community has been explored through our International Day initiatives this year. Two visiting teachers from Maadi British International School in Cairo have been with us for 2 weeks and have been working with our Student Council students and students from a local school. They made a valuable contribution to these initiatives and presented a slide show at assembly to reflect on their work.

Recruitment – We have recruited most of our staff for next year. We are still advertising for a standard 2 teacher and a primary music teacher.

PYP – The revised "Action Plan" is now complete and will be distributed to board members as soon as possible.

Primary Role

| FORM | | Male | Female | Total | Total | TP | NTP | BMIS | TP | NTP | BMIS |
|--------------------|--------------|------|--------|--------|-------|--------|--------|--------|-------|-------|-------|
| | | | | 10-Mar | 9-Mar | 10-Mar | 10-Mar | 10-Mar | 9-Mar | 9-Mar | 9-Mar |
| Reception | RG | 10 | 10 | 20 | | 15 | 4 | 2 | | | |
| | RK | 10 | 10 | 20 | | 15 | 4 | 1 | | | |
| | RV | 10 | 11 | 21 | | 16 | 3 | 2 | | | |
| | Total | 31 | 31 | 62 | 57 | 46 | 11 | 5 | 34 | 17 | 6 |
| Standard 1 | 1C | 10 | 8 | 18 | | 10 | 5 | 2 | | | |
| | 1M | 12 | 8 | 20 | | 15 | 5 | 0 | | | |
| | 1S | 10 | 9 | 19 | | 14 | 5 | 0 | | | |
| | Total | 32 | 25 | 56 | 68 | 39 | 15 | 2 | 46 | 19 | 3 |
| Standard 2 | 2K | 10 | 14 | 24 | | 20 | 3 | 1 | | | |
| | 2M | 12 | 12 | 24 | | 17 | 5 | 2 | | | |
| | 2W | 10 | 13 | 23 | | 16 | 7 | 0 | | | |
| | Total | 32 | 39 | 71 | 50 | 53 | 15 | 3 | 36 | 11 | 3 |
| Standard 3 | 3F | 10 | 7 | 17 | | 16 | 0 | 1 | | | |
| | 3K | 10 | 8 | 18 | | 13 | 4 | 1 | | | |
| | 3S | 10 | 7 | 17 | | 9 | 5 | 3 | | | |
| | Total | 30 | 22 | 52 | 64 | 38 | 9 | 5 | 42 | 15 | 7 |
| Standard 4 | 4D | 11 | 12 | 23 | | 13 | 6 | 4 | | | |
| | 4H | 13 | 11 | 24 | | 20 | 4 | 0 | | | |
| | 4V | 10 | 14 | 24 | | 17 | 5 | 2 | | | |
| | Total | 34 | 37 | 71 | 59 | 50 | 15 | 6 | 43 | 15 | 1 |
| Standard 5 | 5L | 12 | 10 | 20 | | 17 | 5 | 0 | | | |
| | 5S | 13 | 9 | 20 | | 14 | 7 | 1 | | | |
| | 5T | 12 | 9 | 19 | | 16 | 5 | 0 | | | |
| | Total | 37 | 28 | 59 | 59 | 47 | 17 | 1 | 42 | 13 | 4 |
| Standard 6 | 6L | 10 | 10 | 20 | | 15 | 4 | 1 | | | |
| | 6M | 11 | 9 | 20 | | 18 | 2 | | | | |
| | 6S | 16 | 4 | 20 | | 14 | 4 | 2 | | | |
| | Total | 37 | 25 | 60 | 59 | 47 | 10 | 3 | 42 | 16 | 1 |
| Grand Total | Total | 233 | 205 | 438 | 414 | 320 | 93 | 25 | 285 | 106 | 25 |

Board of Trustees
23rd March 2010
Secondary Report

Student enrolment

See table.

The learning cycle

A brochure is being produced for Primary and Secondary parents to explain the move to a 6-day cycle. We hope to have the brochure ready for the beginning of Term 3. A meeting for parents may be needed, but is not planned for at the moment. (Paul Harrison and Janette Johnson will oversee publication of the brochure).

Curriculum structures are being developed for Primary and Secondary in consultation with all staff. These will be used to establish a timetable for the whole school for 2010-2011. It is hoped that a draft timetable will be available for staff review and feedback by the end of May. (Paul Harrison and Janette Johnson are coordinating this activity.)

MYP

Following the Board decision to adopt the MYP (March 2nd), work has begun to implement the programme in Form 1 in August. Meetings have taken place with Heads of Department and Teachers to finalise a curriculum structure that meets the programme requirements. I hope to be able to present this to the Board next month. The curriculum structure will also reflect the move to a 6-day cycle.

I am currently working on a more detailed plan for the development of the MYP, and I hope to have a outline draft ready for the next Board meeting in April. I am conducting a survey of staff (including new hires) to find out their professional development needs for the MYP. The findings will be included in the plan.

Recruiting

We have advertised for teaching positions for Physics, Chemistry, IT with Science/Math, Music and EAL. We intend to hold preliminary telephone interviews shortly.

Reports

A working group will be established in Term 3 to review, and suggest improvements to the Secondary school reporting system. At least one parent and one teacher have offered their services to the working group. I will report the group's findings next term.

Dates

| | |
|-------------|---|
| March 22-23 | IGCSE Art Examination (Form 5) |
| March 23 | Board Meeting |
| March 26 | Student reports sent home |
| | Last day of term – school ends at 11:00AM |
| April 12 | School re-opens |
| April 15 | IGCSE IT Practical examination (Form 5) |
| April 15-16 | IB Art Examiner visit (IB2) |
| April 17 | LEAP Tournament |
| April 20 | IGCSE IT Practical examination (Form 5) |
| April 22 | Parent-teacher conference |
| April 22-23 | IB Art Exhibition |
| April 26 | IB2 Study Leave begins |
| April 27-29 | Geography Fieldwork (IB1) |
| May 3 | Public holiday (school closed) |
| May 4 | Form 5 Study Leave begins |
| May 8 | Poetry Slam |
| May 12-14 | Geography Fieldwork (Form 4) |
| May 14 | Public Holiday (school closed) |
| May 21-22 | Tennis vs St. Andrews (Away) |
| May 24 | Graduation Ceremony (IB2) |
| May 25 | Board Meeting |
| May 28 | Prom (IB2) |
| May 29 | Run for Wildlife |

| | |
|---------------|--|
| May 31-June 4 | Secondary Examination Week |
| June 4-5 | Arts Festival/Music under the Stars/2 nd Skin |
| June 7-11 | Work Experience Week (Form 4) |
| June 8 | Board Meeting |
| June 11 & 14 | IB Group 4 Project (IB1 special project days) |
| June 10 | Awards Assembly (Form 5) |
| June 11 | Student Council Disco |
| June 16 | Final students reports sent home |
| June 17 | Secondary Sports Day |
| | Awards Assembly |
| June 18 | Last Day of Term |
| | Secondary Farewell Assembly |

Paul Harrison

Secondary Role

| FORM | | Male | Female | Total | Total | TP | NTP | BMIS | TP | NTP | BMIS |
|---------------|--------------|------------|------------|------------|------------|------------|-----------|----------|------------|-----------|----------|
| | | 10-Mar | 10-Mar | 10-Mar | 09-Mar | 10-Mar | 10-Mar | 10-Mar | 09-Mar | 09-Mar | 09-Mar |
| FORM 1 | 1RA | 8 | 8 | 16 | | 12 | 4 | 0 | | | |
| | 1JI | 11 | 6 | 17 | | 7 | 10 | 0 | | | |
| | 1JHW | 9 | 8 | 17 | | 14 | 2 | 1 | | | |
| | Total | 28 | 22 | 50 | 48 | 33 | 16 | 1 | 38 | 8 | 2 |
| FORM 2 | 2JBR | 4 | 8 | 12 | | 9 | 3 | 0 | | | |
| | 2MG | 9 | 6 | 15 | | 11 | 3 | 1 | | | |
| | 2WS | 7 | 5 | 12 | | 8 | 3 | 1 | | | |
| | Total | 20 | 19 | 39 | 37 | 28 | 9 | 2 | 27 | 11 | 0 |
| FORM 3 | 3AW | 10 | 11 | 21 | | 17 | 4 | 0 | | | |
| | 3BB | 7 | 11 | 18 | | 12 | 6 | 0 | | | |
| | Total | 17 | 22 | 39 | 45 | 29 | 10 | 0 | 35 | 12 | 1 |
| FORM 4 | 4AH | 9 | 8 | 17 | | 9 | 7 | 1 | | | |
| | 4PP | 4 | 8 | 12 | | 10 | 2 | 0 | | | |
| | 4NR | 10 | 6 | 16 | | 10 | 6 | 0 | | | |
| | Total | 23 | 22 | 45 | 41 | 29 | 15 | 1 | 28 | 7 | 2 |
| FORM 5 | 5IJ | 3 | 8 | 11 | | 7 | 4 | 0 | | | |
| | 5JB | 7 | 7 | 14 | | 8 | 5 | 1 | | | |
| | 5JF | 8 | 6 | 14 | | 10 | 2 | 2 | | | |
| | Total | 18 | 21 | 39 | 32 | 25 | 11 | 3 | 29 | 5 | 0 |
| IB1 | L6AG | 12 | 6 | 18 | | 15 | 3 | 0 | | | |
| | L6MM | 9 | 6 | 15 | | 13 | 2 | 0 | | | |
| | Total | 21 | 12 | 33 | 37 | 28 | 5 | 0 | 32 | 2 | 3 |
| IB2 | U6JT | 6 | 9 | 15 | | 13 | 0 | 2 | | | |
| | U6PL | 4 | 9 | 13 | | 11 | 2 | 0 | | | |
| | Total | 10 | 18 | 28 | 32 | 24 | 2 | 2 | 24 | 8 | 1 |
| Grand | Total | 137 | 136 | 273 | 253 | 204 | 74 | 9 | 211 | 55 | 9 |

7 Finance committee report

- i) Finance report for February accompanies this report
- ii) Audit 2008/2009 final copy of the Audit report accompanies these notes
- iii) The proposed budget for 2010/11 accompanies these notes

8. Policy committee report

A brief report from a meeting following the MYP board meeting will be given at the meeting.

9. Building and Grounds Committee report

There has been no meeting of the committee.

Work continues on the toilets. There has been considerable work carried out on improving security on teacher housing following burglary incidents. This will need to continue. Landlords refuse to take responsibility for improvements or simply delay matters. The management has had to take steps to do the work and where possible regain some funding from rents. Work is planned and allowed for in next year's budget to cover a second secondary computer lab and the conversion of one of the multipurpose rooms into a science lab, Extension of the primary computer lab is also planned. These would take pressure off the computer use in the library. Management has looked at the present library and with the anticipated reduction in pressure for computers recommends not proceeding with major structural change. Work over the coming holiday will focus on completion of existing projects and not on new building work.

10. Personnel and Administration Committee report

There has been no meeting of the committee.

5 Head teacher reports

Report to the School Board

From: - Janette Johnson, Primary School Head Teacher

Date:- 18/03/2010

ENROLMENT:-

See attached sheet. Student numbers are at: - ?

New enrolment for the reception classes is going very well. An introductory evening for prospective new parents was organized on the 26th February. The reception teachers gave an overview of the curriculum in the reception classes. The Mathematics Coordinator, Katie Knight gave a presentation explaining how mathematics is taught in the Reception year and Carla Swinehart, the Language Arts Coordinator talked about the acquisition of language skills in the Early Years. The PYP coordinator, Vicky MacPherson also gave an outline of the PYP in the reception year. The event was well attended and following a very informative evening we are now seeing a good response and enrolment for next year is looking very encouraging.

On Friday 5th March the Primary School held a Book Day. This was aimed at highlighting the importance of reading and developing a love of reading in all children. It was a very successful day and it was also the culmination of a book making initiative. Each class produced and illustrated a "Big Book" based on a book they were familiar with in the classroom. The books will be on display in the library for a short while before being presented to representatives from local schools and other children's projects here in Malawi.

This awareness of making links with a wider community has been explored through our International Day initiatives this year. Two visiting teachers from Maadi British International School in Cairo have been with us for 2 weeks and have been working with our Student Council students and students from a local school. They made a valuable contribution to these initiatives and presented a slide show at assembly to reflect on their work.

Recruitment – We have recruited most of our staff for next year. We are still advertising for a standard 2 teacher and a primary music teacher.

PYP – The revised "Action Plan" is now complete and will be distributed to board members as soon as possible.

Primary Role

| FORM | | Male | Female | Total | Total | TP | NTP | BMIS | TP | NTP | BMIS |
|--------------------|--------------|------|--------|--------|-------|--------|--------|--------|-------|-------|-------|
| | | | | 10-Mar | 9-Mar | 10-Mar | 10-Mar | 10-Mar | 9-Mar | 9-Mar | 9-Mar |
| Reception | RG | 10 | 10 | 20 | | 15 | 4 | 2 | | | |
| | RK | 10 | 10 | 20 | | 15 | 4 | 1 | | | |
| | RV | 10 | 11 | 21 | | 16 | 3 | 2 | | | |
| | Total | 31 | 31 | 62 | 57 | 46 | 11 | 5 | 34 | 17 | 6 |
| Standard 1 | 1C | 10 | 8 | 18 | | 10 | 5 | 2 | | | |
| | 1M | 12 | 8 | 20 | | 15 | 5 | 0 | | | |
| | 1S | 10 | 9 | 19 | | 14 | 5 | 0 | | | |
| | Total | 32 | 25 | 56 | 68 | 39 | 15 | 2 | 46 | 19 | 3 |
| Standard 2 | 2K | 10 | 14 | 24 | | 20 | 3 | 1 | | | |
| | 2M | 12 | 12 | 24 | | 17 | 5 | 2 | | | |
| | 2W | 10 | 13 | 23 | | 16 | 7 | 0 | | | |
| | Total | 32 | 39 | 71 | 50 | 53 | 15 | 3 | 36 | 11 | 3 |
| Standard 3 | 3F | 10 | 7 | 17 | | 16 | 0 | 1 | | | |
| | 3K | 10 | 8 | 18 | | 13 | 4 | 1 | | | |
| | 3S | 10 | 7 | 17 | | 9 | 5 | 3 | | | |
| | Total | 30 | 22 | 52 | 64 | 38 | 9 | 5 | 42 | 15 | 7 |
| Standard 4 | 4D | 11 | 12 | 23 | | 13 | 6 | 4 | | | |
| | 4H | 13 | 11 | 24 | | 20 | 4 | 0 | | | |
| | 4V | 10 | 14 | 24 | | 17 | 5 | 2 | | | |
| | Total | 34 | 37 | 71 | 59 | 50 | 15 | 6 | 43 | 15 | 1 |
| Standard 5 | 5L | 12 | 10 | 20 | | 17 | 5 | 0 | | | |
| | 5S | 13 | 9 | 20 | | 14 | 7 | 1 | | | |
| | 5T | 12 | 9 | 19 | | 16 | 5 | 0 | | | |
| | Total | 37 | 28 | 59 | 59 | 47 | 17 | 1 | 42 | 13 | 4 |
| Standard 6 | 6L | 10 | 10 | 20 | | 15 | 4 | 1 | | | |
| | 6M | 11 | 9 | 20 | | 18 | 2 | | | | |
| | 6S | 16 | 4 | 20 | | 14 | 4 | 2 | | | |
| | Total | 37 | 25 | 60 | 59 | 47 | 10 | 3 | 42 | 16 | 1 |
| Grand Total | Total | 233 | 205 | 438 | 414 | 320 | 93 | 25 | 285 | 106 | 25 |

Board of Trustees
23rd March 2010
Secondary Report

Student enrolment

See table.

The learning cycle

A brochure is being produced for Primary and Secondary parents to explain the move to a 6-day cycle. We hope to have the brochure ready for the beginning of Term 3. A meeting for parents may be needed, but is not planned for at the moment. (Paul Harrison and Janette Johnson will oversee publication of the brochure).

Curriculum structures are being developed for Primary and Secondary in consultation with all staff. These will be used to establish a timetable for the whole school for 2010-2011. It is hoped that a draft timetable will be available for staff review and feedback by the end of May. (Paul Harrison and Janette Johnson are coordinating this activity.)

MYP

Following the Board decision to adopt the MYP (March 2nd), work has begun to implement the programme in Form 1 in August. Meetings have taken place with Heads of Department and Teachers to finalise a curriculum structure that meets the programme requirements. I hope to be able to present this to the Board next month. The curriculum structure will also reflect the move to a 6-day cycle.

I am currently working on a more detailed plan for the development of the MYP, and I hope to have a outline draft ready for the next Board meeting in April. I am conducting a survey of staff (including new hires) to find out their professional development needs for the MYP. The findings will be included in the plan.

Recruiting

We have advertised for teaching positions for Physics, Chemistry, IT with Science/Math, Music and EAL. We intend to hold preliminary telephone interviews shortly.

Reports

A working group will be established in Term 3 to review, and suggest improvements to the Secondary school reporting system. At least one parent and one teacher have offered their services to the working group. I will report the group's findings next term.

Dates

| | |
|-------------|---|
| March 22-23 | IGCSE Art Examination (Form 5) |
| March 23 | Board Meeting |
| March 26 | Student reports sent home |
| | Last day of term – school ends at 11:00AM |
| April 12 | School re-opens |
| April 15 | IGCSE IT Practical examination (Form 5) |
| April 15-16 | IB Art Examiner visit (IB2) |
| April 17 | LEAP Tournament |
| April 20 | IGCSE IT Practical examination (Form 5) |
| April 22 | Parent-teacher conference |
| April 22-23 | IB Art Exhibition |
| April 26 | IB2 Study Leave begins |
| April 27-29 | Geography Fieldwork (IB1) |
| May 3 | Public holiday (school closed) |
| May 4 | Form 5 Study Leave begins |
| May 8 | Poetry Slam |
| May 12-14 | Geography Fieldwork (Form 4) |
| May 14 | Public Holiday (school closed) |
| May 21-22 | Tennis vs St. Andrews (Away) |
| May 24 | Graduation Ceremony (IB2) |
| May 25 | Board Meeting |
| May 28 | Prom (IB2) |
| May 29 | Run for Wildlife |

| | |
|---------------|--|
| May 31-June 4 | Secondary Examination Week |
| June 4-5 | Arts Festival/Music under the Stars/2 nd Skin |
| June 7-11 | Work Experience Week (Form 4) |
| June 8 | Board Meeting |
| June 11 & 14 | IB Group 4 Project (IB1 special project days) |
| June 10 | Awards Assembly (Form 5) |
| June 11 | Student Council Disco |
| June 16 | Final students reports sent home |
| June 17 | Secondary Sports Day |
| | Awards Assembly |
| June 18 | Last Day of Term |
| | Secondary Farewell Assembly |

Paul Harrison

Secondary Role

| FORM | | Male | Female | Total | Total | TP | NTP | BMIS | TP | NTP | BMIS |
|---------------|--------------|------------|------------|------------|------------|------------|-----------|----------|------------|-----------|----------|
| | | 10-Mar | 10-Mar | 10-Mar | 09-Mar | 10-Mar | 10-Mar | 10-Mar | 09-Mar | 09-Mar | 09-Mar |
| FORM 1 | 1RA | 8 | 8 | 16 | | 12 | 4 | 0 | | | |
| | 1JI | 11 | 6 | 17 | | 7 | 10 | 0 | | | |
| | 1JHW | 9 | 8 | 17 | | 14 | 2 | 1 | | | |
| | Total | 28 | 22 | 50 | 48 | 33 | 16 | 1 | 38 | 8 | 2 |
| FORM 2 | 2JBR | 4 | 8 | 12 | | 9 | 3 | 0 | | | |
| | 2MG | 9 | 6 | 15 | | 11 | 3 | 1 | | | |
| | 2WS | 7 | 5 | 12 | | 8 | 3 | 1 | | | |
| | Total | 20 | 19 | 39 | 37 | 28 | 9 | 2 | 27 | 11 | 0 |
| FORM 3 | 3AW | 10 | 11 | 21 | | 17 | 4 | 0 | | | |
| | 3BB | 7 | 11 | 18 | | 12 | 6 | 0 | | | |
| | Total | 17 | 22 | 39 | 45 | 29 | 10 | 0 | 35 | 12 | 1 |
| FORM 4 | 4AH | 9 | 8 | 17 | | 9 | 7 | 1 | | | |
| | 4PP | 4 | 8 | 12 | | 10 | 2 | 0 | | | |
| | 4NR | 10 | 6 | 16 | | 10 | 6 | 0 | | | |
| | Total | 23 | 22 | 45 | 41 | 29 | 15 | 1 | 28 | 7 | 2 |
| FORM 5 | 5IJ | 3 | 8 | 11 | | 7 | 4 | 0 | | | |
| | 5JB | 7 | 7 | 14 | | 8 | 5 | 1 | | | |
| | 5JF | 8 | 6 | 14 | | 10 | 2 | 2 | | | |
| | Total | 18 | 21 | 39 | 32 | 25 | 11 | 3 | 29 | 5 | 0 |
| IB1 | L6AG | 12 | 6 | 18 | | 15 | 3 | 0 | | | |
| | L6MM | 9 | 6 | 15 | | 13 | 2 | 0 | | | |
| | Total | 21 | 12 | 33 | 37 | 28 | 5 | 0 | 32 | 2 | 3 |
| IB2 | U6JT | 6 | 9 | 15 | | 13 | 0 | 2 | | | |
| | U6PL | 4 | 9 | 13 | | 11 | 2 | 0 | | | |
| | Total | 10 | 18 | 28 | 32 | 24 | 2 | 2 | 24 | 8 | 1 |
| Grand | Total | 137 | 136 | 273 | 253 | 204 | 74 | 9 | 211 | 55 | 9 |

7 Finance committee report

- i) Finance report for February accompanies this report
- ii) Audit 2008/2009 final copy of the Audit report accompanies these notes
- iii) The proposed budget for 2010/11 accompanies these notes

8. Policy committee report

A brief report from a meeting following the MYP board meeting will be given at the meeting.

9. Building and Grounds Committee report

There has been no meeting of the committee.

Work continues on the toilets. There has been considerable work carried out on improving security on teacher housing following burglary incidents. This will need to continue. Landlords refuse to take responsibility for improvements or simply delay matters. The management has had to take steps to do the work and where possible regain some funding from rents. Work is planned and allowed for in next year's budget to cover a second secondary computer lab and the conversion of one of the multipurpose rooms into a science lab, Extension of the primary computer lab is also planned. These would take pressure off the computer use in the library. Management has looked at the present library and with the anticipated reduction in pressure for computers recommends not proceeding with major structural change. Work over the coming holiday will focus on completion of existing projects and not on new building work.

10. Personnel and Administration Committee report

There has been no meeting of the committee.

Executive Session

2. Minutes of 23rd February 2010

| <i>MINUTES OF THE MANAGEMENT SESSION held on</i> 23rd February, 2010 at The School Library at 22:30 Hours | | ACTION |
|--|---|---------------|
| 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 |
| APOLOGIES:- B. Ni Mhuri | | |
| 1) APPROVAL OF AGENDA:- Board approved the Agenda. | | |
| 2) PREVIOUS EXECUTIVE SESSION MINUTES:- The minutes of the executive session of the 19 th January, 2010 were approved, signed by the Chair and handed over to the Director. | | |
| 3) UPDATE ON ACTION POINTS FROM MINUTES OF 19th January, 2010:- | | |
| - | HB/PT to draft a letter of application for the title deeds to the Ministry of Lands attaching all relevant documents before next board meeting. | HB/PT |
| - | On the Director's contract, HB to contact NH before the next meeting to discuss the issue of increment and draft of issues that need to be tackled with PT as to future Board expectations and his performance. | HB/NH |
| 4) CONCESSION REQUEST:- | | |
| After discussion Board made decisions as follows:- | | |
| a) Mr Jagot | Board approved concession fees for one student for one term only. | PT |
| b) Mr de Vries | Board approved tax status for Mr. De Vries – working with a Dutch NGO | PT |

| <i>MINUTES OF THE MANAGEMENT SESSION held on</i> 23rd February, 2010 at The School Library at 22:30 Hours | ACTION |
|--|---------------|
| under a TEP. | |
| <p><i>c) Dr E Schouten</i> Board rejected the request for tax payer status for Dr. Schouten due to the fact that he is receiving tax free salary.</p> | PT |
| <p>5) STAFFING:- Fara Bheda is taking up the position of Julia Wallis, standard 2 teacher, who is leaving due to personal health reasons. Fara has a Diploma in children's care, Learning and development from the UK and has been working in a nursery for two terms. She will be carefully monitored by senior teachers and primary head.</p> <p>Parents to be notified of this change.</p> <p>Most of the Primary positions have been filled. Position open are mainly for Secondary school. These will be advertised in a weeks time in the Times educational supplement, local papers, the international educator and through CIS and other agencies. Recruiting trips may be undertaken in May and or June.</p> | PT/JJ |
| <p>6) DEBTORS:- After discussion on the report presented, Board agreed that debtors over 90 days who have left the school should be written off. Board also agreed that the Director should ban children from school with outstanding fees.</p> | PT |
| <p>7) FOREX:- Due to forex problems, the school are going through early processing of invoices, appeals by management to the banks if delay is experienced, and contact with the entities to whom payment is due to explain the situation.</p> <p>PK/MB to check with the banks on whether it is acceptable for the school to open an overseas account or not.</p> | PK/MB |
| <p>Executive session closed at 23:16 Hours Date of the next Executive Board Meeting, 23 March, 2010 and be held at The School Library.</p> | |
| <p>Minutes approved and signed by the Chair_____</p> | |

MINUTES OF THE MANAGEMENT SESSION held on
23rd February, 2010 at The School Library at 22:30 Hours

ACTION